



Early Career Academic

Development Programme

Your Onboarding Guide



Table of CONTENTS

- 3** The Early Career Academic Development Programme
- 4** Setting You Up For Success
- 5** Welcome to the University
 - The Court
 - University Leadership Team
 - Senior Leadership Team
 - Our Campuses
 - Edinburgh Napier Student association (ENSA)
 - Trade Unions
 - The University Strategy
- 8** Induction Process and Timeline
- 10** Our Schools and Academic Guidance
- 12** IT and Library support for your teaching and research
- 15** Support from Professional Service Departments
- 18** My Contribution and Setting Objectives and Tracking Your Development Plan
- 19** Additional Systems and Useful Links



The Early Career Academic DEVELOPMENT PROGRAMME

THE EARLY CAREER ACADEMIC DEVELOPMENT

PROGRAMME has been developed to support new ECAs joining the University understand the expectations of their new role. Indicative outputs across all academic pathways have been agreed to enable you to build a tailored development plan to support you achieve the expected outcomes. In most cases the development plan will consist of supportive actions split over a 2-year period, with a commitment of ensuring that 50% of your time will be dedicated to development activities and the achievement of the indicative outputs. The remaining 50% will include the learning, teaching and associated activities expected within an academic role. The full details of the programme can be found [here](#).

This onboarding guide has been developed to give you all the information needed to successfully navigate the University and the support tools available to you as an Early Career Academic.

Setting you up FOR SUCCESS

On appointment to your role there are a few key elements that your line manager will complete prior to your agreed start date.

ORDERING EQUIPMENT

Your line manager will discuss with you the equipment that will be provided when you start in your new role. All standard equipment provided is outlined within the [End User Device Policy](#) and will be requested via the [Information Systems Procurement Page](#).

ARRANGING SYSTEM ACCESS

You will automatically be given access to a number of systems required to carry out your role, however there may be other specific systems that your line manager will arrange such as access to the S:Drive which may hold local department, team and personal files and sharepoint sites that may be storing shared team and project documents.

DEVELOPMENT NEEDS ANALYSIS AND DEVELOPMENT PLAN

All new Lecturers joining the University will be at different stages of their career and as such may have different areas that require support and development. Prior to joining, an Academic Pathway Advisor will contact you to complete a Development Needs Analysis conversation. The Academic Pathway Advisor will help you understand the University pathways and determine how your current outputs and achievements align with the expected achievements within your first 2 years at Edinburgh Napier University, so as to understand areas that you may need support in. Your development plan will then be created based on this discussion, however it will be revisited periodically throughout your time on the programme.

INDUCTION PLAN

Induction is a key element for all new staff members joining the University and it is vital that this element is fully covered to ensure you understand both regulatory and relevant orientation information. Induction covers 3 key aspects

1. Local Induction
2. University Induction (see page 8)
3. Online Induction (see page 8)

Your line manager is responsible for providing an effective local induction on the specifics of your role and the workplace. As the local induction occurs first, it is the most important part of the induction process for all new members of staff.

Your line manager will brief you on the elements required within this part of the onboarding process.

Key areas covered in a local induction are:

- Mapping out your first month in role – What you will be doing and what the expectations are?
- Overview of your new School, including structure charts, leaderships teams, programme and module leaders, key contacts etc.
- Tours of classrooms, office spaces and key people to know that support the School such as those within the School Support Service, Research, Innovation and Enterprise team, Department of Learning and Teaching Enhancement etc.
- Your line manager will also assign you a buddy. This will be someone who will be an informal key contact for you to ask additional questions and seek support. [This guide](#) explains more about the buddy process.

Welcome to **THE UNIVERSITY**



THE COURT

The Court is the governing body of the University. They meet 4 times per year, however also have a number of sub committees which meet outside of the main 4 meetings.

These committees include:

Academic Board, Audit and Risk, Finance and Property, Nominations, Remuneration and Honorary Awards.

Membership of the Court includes:

The Chair of Court, Secretary to Court, Principal & Vice Chancellor, Deputy Vice Chancellor and Vice Principal, staff representatives, student representatives, trade union representatives and a number of members from across higher education, industry and business.

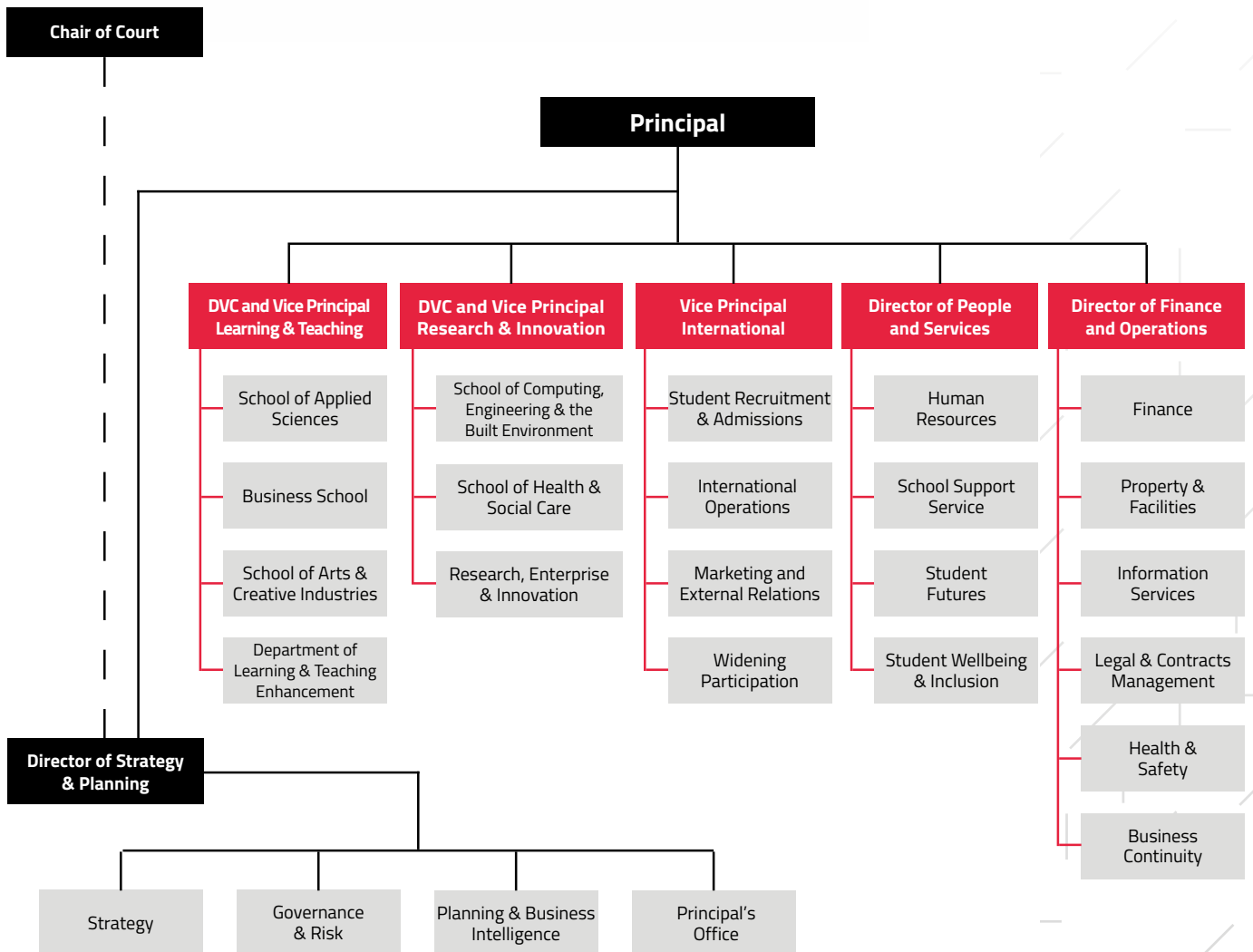
The roles and responsibilities of The Court include approving the University's mission and strategic direction, ensuring adherence to funding requirements, ensuring that systems of control and accountability are established and monitored and appoint members of the University Leadership Team.

Full details of The Court, including overviews of roles and responsibilities, committee members and university performance can be found [here](#).

You can also find details of the annual accounts and a helpful overview of the University [here](#).

You can also find details of the University's values and Shaping Our Future: Driving Distinctiveness Strategy [here](#), with information on our history available [here](#) and some useful facts and figures [here](#).

University Leadership Team & SENIOR LEADERSHIP TEAM



The University Leadership Team (ULT) consists of The Principal and Vice Chancellor, Professor Andrea Nolan and 5 members, each with their own areas of responsibility.

- **Nazira Karodia** (Deputy Vice Chancellor and Vice Principal Learning & Teaching)
- **Nick Antonopoulos** (Deputy Vice Chancellor and Vice Principal Research & Innovation)
- **Andy McGoff** (Director of Finance and Operations)
- **Carolann Begbie** (Director of People and Services)
- **Naomi Graham** (Vice Principal International).

The Senior Leadership Team (SLT) consists of the members of ULT plus the following:

- **Christine Cross** (Dean of The Business School)
- **Diane MacLean** (Dean of the School of Arts and Creative Industries)
- **Alison Machin** (Dean of the School of Health and Social Care)
- **Gary Hutchison** (Dean of the School of Applied Science)
- **Peter Andras** (Dean of the School of Computing, Engineering & the Built Environment)
- **Michael Greenhalgh** (Director of Strategy & Planning and Secretary to Court)
- **Geoff Day** (Director of Marketing and External Relations)
- **Claire Taylor** (Director of Information Services)
- **Steven Logie** (Director of School Support Service & Academic Registrar)
- **Elaine Hunter** (Director of Property & Facilities)

More information, including biographies of the team can be found here.

Our CAMPUSES



Merchiston

Creative Industries, Computing, Engineering & Built Environment students are based at Merchiston. Here you'll find the Jack Kilby Computing Centre, the Edinburgh Napier Students' Association, a computer games lab, newsroom, TV, radio and photography studios and soundproofed industry-standard music studios.



Sighthill

Our Sighthill campus serves more than 5,000 students and staff of the School of Applied Sciences and the School of Health & Social Care. Facilities include life-like hospital wards, a clinical skills suite, sports science labs and our [EN]GAGE sports centre.



Craiglockhart

Home to the Business School, Craiglockhart campus blends the old and the new. Set within attractive grounds overlooking Edinburgh, facilities include 200- and 400-seat lecture theatres and language and multimedia labs. It's also home to our innovation and enterprise centre.

Induction Process AND TIMELINE

■ Induction to Edinburgh Napier University

The full induction process can be found [here](#). There are a number of support documents that will help you get started at the University. You will also find out about 3 key stages of induction.

- a. Local Induction
- b. Online Induction
- c. University Induction

a. Local Induction

Your line manager will arrange for you to learn the specifics about the School you will be working in. This will include understanding about the structures within the School, the programmes, modules and teaching methods. As part of your local induction, your line manager will also arrange for a buddy to be assigned to you. The role of a buddy is to help you settle into the University, while being an informal support and guide, especially in your first few weeks. You can find out information about the buddy system [here](#).

b. Online Induction

When you join the University you will receive an email inviting you to complete a number of online mandatory training models. These should be completed within the first 3 months of you joining, however it is recommended that you do these sooner so as to ensure you are aware of the regulatory obligations across the University.

These are as follows:

1. GDPR
2. Information Security Awareness
3. Equality and Diversity
4. Health and Safety
 - a) Health & Safety Induction (to be completed only once)
 - b) Workstation (once a year)
 - c) Fire Safety (every two years)

You can access the training links [here](#).

An induction plan will also be updated onto your HR Connect record to ensure all elements are covered within your first 3 months. Once elements of your induction have been completed please ensure you update your HR Connect record.

c. University Induction

Also within your first 3 months you should book a place on the 'Induction: Working at Edinburgh Napier' event. This will help you to understand the University strategic direction, culture and values, while also giving you the opportunity to meet colleagues from across the University. You can book onto a suitable date and time via [HR Connect Self-Service](#).

■ Research Innovation and Enterprise (RIE) induction

The teams within the RIE department help all academics and researchers with all aspects of research, enterprise and knowledge exchange. For all Early Career Academics this includes induction support to help you understand what support is available to you, the systems you will use and the funding application process.

a. Welcome Email

Within your first month of joining, you will receive a welcome email letting you know about the team and also the support you can expect.

b. RIE Induction Session

Within your first 3 months of joining, you will be invited to an introduction meeting with the team. This will be a 2-hour session, giving you the opportunity to meet individuals who can support you on your research journey.

c. Funding Manager Support

Also within the first 3 months of joining, you will meet the Funding Manager assigned to your School, who will be able to support you in applying for funding, both internally and externally.

You can find out more information about RIE and their induction process [here](#).

In addition to the induction support, the RIE team also support staff at all stages with the full range of research and knowledge exchange (R&KE) activities and partnership building including developing researcher skills; finding funding; writing proposals; managing R&KE projects including project set up and governance; public engagement; communicating results and enabling impact from research including protecting and commercialising IP.

Bright Red Triangle also sits within this department and offers support to staff, students, and alumni to develop enterprise skills and capture opportunities, such as launching a new app, starting a social enterprise or developing innovative new products or services.

The team also support staff who wish to take part in Consultancy and CPD activities through the [Consultancy and Commercial Activity Framework](#), which incentivises and encourages staff to undertake this activity.

The team also supports research degree students and their supervisors with research degree activities.

RIE also support the REF process. The most recent outcomes of which can be found [here](#).

The [Worktribe tool](#) is also managed through this team and they can be contacted for support and guidance on how to effectively keep your profile current and up to date. You can find full details of all the support available through the Research, Innovation and Enterprise team [here](#).

The RIE team will be on hand to encourage and support your Research and Knowledge Exchange ambitions so please contact them at RIE@napier.ac.uk

■ Department of Learning and Teaching Enhancement (DLTE) Induction

DLTE can support you in all areas of teaching, assessment and scholarly activities to enhance our students' learning experience. As an Early Career Academic you will receive a welcome email, introducing the team and making you aware of the different accredited programmes and CPD opportunities that are available to you, so that you can gain the relevant and appropriate recognition for your learning and teaching practices.

Usually, Early Career Academics will enrol in the [Postgraduate Certificate programme](#), however there are also additional workshops that run in the Autumn and Spring trimesters as part of the [L&T ENssentials programme](#) that will support your induction into Edinburgh Napier particularly around the learning and teaching policies and practices. Each School has a DLTE link person who will be keen to meet you within your first few months in role. In the meantime, you can find out more about DLTE [here](#).

There are also a number of key resources on the intranet pages which will help you when you join Edinburgh Napier, these can be found within the [New to Napier](#) intranet page. The team are also responsible for the quality and standards of teaching across the University, so as someone new to Edinburgh Napier it will be vital that you familiarise yourself with the most up to date [Academic Regulations](#) and [Quality Framework](#).

The new [Curriculum Enhancement Framework \(ENhance\)](#), launched in June 2022, will support and recognise staff working on curriculum development and enhancement and play a strong role in creating distinctive and strong Edinburgh Napier programmes.

Part of your role as an academic will include supporting students as a Personal Development Tutor, so a helpful [toolkit](#) has been developed to ensure you have all the guidance and support needed to carry out this element of your role effectively, in addition to a number of other [Quick Guides and Resources](#).

You can find a full overview of all the support and guidance available from the DLTE team [here](#).

EDINBURGH NAPIER STUDENT ASSOCIATION (ENSA)

ENSA supports students in a wide range of ways, but representation is their core business. They help to make sure that the University delivers the kind of teaching and support that students want and need. You can find out more information about ENSA on their intranet page [here](#).

ENSA Sports Clubs also provides students with the opportunity to get involved at all levels with a wide variety of sports. It's a great way for students to meet and try out new activities, from American Football and archery to rock climbing and volleyball! It doesn't have to be competitive either - many clubs are open to complete beginners if students just want to play for fun.

TRADE UNIONS

The University recognises 2 trade unions, [UNISON](#) and the [Educational Institute of Scotland \(EIS\)](#).

UNISON offers support to individuals working across our Professional Service teams and EIS support those on academic and research contracts.

Both trade unions work in partnership with the University and negotiate on terms and conditions of staff up to and including Grade 7. The University also consults with both trade unions on a number of subjects, including change projects and good working practices.

Our Schools and ACADEMIC GUIDANCE

THE BUSINESS SCHOOL

Based at the Craiglockhart Campus we are a modern, global and dynamic business school home to students, staff and researchers inspired by the world around them to provide creative, sustainable solutions to economic challenges and the needs of society.

The Business School for empowerment, enterprise and employability for all.

SCHOOL OF APPLIED SCIENCE

Based in our Sighthill Campus we are a multidisciplinary School with a strategy to make a demonstrable economic and social impact, nationally and internationally, in areas of environmental and human wellbeing, through the positive influence of our professional, ambitious, and skilled graduates and the impactful, world-class research and enterprise activities.

The School has a strong focus on wellbeing, aligned with the University theme and continues to evolve and enhance this focus with a clear effort to understand, inform and shape how we, as humans, are affected by our environment and how, as humans, we are having an impact on the environment around us.

With around 130 staff we are proud to have strong academic subject areas in Life Sciences, Psychology, Social Science & Criminology, Teacher Education and Sport, Exercise and Health Sciences with excellence in learning and teaching, student experience and research and knowledge exchange.

SCHOOL OF ARTS & CREATIVE INDUSTRIES

Based in our Merchiston Campus, our School of Arts & Creative Industries helps students pursue a creative industries career through offering a range of degrees to create a vibrant, international and creative community. Our modern facilities and strong links with industry combine to produce industry-ready, award-winning graduates.

Create, Connect, Collaborate: Inspiring and empowering minds to think for tomorrow, our mission is to unlock innovation and growth, nurture talent and opportunities for collaboration, and enable graduates and staff to develop sustainable careers in tomorrow's creative and connected communities.

SCHOOL OF HEALTH & SOCIAL CARE

Based at our Sighthill Campus we are the UK's envied healthcare model. Scotland's strong reputation for health training and our research-active academics makes Edinburgh Napier the ideal place to study, no matter where you are based.

The School of Health & Social Care is a vibrant academic community for over 3,400 students and 120 staff. We are structured into four subject disciplines: Nursing, Midwifery, Allied Health Professions & Social Work, and Health & Social Care Sciences.

SCHOOL OF COMPUTING, ENGINEERING & THE BUILT ENVIRONMENT

Based in our Merchiston campus in the centre of Edinburgh, the School delivers world leading and internationally excellent research in high impact areas and gives students the knowledge, experience and skills needed to innovate, create, respond to and provide solutions for a technically-demanding society in fast-changing technological landscape.

From cyber security to robotics, sound design to architectural technology, artificial intelligence to sustainable energy, transport policy to additive manufacturing we offer innovative, accredited courses, designed with employment in mind and taught by industry experts in labs that feature cutting-edge equipment.

In Computer Science research we are the 3rd best in Scotland and in the top-30 in the UK according to the REF 2021, with key strengths in artificial intelligence, cyber security and creative and social informatics. In Engineering and Build Environment we have excellent research in sustainable construction, renewable energy and other areas.

The School offers a range of engaging, challenging and industry-relevant courses that enable graduates to specialise in areas of high industry demand and pursue rewarding careers within their chosen discipline. If you want to make an impact, unleash your creativity, develop your online intelligence and connect with the world in more ways than you can imagine, then this is the place for you.

Academic Appointment and Promotions Framework

Academic Pathways

The University has four academic pathways: Research, Learning & teaching, Enterprise and Professional Practice. A balanced academic profile means contributing to all of these areas to some degree but the pathways enable academics to align their activities to the area which best fits their own interests and career goals.

Each pathway has key measures of success across the 4 key pillars of Esteem, Innovation & Impact, Contribution and Academic Leadership. You can find full details of the pathways [here](#).

Annual Promotion and Award of Title Process

Each year, anyone who has a minimum of 1 years' service at the University can apply for Academic Promotion or Award of Title. This is a merit-based process which recognises and rewards the sustained performance and contribution of our academic staff and is a key part of achieving our strategic objectives. There is no cap on the number of promotions and award of titles which can be awarded each year and support and guidance is available for those that would like to apply. Please see [here](#) for all the most up to date details.

Academic board

The Academic Board is the primary academic body of Edinburgh Napier University with delegated authority from the University Court to oversee the overall planning, co-ordination, development and supervision of the academic work of the University. The Principal is Convenor of Academic Board and members are drawn from across the University. You can find out more information around the Academic Board [here](#).

IT and Library support for YOUR TEACHING AND RESEARCH

Technology plays a large part in ensuring that you can successfully carry out your role and the **Information Services department** are on hand to support via a wide range of teams, with a wide range of functions. They are responsible for the University's libraries and IT, including learning technologies, online services and physical equipment.

There is a wide range of services and resources to support your work as an Early Career Academic, with support available via the IS Service Desk and Library Helpdesks between 8:45am - 5pm, Monday to Friday. Outwith these hours support is provided by the NorMAN Helpline, in which case you'll receive a response from: it.normanhelpdesk@northumbria.ac.uk.

LIBRARY SERVICES

Support for your teaching:

See the **Finding information** pages to help you find the resources you need for your work.

The **Teaching and Moodle** pages include information on how to create and update **reading lists**, **add resources to Moodle**, obtain copyright cleared **digital chapters and articles** to use in your reading lists or Moodle modules and how to use video and **TV programmes** in your teaching. The **Copyright Guidance LibGuide** has information on how to legally use materials to support your teaching.

Find out how the **JISC Digital Discovery Tool** can develop and improve the digital skills of staff and students, supporting **ENhance**, the university's curriculum enhancement framework.

Subject Librarians can deliver in-class teaching including library introductions, information research skills and using databases and reference management tools. Planning a new module or want to **request books and journals**? Liaise with your Subject Librarian about reading list materials and other resources to support your students. Subject Librarians offer one-to-one inductions to new staff when they join the university.

Studying for a PhD or Professional Doctorate? Contact your Subject Librarian for one-to-one appointments to support your work, including literature reviewing and evidence searching skills.

Are you an ENroute candidate? Discover resources and support to help you on the **Learning and Teaching LibGuide**.

Browse the **Training and Events Calendar** and find bookable and drop-in sessions offered by the library on a range of topics and skills, for staff and students.

Support for your research:

The **Research** pages have information on the library services and resources to support your research.

The **Research Cycle** supports you through the stages of the research process or use the **Researcher Toolkit** to find out how the library can help your research.

Use the **Interlibrary Loan** service to borrow items and obtain articles the library doesn't own or subscribe to.

Published your research? Add it to **WorkTribe** and contact the repository team with any queries about doing this or **making your work open access**: repository@napier.ac.uk.

IT SUPPORT

Your network account:

You will have been given an 8-digit Edinburgh Napier login ID (also referred to as username or staff number), University email address and password. Use these to log in to your managed laptop and / or University on-campus desktop. You also use these to access the University's online services both on and off campus:

- Find out more about your **University password and register for the Self-Service Password Reset service.**
- Find out more about **Multi-Factor Authentication** and how to register.
- Complete the mandatory **Cyber Security Training.**

University desktop and equipment:

You will have access to a managed laptop and / or on-campus University desktop. If you have a managed laptop, you will be able to access all the University's services both on and off campus via the laptop.

- Find out about the **Managed Laptop Service.**
- Find out how to **request additional IT Equipment.**
- Learn how to use the **Hybrid Working docking stations** at Sighthill (to be rolled out further).
- Learn about the **Apple Mac Service.**
- Find out how to print, copy and scan using the **Multi-Function Devices (MFDs).**

University Wi-Fi:

The main **wireless network for Edinburgh Napier** staff and students is eduroam. Once connected, you have wireless access both on campus and at other participating institutions.

Communication and collaboration:

You have a University Office 365 account which provides access to MS Outlook, MS Teams and MS SharePoint for email, online meetings, and collaboration. You also have access to a softphone which enables you to use your computer or mobile device to make and receive telephone calls.

- Find out about your **Office 365** account.
- Learn about **Softphones.**

University software:

As well as your Office 365 account which gives you access to the Office 365 apps, you can also access software on or off campus using AppsAnywhere:

- Find out about your **Office 365** account and **MS Office.**
- Read about **AppsAnywhere.**

Data storage:

You have access to online storage via OneDrive and SharePoint as well as access to networked storage: a personal data area (your H drive) and a shared, departmental data area (S drive). If you are a Researcher, you will have access to a Research Network Drive:

- Read about your **OneDrive** and **SharePoint.**
- Find out more about the **H and S drives.**
- Find out more about the **Research Network Drive.**

Classroom equipment:

The majority of classroom and meeting rooms have recently been refurbished to provide access to state-of-the-art Audio-Visual (AV) equipment to which you can connect your managed laptop or use the in-room PC. There are a small number of pilot HyFlex (hybrid flexible) teaching spaces across the University. This is where students are physically present in a classroom and are joined by remotely located students at the same time using a platform such as Webex or MS Teams.

- Find out more about the **Classroom Equipment.**
- A list of teaching spaces and capacities can be found on the **Timetabling page.**
- For help with the classroom equipment please contact the **IS Service Desk** in the first instance.





LEARNING TECHNOLOGIES – KEY INFORMATION

Technology can be used to enhance learning, teaching, and assessment. The University provides and supports a range of learning technologies which can be integrated into your teaching and learning practices.

Moodle is the virtual learning environment used by the university. It is a secure and integrated learning system, which can be used to create a personalised learning environment. More details and guidance on the technologies that are available can be found on the **Learning Technology Hub**.

The learning technology support team can provide a wide range of practical advice, support, and training. There are learning technology advisors available for each campus, their contact details can be found here: **Meet the Team**.

Support from other Professional SERVICE DEPARTMENTS

There are a number of other Professional Service departments across the University, some of which you will interact more frequently based on the type of support available to you. The following is an overview of just of some and the type of support you can expect.

SCHOOL SUPPORT SERVICE

This is a centrally managed, locally delivered service which has dedicated support teams for each of our academic schools. Each team is led by a Head of School Support, providing services that support the academic and student communities. The team support the whole student lifecycle from matriculation to graduation and beyond, including maintaining the [Academic Calendar](#), matriculation and induction for [new students](#), [Timetabling](#), [Examinations](#) and [Graduations](#), in addition to the maintenance of [student records](#) within the student record system. The team support curriculum management, local school quality processes and accreditation. In addition, School Support provides business and leadership support such as local committee servicing, purchasing and planning.

You can find out details about all of these services and much more [here](#).

STUDENT FUTURES

The team support our students throughout their learning journey to help enhance employability when they graduate. Through working with employers to help secure placements, facilitating learning events and supplying careers & skills development such as CV writing and interviewing skills, the team set our students up for success.

You can find out more about how the team can support our students [here](#).

STUDENT WELLBEING & INCLUSION

The team's key aim is to help students make the most of their time at the Edinburgh Napier while feeling safe, supported, healthy and able to fulfil their potential. Offering services such as counselling and mental health support through trained counsellors, funding advice,

information and help for students facing financial issues, ensuring students are aware of the financial assistance and support available to them. The team also support many students who may be experiencing disabilities, long term health issues or specific learning difficulties, ensuring those students feel welcomed and supported throughout their time at Edinburgh Napier. The team also support students who may have experienced sexual violence, harassment, or misconduct of any kind via the anonymous Report and Support process, and through safeguarding arrangements. The team coordinates the work of the University's honorary Chaplaincy service.

Full details of all the support the team offers can be found [here](#).

PROPERTY & FACILITIES

The team's main office is located at our Sighthill campus although the team has a presence across all campuses, including student accommodation and has responsibility for all associated buildings within the Estate. Their focus is on managing the University's key facilities, including maintaining the Estate and buildings, capital projects, energy and sustainability, security, cleaning, logistics, print room, sports centre, catering services, conference management and student accommodation.

There are many aspects that the team will be able to support you with including arranging [catering for events](#), setting up [classrooms and moving equipment](#), cost effective [print services](#) and support arranging [conferencing and events](#).

The team are also responsible for [ENgage](#), the state of the art performance and gym and sports centre based at the Sighthill campus, which is open for membership and also used as a teaching facility.

There are many other aspects that the team can support you with in your role, you can find the full list of services [here](#).

MARKETING & EXTERNAL RELATIONS

The Marketing and External Relations department, based at Sighthill campus, is responsible for building the University's reputation and that of our Schools, promoting our academic excellence, sharing our student experience, highlighting our research and innovation, driving our fundraising ambition and ensuring we engage with our global alumni community.

As an academic in the University the team can support you in a number of ways, such as helping you to **design and create materials**, either through internal resource or through securing freelance graphic designers. The team can also support with ensuring stories and **information gets to the right audience** in the best format, whether that is directed toward staff, students or both. To help you create engaging materials aligned to the University brand the team have also created the **Edinburgh Napier University Brand Hub**, which is an excellent one stop shop for images, logos, colour palettes and useful everyday templates.

You can access all the services and support available from the team [here](#).

HUMAN RESOURCES

The Human Resources team is located within the Sighthill campus and supports staff across a number of different disciplines including Learning & Development opportunities, the **My Contribution** and **Academic Promotions** processes. They also lead on the **staff induction process** for new staff joining the University. All information around induction and development activities can be found [here](#).

The **Talent & Resourcing team** also support the end-to-end recruitment process while the HR Services team is the first point of contact for all queries relating to your contractual terms and conditions and support on all elements of policy advice and guidance. They can be contacted by calling extension 3344 or by emailing humanresources@napier.ac.uk. You can also access all the up-to-date policies, procedures, guidance and forms [here](#).

The team also support Schools and Departments via a HR Partner model, who working with leadership teams, support all elements of people planning. Your pay and reward is also managed by HR, who ensure you are paid on the 28th of each month while also managing the HR Connect system. You can find out more information on pay, including salary scales, pensions and benefits [here](#).

The team also focus on, recognition, engagement

and **health and wellbeing** while also supporting the University to build a community where all are empowered to fulfil their full potential, in part through our staff networks such as LGBT+, BAMEish and Carers. You can find out more about Inclusion [here](#).

You can find out more details around HR and how they can support you [here](#).

HEALTH & SAFETY

Located in the Sighthill campus, the team support all areas in the University to ensure safe working conditions for staff, students, visitors, and contractors.

The team can support you on any Health and Safety issues. Various **topics** from accident management, COSHH, first aid, inductions, risk assessments, student placements and travel can be accessed through the University portal. A full list of Policies and Procedures A-Z can be accessed [here](#).

They also facilitate Health and Safety **training** through eLearning and face to face sessions. As part of your induction process you will complete online Health & Safety training, however you can also access additional induction material [here](#).

Fire Safety and Emergency procedures are integral to keeping everyone safe, details on the emergency procedures, assembly points, refuges, Personal Emergency Evacuation Plans, and fire wardens can be found [here](#).

The team play a very important part in keeping everyone at the University safe, however each staff member also has the responsibility to act in a safe and responsible manner. It is therefore important that you keep yourself updated regularly by accessing the **Health and Safety pages**.

FINANCE

The Finance team is based in the Sighthill campus and are responsible for managing and reporting the financial performance of the University. They facilitate our financial transactions with suppliers, students and partners and track performance against our budget and strategic plans. Each School and department has an aligned Finance Business Partnering team to support the financial management of their area.

The team are also responsible for the management of the University's insurance policies which cover aspects such as staff and student travel, driving University vehicles, clinical trials and employer liabilities. You can find out more on insurance [here](#).

The team also support the **Agresso system** which will enable you to claim expenses, order and pay for goods

and services through the proper approval process.

They also ensure compliance to financial regulations and compile and submit the [University's annual accounts](#), which is a great source of information on all aspects of University performance.

You can find out more about all the aspects the Finance team could support you with [here](#).

INTERNATIONAL OPERATIONS & STUDENT RECRUITMENT

Predominantly based within the Sighthill campus, but with presence across the other campuses, the IO&SR team support in a number of areas, including:

Leading activities to recruit UK students, across all levels, including delivering against the University's Widening Participation strategy, through the organisation and delivery of the University's Open Days, Applicant and Offer Holder events, as well as outreach activity in Schools and Colleges. The team also manage pre application enquiries from prospective students, supplying materials and advice to encourage applicants to choose Edinburgh Napier as their preferred study destination.

In conjunction with the Schools the [Admissions team](#) set student entry requirements and process the majority of applications to study at the University.

The team also support academics and students within [Global Online programmes](#) and promote and support the delivery of student exchanges through the [Global Mobility team](#).

The University's International strategy is also supported by the [International Recruitment](#) team who work with overseas agents to attract international students and the [International Programmes](#) team who support Transnational Education and the delivery of education overseas. The team also provide market intelligence on international trends while building and developing international strategic partnerships.

The team also provide essential [Visa & International Support](#) to international students, ensuring the University complies with Home Office regulations around recruitment and sponsorship while also supporting student develop their English Language skills via the [English as a Foreign Language](#) team.

Information on all the services the team offer can be found [here](#).

PLANNING & BUSINESS INTELLIGENCE

The team are based in the Sighthill campus and support the University with internal and external reporting. The team leads the annual planning and budgeting process, reporting on performance against the strategic plan and working with schools to develop their financial and academic plans

including student intake targets. Planning & Business Intelligence is the team responsible for providing management information and analysis to senior leadership across the University through the [Cognos reporting tool](#).

Externally the team leads on developing the Outcome Agreement with the Scottish Funding Council and submitting statutory returns to agencies such as the Higher Education Statistics Agency. The team also leads on the running and reporting of student surveys such as National Student Survey, Postgraduate Experience Survey and Graduate Outcomes.

A full overview of the work the team get involved in can be found [here](#).

STRATEGY HUB

The team ensures coherence, connectivity, and collaboration across the University to inform and strengthen strategic decision-making and support the delivery of our strategy. The small team of specialists provide professional expertise for strategy development and implementation, strategic project delivery, facilitation, external policy analysis, and business improvement, such as:

- Advice, facilitation, and alignment of activities, projects and plans to the University's [Shaping Our Future: Driving Distinctiveness](#) Strategy;
- Project management and support on strategic change projects for the University;
- Regular updates on the external policy landscape, helping to contextualise information, provide analysis and advice to support strategic decision-making;
- Business change and improvement support to all staff through facilitation, training, coaching, and mentoring.

You can find details of the team and how they can support you [here](#) and further links to strategy related resources [here](#).

GOVERNANCE & RISK

Based in the Sighthill campus, the team support a number of areas across the University including providing guidance on [Academic Appeals, Complaints and issues](#) relating to student conduct.

They also support the University on our obligations around [Data Protection and GDPR](#) and [Freedom of Interest](#) requests.

They also support the University Court and associated committees, including matters relating to [internal audit and institutional Risk Management](#) while arranging [training around Information Governance](#) to ensure you know how you can remain compliant.

You can find out about all the support and services provided [here](#).

Setting objectives and My Contribution and tracking **YOUR DEVELOPMENT PLAN**



MY CONTRIBUTION is the University's tool to support staff set, track and monitor agreed objectives which align to the achievement of the University strategy. The tool can hold both performance related objectives and also development related objectives.

THE ANNUAL PROCESS includes regular check ins with your line manager to obtain feedback on your performance and behaviours while also discussing any support needed to successfully complete your objectives.

AT THE END of each performance year, your performance objectives will be rated and you will be able to use the comments, feedback and ratings should you apply for promotion through the annual academic promotions process.

AS AN ECA you should update your development plan within the My Contribution system and update on your progress to maintain an accurate record for future use. To do so create one Personal Development objective entitled 'Early Career Academic Development Programme' and include within the detail, the development activities planned. You can then discuss progress regularly with your line manager.

YOU CAN FIND more information on My Contribution, including how to use the online system and how to set and agree objectives [**here**](#).



Additional Systems AND USEFUL LINKS

The **Staff Intranet** is the internal source for departmental information, University updates, training events and general information. It is navigated through drop down menus, and you will find useful tools such as '**quick links**' for the most used pages and the **staff directory** where you can see people from all across the University. The **My Workplace section** is also a resource for linking into commonly used systems such as **Moodle**, **Resource Booker**, the **Timetable** and **HR Connect**.

HR Connect is the University's Integrated HR, Payroll and Recruitment system. Each member of staff have their own personal account in which they can view their pay slips, book annual leave and training events. The system holds all your personal details, which you can view and maintain at any time. You can find guidance on how to use the system **here**. You can also access your Total Reward Statement which details your full reward package include salary and pension details.

Cognos is the University reporting tool where you can find information on academic and student performance in addition to workforce data. You can arrange access and find out more information about how to use the system **here**.

Workload Allocation Modelling System – tracks and records work allocations across research, teaching, scholarly activities and administration

Unidesk – is the self-service Information Services portal in which you can raise requests for equipment, system faults and gain access to a number of support tools.

Resource Booker allows you to book meetings rooms, classrooms, study areas and more.



Edinburgh Napier UNIVERSITY

Human Resources, Room 7.B.37, Edinburgh Napier University, Sighthill Campus, Sighthill Court, Edinburgh EH11 4BN
Telephone: 0131 455 5600 Email: recruitment@napier.ac.uk Visit: <https://www.napier.ac.uk/about-us/work-with-us>

Edinburgh Napier University is a registered Scottish charity. Reg. No. SC018373

