

SCHOOL OF INFORMATICS

Strategy Committee – Wednesday 24 August 2016

Arrangements for induction and mentoring of new staff

Our School Plan 2016-19 includes the following action:

We will review and improve our induction processes and support for personal and career development, including through mentoring of early career staff by senior academics.

In addition we made the following commitments in our Athena SWAN Silver Award renewal submission:

Introduce an enhanced induction programme with greater emphasis on supporting new staff through the transition to working within the School and looking towards longer term personal development.

Ensure that all research and academic staff have access to a mentor with whom to discuss career development including by utilising the University's Mentoring Connections programme.

Publicise the University's Mentoring Connections programme among staff.

Whilst the Athena SWAN submission was focused on academic and research staff (as required), both an effective induction process and experience and the availability of a mentor are important for all staff.

Induction

The induction process has now been revised and full details are available on the HR section of the School intranet. The process includes:

- A pre-arrival pack of useful information sent to the new employee, two weeks prior to the employee's start date.
- First day, first month and first six months check lists, each containing no more than seven actions which require to be completed within those timescales. Copies of the checklists are available on the HR section of the School intranet. Completion of the induction process will be monitored by InfHR.

A welcome event for new staff, hosted by the Head of School, will be held once or twice each year as part of the induction process.

Mentoring

Details of mentoring arrangements to be offered to all staff are shown in appendix 1.

For new academic staff, mentors will be within the School and will be identified by the appropriate Director of Institute. For research and support staff, it is proposed to utilise the University's Mentoring Connections programme to match new employees with a mentor.

Additionally, it is proposed that all current staff be encouraged to consider entering into a mentoring relationship, especially those who are considering future career development.

The Mentoring Connections programme provides online guidance and advice to mentors and mentees, as well as face-to-face and online training.

Martin J Wright

Director of Professional Services

APPENDIX 1

Induction and Mentoring in the School of Informatics

Academic staff

All new academic staff will be provided with a mentor. A mentor's responsibilities are:

- Generally, support the new member of academic staff through their first few days, weeks and months in the School of Informatics.
- Oversee the induction process for the new member of staff and, jointly with the member of staff, undertake the first day, first week and six month induction reviews (meetings will have been arranged for the new member of staff with key personnel to provide an introduction to HR, Health and Safety, and admin procedures).
- Provide advice and guidance on making research grant applications (especially for early career researchers and those unfamiliar with the research grant funders and schemes available to UK higher education researchers).
- Provide advice and guidance on career development and, at the appropriate point, support the mentee through the promotions process.

The mentor will usually be a member of the same research institute and at least one grade senior to the mentee. Mentors will be allocated by the Director of the Research Institute, taking into account preferences of the mentee and potential mentors, where appropriate.

The mentoring relationship should continue for at least six months; beyond that it is up to the mentor and mentee to agree how long the relationship shall continue.

Mentors and mentees are encouraged to enrol in the University's Mentoring Connections [link: <http://www.ed.ac.uk/human-resources/learning-development/dev-opportunities/mentoring-connections>] programme which provides face-to-face and online training, guidance and support to both mentors and mentees. Mentors and mentees can join the scheme as a matched pair, at any time.

It may be appropriate for the mentor to undertake the mentee's Performance and Development Review (P&DR), however this will be at the option of the mentee and mentor.

The role of mentor is distinct from that of 'buddy'. The latter should be a member of the same research group and usually the same grade. The role of buddy is to support the acclimatisation and orientation of the new member of staff, during their initial period in their new role, including introducing them to close colleagues.

Research staff

For research staff, their induction will be overseen by their line manager, who will usually be their Principal Investigator (PI). The line manager will, jointly with the member of staff, undertake the first day, first week and six month induction reviews.

All new research staff will be provided with a 'buddy' who will be a member of the same research team and usually of the same grade. The role of the buddy is to support the acclimatisation and orientation of the new member of staff, during their initial period in their new role, including introducing them to close colleagues.

Research staff are encouraged, also, to join the University's Mentoring Connections [link: <http://www.ed.ac.uk/human-resources/learning-development/dev-opportunities/mentoring-connections>] programme, with the expectation of being paired with a mentor within another School within the College of Science and Engineering.

For research staff, Performance and Development Review will be undertaken with their line manager.

Support staff

For support staff, their induction will be overseen by their line manager. The line manager will, jointly with the member of staff, undertake the first day, first week and six month induction reviews.

All new support staff will be provided with a 'buddy' who will be member of the same team and usually of the same grade or, perhaps, the next grade. The role of the buddy is to support the acclimatisation and orientation of the new member of staff, during their initial period in their new role, including introducing them to close colleagues.

Support staff are encouraged, also, to join the University's Mentoring Connections [link: <http://www.ed.ac.uk/human-resources/learning-development/dev-opportunities/mentoring-connections>] programme, with the expectation of being paired with a mentor within another School within the College of Science and Engineering. This may be useful, in particular, to support staff of grade 6 and above.

For support staff, Performance and Development Review will be undertaken with their line manager.