Corporate Online Induction

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Working through the Induction

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Welcome from the Vice-Chancellor

Welcome to the University of Adelaide, one of Australia’s Group of Eight leading research universities.

For more than 140 years, the University of Adelaide has been educating young people from all walks of life to become global citizens and leaders in their chosen fields.

Today you join our 4000 staff members in helping make the University of Adelaide become Australia’s most distinctive university, set in Australia’s most civilised of cities.

We are recapturing the vision of our founders to bring discovery back into undergraduate education and reinvigorating the ideal of a research university. I encourage you all to read our Strategic Plan, Beacon of Enlightenment, so you are familiar with our values and goals.

The University of Adelaide plays a key role at the heart of South Australian cultural, economic and political life. Our world-leading research targets some of society’s greatest challenges for the benefit of our local and global communities. I hope you enjoy being part of this vibrant university community.

As a new staff member, you will play an important role in our future. You will need to understand how the University works, who can provide you with information and resources to fulfil your role, and your obligations as a staff member. This induction is specifically designed to assist you with this.

I wish you every success.

Professor Warren Bebbington
Vice-Chancellor and President
Induction, Probation and PDR
Why induction is important

- As a new staff member employed by the University it is important that you have a comprehensive induction to ensure that you can perform your duties in an effective and safe manner.
- You must successfully complete this course, as well as the Online Induction courses listed on the induction webpage, within the first three months of commencing your employment unless stated otherwise.
- Your supervisor, or identified induction delegate, will take you through your local induction which will span your first three months.
## Induction Timeline

Your supervisor, or identified induction delegate, will take you through a local induction which will be tailored to your local area. The following is a broad timeline of activities that you can expect from your commencement to the end of your first three months:

<table>
<thead>
<tr>
<th>By the end of your First day</th>
<th>By the end of your First week</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Locate your university identification number (known as Staff ID or “a-number”). You can find this on your employment contract or your supervisor may notify you.</td>
<td>▪ Discuss with your supervisor all aspects of your position and work arrangements and any training or handover that you will need to undertake.</td>
</tr>
<tr>
<td>▪ Visit Ask Adelaide (<a href="#">Card Services</a>) to pick up your staff ID card, which includes building access and library borrowing access. This is also where you can set-up your password in order to access all online services. Card Services is located on level 3 of Hub Central. Take photo ID with you (i.e. drivers licence or passport) and your ID number.</td>
<td>▪ [Professional Staff] Discuss probation requirements and schedule the dates for the three probation review meetings (e.g. 1(^{st}), 3(^{rd}) and 5(^{th}) month). These dates should be placed in both of your calendars.</td>
</tr>
<tr>
<td>▪ Meet with your supervisor to discuss your induction program and your new role. This initial discussion should provide you and your supervisor with an opportunity to get to know each other and be introduced to your colleagues and familiarised with your local work area.</td>
<td>▪ Your supervisor, or sometimes health and safety representative, will take you through a local HSW induction and provide you with information about the HSW requirements.</td>
</tr>
</tbody>
</table>
## Induction Timeline (contd.)

<table>
<thead>
<tr>
<th>By the end of your First month</th>
<th>Discuss any development and training requirements with your supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Made progress with the mandatory <a href="#">Online Induction courses</a> and begun to work your way through relevant University information and policies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>By the end of your Third month</th>
<th>Review with your supervisor any proposed development/training requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete the <a href="#">Online Induction courses</a> for new staff including:</td>
</tr>
<tr>
<td></td>
<td>- HSW Induction</td>
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<tr>
<td></td>
<td>- EO Online</td>
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<tr>
<td></td>
<td>- Aboriginal Cultural Awareness</td>
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<tr>
<td></td>
<td>- Fraud Control</td>
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<tr>
<td></td>
<td>- Legal Compliance</td>
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<td></td>
<td>- Recordkeeping</td>
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<tr>
<td></td>
<td>- and if applicable, the Online Copyright course and Mental Health Awareness course.</td>
</tr>
<tr>
<td></td>
<td>Receive an invitation to the Vice-Chancellor’s Welcome to Adelaide event. This is an opportunity to hear from the senior leaders at the University, including the Vice-Chancellor and Deputy Vice-Chancellors, and to network with other new staff. If you would like further information, please visit the <a href="#">website</a>.</td>
</tr>
</tbody>
</table>
Probation

All staff members employed on fixed-term contracts of greater than six months and staff members appointed to continuing positions will be required to participate in the probation processes.

Your supervisor will guide you through the process for probation. For more information see clause 2.5.1 of the University of Adelaide Enterprise Agreement 2014 – 2017.

Professional Staff probation

Professional staff will serve a probation period of up to six months. During the probation period there will be 3 specific probation meetings that will:

 clarify duties;
 set goals;
 determine measures for performance and how these will be assessed;
 monitor completion of the University’s induction program;
and
 provide opportunity for two-way feedback about progress in the role.

The probation meeting will made reference to position classification standards, position descriptions and the selection criteria for the position.

The timing of these probation meetings is outlined below:

<table>
<thead>
<tr>
<th>1st probation meeting</th>
<th>As soon as possible after commencement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd probation meeting</td>
<td>Conducting this 2 months after commencement is recommended</td>
</tr>
<tr>
<td>Final probation meeting</td>
<td>Normally, no later than 4 weeks prior to the end of the probation period</td>
</tr>
</tbody>
</table>
Academic Staff probation

Academic staff (other than casuals) may be required to serve a period of probation. Your supervisor will guide you through the process for probation. For more information see clause 2.5.2 of the University of Adelaide Enterprise Agreement 2014 – 2017.

The timing of these probation meetings is outlined below:

<table>
<thead>
<tr>
<th>Duration of contract of employment</th>
<th>Maximum probation</th>
<th>Performance review timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed-term contract of more than 6 months</td>
<td>Six months</td>
<td>At least 1 performance review during any probationary period. Normally no later than 4 weeks before the end of the probation period.</td>
</tr>
<tr>
<td>Continuing</td>
<td>Up to three years</td>
<td>At least 2 performance reviews during any probationary period. One review will be around midway and the second, six months before the completion of their probation.</td>
</tr>
</tbody>
</table>
The Planning, Development and Review (PDR) process is a key enabler for the University of Adelaide to achieve the strategies and targets set out in the Beacon of Enlightenment Strategic and Operational plans. All staff members, other than casuals, are expected to participate in the PDR process.

The PDR process has been designed to help staff and supervisors perform at a standard expected of a University of international standing by providing a continuous cycle of individual planning, setting of work and development objectives, two-way feedback, career planning and development, and performance review.
PDR Timelines

PDR is documented, using the Individual Plan at the Objective Setting, Mid Term Review and Final Review stages and supported by regular informal performance and development conversations. The process takes place over the calendar year and there are windows of time allocated to having each conversation and a deadline by which completion must be confirmed via Staff Services Online (SSO):

<table>
<thead>
<tr>
<th>PDR Stage</th>
<th>Conversation window</th>
<th>SSO deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective Setting</td>
<td>January to March</td>
<td>10 April</td>
</tr>
<tr>
<td>Mid Term Review</td>
<td>June to July</td>
<td>14 August</td>
</tr>
<tr>
<td>Final Review</td>
<td>November to 15 January</td>
<td>31 January (following year)</td>
</tr>
</tbody>
</table>

*Parts of the University undertake operational planning at different times of the year. If it is necessary for individual PDR planning to take place in an alternative window of time, please consult with your Executive Dean/Director.*

More information, downloadable resources and training details can be found at the [PDR website](#).
Important Information about the University
About the University webpage
Explore this webpage. You will find information about our mission, focus, profile, history, campuses and about our Vice-Chancellor & President.

Other important links:

- Beacon of Enlightenment Strategic Plan 2013 – 2023
- Beacon of Enlightenment Operational Plan 2013 - 2015
- University Governance
- University Organisational Charts
- University Contacts
- Important University Dates
- Our Brand – Seek Light
- The University of Adelaide is part of the Group of Eight Universities which is a coalition of leading Australian Universities intensive in research and comprehensive in general and professional education
- Virtual Tours

History & Heritage tours
- History & Heritage tours of the North Terrace Campus are offered to the general public every Tuesday morning at 10:30am and Thursday at 2pm. Staff are welcome to join the tour, bookings within 24 hours are essential. For further information or to book, please contact Art & Heritage on art.heritage@adelaide.edu.au or ext. 33086
University Governance

The University is governed by its Council which is established by The University of Adelaide Act 1971

Council is chaired by the Chancellor and advised by the following standing committees:

- Academic Board
- Audit, Compliance & Risk
- Estate & Infrastructure
- Finance
- People & Culture
- Senior Executive Review
- Special Degrees
- Convenor’s Committee

The Vice-Chancellor & President is responsible to the University's Council for the academic standards, management and administration of the University and is advised by a number of management committees, including:

- Vice-Chancellor’s Executive
- Planning & Budgeting
- Health & Safety
- Gender, Equity & Diversity
- Risk Management
- Student Affairs
- Faculty Advisory
Important policies you need to know

All University policies can be found on the policy website. Some important policies to note are:

- Code of Conduct
- IT Acceptable Use and Security Policy
- Copyright Policy
- Privacy Policy & Management Plan
- Intellectual Property
- By-Laws of the University of Adelaide
- Financial Management Policy
- Fraud Control Policy
- Alcohol Management and Use Policy
- Responsible Conduct of Research Policy

The Human Resources Handbook contains all Human Resources policies, procedures and related forms and information.

- Recruitment
- Remuneration & Benefits
- Behaviour & Conduct
- Performance, Development & Promotions
- Health, Safety & Wellbeing
- Workforce Flexibility

In addition to your employment contract, terms and conditions of your employment are contained in the University of Adelaide Enterprise Agreement 2014 – 2017
Learning and Teaching

Deputy Vice-Chancellor & Vice-President (Academic)

The role of the Deputy Vice-Chancellor and Vice-President (Academic) is to provide leadership in achieving the University's strategic goals, particularly in relation to learning and teaching, including the provision of quality student experience across the University and the ongoing professional development of University staff. Fundamental to the role is the development of educational frameworks and policies, including the University's Learning and Teaching strategy, that support the University's goals, and which provide faculties and other areas guidance and support in achieving them.

There are two Pro Vice-Chancellors that report in to the DVC(A):

Pro Vice-Chancellor (Student Learning)
The focus of the Pro Vice-Chancellor (Student Learning) portfolio is on quality assurance in learning and teaching and academic support for staff and students.

Pro Vice-Chancellor (International)
The Pro Vice-Chancellor (International) is responsible for facilitating the development of strategic alliances and collaborative agreements with international partners including articulation, twinning and off-shore teaching arrangements, develop international policy, and monitor the welfare, progress and academic achievements of international students.
Learning and Teaching

Within the division of the DVC&VP(A) there are the following units:

- **Planning and Performance Reporting**
- **Student Services And Administration**
  - [Ask Adelaide](#)
  - [Student Administrative Services](#)
- **Office for Future Students**
- **Professional and Continuing Education**
- **Wiltu Yarlu**

**Academic Staff Development & Resources**

A range of services are provided to support quality teaching at the University. These services include short courses, seminars and workshops, advice, collaboration on research with staff, consultancies, guest lectures, and access to learning and teaching resources.

The University recognises the important role that teaching awards and grants play in the development and recognition of teaching excellence. For more information see [http://www.adelaide.edu.au/learning/awards-grants/](http://www.adelaide.edu.au/learning/awards-grants/)
Academic Faculties

Learning and teaching encompasses the broad range of undergraduate and postgraduate degrees offered at the University.

Students are provided with a unique and holistic education experience and graduate attributes are aligned to career outcomes. Our degrees are relevant to the changing requirements of employers and the needs of industry and the community.

Degrees are delivered across our five faculties:

- Faculty of Engineering, Computer & Mathematical Sciences
- Faculty of Health Sciences
- Faculty of Arts
- Faculty of the Professions
- Faculty of Sciences
There are a number of Schools and Disciplines which sit under the five academic faculties:
The University has an international reputation for world-class research across a wide spectrum of areas leading to high impact, tangible outcomes.

We are consistently ranked in the top 1% of universities worldwide and are a member of the Group of Eight; a coalition of Australia's foremost research intensive universities.

Research is conducted by postgraduate research students and researchers across a wide variety of disciplines.

The Deputy Vice-Chancellor and Vice-President (Research) provides leadership and vision in achieving the University's strategic goals, particularly in relation to research and research education.

The Research Division assists staff and students in many aspects of their research activities:

- The Adelaide Graduate Centre manages the administration of research student degrees, scholarships, and quality assurance activities, ensuring students have the highest quality of supervision and opportunities for professional development.

- The Research Branch assists with external competitive research grants and postdoctoral fellowships; and supports research integrity and compliance activities including research ethics processes, biosafety and quarantine. Faculty-based Research Integrity Advisors can be approached in confidence to advise a staff member or student seeking advice about a research conduct issue.
Research at the University (contd.)

- **ARI Pty Ltd** provides assistance with research contracts and consultancies, intellectual property, legal contract advice, technology transfer and commercialisation advice.

- **Adelaide Microscopy** offers a broad range of the most technologically advanced instrumentation for microscopy and microanalysis.

- **Laboratory Animal Services** supports the biomedical research community through the delivery of best practice and world standard laboratory animal products and services.

- The **Biobank** is a bio-repository providing centralised, secure housing for valuable archival research material which needs to be stored in Ultracold (-80°) freezers.

Each Faculty has an **Associate Dean (Research)** to foster their faculties' research endeavours, and promote research collaboration with other research organisations, government, industry and the wider community.
Division of Services and Resources

The vision of the University of Adelaide is to be recognised internationally as a great research university and an Australian leader in research and teaching excellence, committed to the positive impact we can have on the lives of our students, staff and alumni.

To realise our aspirations and growth targets, the University needs people, services and resources that can support a significant increase in research and teaching activities. The mission of the Division of Services & Resources is to deliver these to the University.

The Division of Services & Resources provides enabling services and the resource capability to support the University’s core focus on Learning, Teaching & Research.

The Division’s strategic priorities have evolved from the University of Adelaide’s Strategic Plan, the Beacon of Enlightenment. The key Divisional tasks have been developed through the Beacon of Enlightenment Operational Plan.

Key focus areas are:

- Our People
- Our Community
- Our Assets & Infrastructure
- Our Processes
Services and Resources Portfolio Areas

- **Financial Services**: Planning, operations, reporting, procurement, systems
- **Human Resources**: Performance, development, advisory, recruitment, HSW, workforce information
- **Infrastructure**: Capital projects, space planning, leading, campus services
- **Legal and Risk**: Legal, risk, compliance, insurance, bequests, copyright
- **Marketing and Communications**: Marketing and creative services, web, corporate communication, digital and social media
- **Office of S&R**: Divisional governance, executive support, sustainability, business improvement, University collections
- **Technology Services**: Infrastructure, IT services, project management, applications
- **University Libraries**: Learning, research, access, eContent, archives, records, University press
Employment information
Position Descriptions

Professional Staff

All professional staff roles have a position description which outlines the position in terms of objectives, responsibilities and outcomes, capabilities and behaviours, and knowledge and experience required to successfully perform the role.

The position description assists with:

- Clarity in what is expected of that position/role;
- The measurement and monitoring of work performance;
- Ensuring a sustainable workload;
- Positively promoting the University to external individuals (particularly job seekers);
- The preparation of Planning, Development & Review processes for current staff.

Your Position Description should have accompanied your employment contract.

Academic Staff

Academic staff are employed at the University of Adelaide in accordance with the Classification Standards (Academic and Research Only Staff) and the relevant Adelaide Academic Role Statement. Your supervisor should outline your role and workload allocation during your local induction.

For more information see the Adelaide Academic Role Statements webpage and University of Adelaide Enterprise Agreement 2014 – 2017:

- Schedule 6: Classification Standards (Academic and Research Only Staff)
- Clause 5.4.3 Academic Staff Workloads
Staff Development Information

- The **Performance and Development** team in the Human Resources Branch offer targeted training and development for staff and managers at the University.

- Academic staff members (other than casuals) are eligible to apply for **academic promotion** when they believe they have achieved and can demonstrate quality of performance appropriate to the level sought. The University hold an annual promotion round for eligible academic staff to apply for promotion.

- New teaching staff are encouraged to review [Teaching@Adelaide: A Guide for new Teaching Staff](#). The [Academic division](#) provides access to resources to support quality staff teaching and academic administration.

- [Professional and Continuing Education](#) (PCE), presents the community with opportunities for lifelong engagement with the University of Adelaide, providing pathway, industry and community programs and services. Staff of the University receive 5% **discount** on professional and personal development courses, or 10% for multiple enrolments or group enrolments.

- A part of the University of Adelaide Business School, [The Executive Education Unit](#) specialises in building on the technical expertise of middle and senior managers, university staff and the public, with programs designed to expand the core management and leadership capabilities needed by all leaders.
Staff Development Information

- Eligible Academic staff are able to apply for financial support to participate in the **Special Studies Program** (SSP) to undertake a period of special studies in lieu of their normal duties, to further their scholarship, research, professional practice and development.

- The **Professional Staff Development Scholarship Scheme** (PSDS Scheme) has been introduced to support a range of relevant professional development activities to advance the skills, knowledge and capability of the University's professional staff.

- The **Women’s Professional Development Network** (WPDN) is a unique and dynamic ‘grassroots’ network designed to support the professional and personal development of women employed by the University of Adelaide through activities that have been shown to promote leadership, personal job satisfaction, positive work attitude and career advancement.

- The **Academic Women’s Forum** (AWF) is a group of academic women who meet twice a year to share information, ideas, and make contacts across the University.
Health, Safety & Wellbeing

- As part of induction, all University of Adelaide staff are required to complete the University Health, Safety and Wellbeing Induction. This short online induction course sets out the University’s HSW framework and provides a summary of responsibilities, processes for consultation, what to do if you have an incident/injury and the HSW resources available.

- The Health, Safety & Wellbeing team, of the Human Resources Branch, manage the HSW framework and other processes including rehabilitation and workers compensation and coordinate the Healthy University wellbeing program.

- The University also has Health and Safety Officers (HSOs) located in each local area. You will be introduced to your HSW support staff, including the HSO and First Aid Officer, during your local HSW induction process with your supervisor. At this time you will also be informed of any specific HSW responsibilities and requirements.

- Where you have specific HSW responsibilities, a HSW Handbook is available online. Each of the chapters in the Handbook will provide you with the practical steps to meet the University’s requirements. The handbook also includes all the relevant forms, tools and templates.

- Additional information on HSW is available on the HSW website.
Salary and benefits

- Information about salary (including superannuation and salary packaging) and voluntary flexible work arrangements is detailed in the University of Adelaide Enterprise Agreement and at the [Staff Resources](#) webpage.

Other benefits for University of Adelaide Staff:

- **Professional & Continuing Education (PCE)** - University of Adelaide staff receive 5% discount on all professional and personal development courses.

- **University of Adelaide Corporate Health Plan – BUPA** - Members of the University of Adelaide Corporate Health plan enjoy a special "no excess" offer. The University of Adelaide Corporate Health plan will pay it for you!

- **Employee Assistance Program (EAP)** - The University of Adelaide provides access to free short-term counselling to employees and their immediate family. Up to three counselling sessions per year are provided to support and assist you deal with any work or non-work related issue.

- **University Health Practice** - Adelaide Unicare has a fully operational medical clinic at the North Terrace Campus that provides health services to students and staff of the University. The majority of services provided to students and staff of the University are bulk-billed.

- On-campus [childcare](#) facilities
Salary and benefits (contd.)

- **Parking** - A range of University parking permit options are available for continuing staff or staff on a contract of three months or more. There is generally a waiting list for car parking permits to be used on and around the North Terrace campus. Parking permit fees can be deducted from your salary each fortnight.

- **Security on Campus** - Security on Campus provide information on how to report a crime, protect your personal property and deal with various emergency situations as well as a night shuttle/escort service and self-defence classes.

- **Shuttle Bus Service** - The University operates a shuttle bus service for staff and students during the academic year. The service includes:
  - an inter-campus shuttle service
  - a free out of hours services to areas within 2.5km of the city centre
  - Roseworthy campus - Gawler commuter bus
  - Roseworthy - Gawler weekend, public holiday and after hours service.

- **The Fitness Hub** – Located on North Terrace Campus and Waite Campus, the gym is open to University Students, Staff and Graduates as well as the general Adelaide community with discounted rates for students and staff.

- The University of Adelaide campuses are smoke-free, inside and out and Quit Smoking Support is available.

- **Rehabilitation assistance** for non-work related injuries and illnesses.
**Staff Services Online (SSO)**

*Staff Services Online* (SSO) is the online, self-service tool which allows you to apply for and manage your leave, view your payslip, manage your banking details, update your personal information and record your PDR.

<table>
<thead>
<tr>
<th><strong>Academic and Professional Staff functionality</strong></th>
<th><strong>Managers and Supervisors functionality</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Leave Management</strong></td>
<td><strong>All staff functions</strong></td>
</tr>
<tr>
<td>• Submit or amend leave request (excluding parental leave).</td>
<td><strong>Leave Management</strong></td>
</tr>
<tr>
<td>• Forecast leave.</td>
<td>• Approve leave for staff within your reporting lines.</td>
</tr>
<tr>
<td>• View leave balances and history.</td>
<td>• View leave balances and history for staff that report to you.</td>
</tr>
<tr>
<td><strong>Payroll Information</strong></td>
<td>• Initiate leave request for an employee.</td>
</tr>
<tr>
<td>• View payslips.</td>
<td><strong>Delegation and Proxies</strong></td>
</tr>
<tr>
<td>• Update banking details.</td>
<td>• Appoint assessor as leave “reviewers”.</td>
</tr>
<tr>
<td>• Update how you want your pay disbursed into your bank accounts.</td>
<td>• Appoint a proxy for a period of time.</td>
</tr>
<tr>
<td><strong>Personal Information</strong></td>
<td><strong>Personal Information</strong></td>
</tr>
<tr>
<td>• Access and maintain your personal details such as home and mailing addresses and contact phone numbers.</td>
<td>• Access employee details for people within your team, particularly in case of an emergency.</td>
</tr>
<tr>
<td>• Record and manage your emergency contact details.</td>
<td><strong>Planning Development and Review recording</strong></td>
</tr>
<tr>
<td><strong>Planning Development and Review recording</strong></td>
<td>• Approve Planning Development and Review submissions</td>
</tr>
<tr>
<td>• Record your completion of each PDR stage</td>
<td>• Used to store PDR documentation</td>
</tr>
<tr>
<td>• Store PDR documentation (optional)</td>
<td></td>
</tr>
</tbody>
</table>

Application for Parental Leave (Maternity/Adoption Leave), is not available in SSO. Parental leave forms are available from the HR website, and need to be submitted to the HR Service Centre.
Other useful links and information

- University Phone Directory
- University Campus Maps
- Unibooks Bookshop
- Image and Copy Centre
- MyUni
- Technology Training
- Online Staff Email and Calendar

For Emergencies including Security / Fire / Medical / Chemical RING ext. 35444

For all HR related queries contact the HR Service Centre
hrsservicecentre@adelaide.edu.au | 8313 1111

For all IT, telecommunications and MyUni assistance contact the IT Help Desk
servicedesk@adelaide.edu.au | 8313 3000
Congratulations!

You have completed the Corporate Online Induction element of your Induction to the University of Adelaide

We welcome any comments so please contact Human Resources on extension 31111 or email hrservicecentre@adelaide.edu.au