

Induction Roles and Responsibilities

<p>Central HR Team Central HR provide the overarching approach to Induction at the University and support with training, monitoring and support.</p>	<ul style="list-style-type: none"> • Develop and maintain Induction Framework, Induction Procedure and University-level information for new staff member including induction webpage and face-to-face/online induction courses • Ensure new staff experience a sense of welcome from University level (through their appointment letter, general feel of webpage and online/face to face courses) • Develop and maintain mechanism for prompting and tracking Induction (i.e. checklist, eventually online and visible to each role in the process) • Provide guidance, support and training for Faculty HR Hubs, Line Managers and others in the process • Ensure Induction Courses are easily accessible, consistent and allows for compliance to be monitored • Monitor compliance for induction courses and provide report to HR hubs (compliance monitoring to shift to faculty level in line with online courses upgrade)
<p>Faculty/Division or School/Branch The Faculty has responsibility for supporting hiring managers and any tailoring of the induction.</p>	<ul style="list-style-type: none"> • Prompt Hiring Manager before new starter commences and offer support to ensure Manager is clear on their responsibilities • Consider any faculty-specific tailoring that should be made to checklists/new starter agenda • Add new starter to any relevant contact lists, webpages or distribution lists • Develop and make available organisational structures for the Faculty and School/Branch (i.e. on intranet) • Consider meeting with new starter during first week, especially those involved in selection panel • Flag any issues or improvements with Central HR Team as they arise
<p>Hiring Manager / Line Manager Line Manager has overall accountability for their new starter's induction experience.</p>	<ul style="list-style-type: none"> • If possible, identify an Induction Coordinator, delegate appropriate tasks and provide direction • Personal welcome to team/Branch – email team/Branch prior to commencement, arrange welcome coffee or meeting with team • Provide role specific information and expectations • Identify stakeholders for new starter to meet • Identify a buddy (optional) • First and third month check-in meetings to ensure staff member is on track in their Induction and has the opportunity to ask questions. • Identify training needs (system and other) • Set up probation plan – discuss probation, set-up review meetings, set expectations in first meeting

Induction Roles and Responsibilities (contd.)

<p>Induction Coordinator** The induction coordinator is identified by the Line Manager and may have some administrative and other tasks delegated to them. <i>In some cases it may not be possible to identify an Induction Coordinator, if this is the case, the Line Manager will be responsible for these tasks.</i></p>	<p>These tasks may be completed by the Hiring/Line Manager, or delegated to a local Induction Coordinator as determined by the Manager. If delegated by Manager:</p> <ul style="list-style-type: none"> ○ First day/week agenda - scheduling and populating ○ Pack of documents – manager to identify documents for inclusion ie. Planning docs, org charts, contact lists, project plans ○ Administrative set-up – work station set-up, system access, computer ordering ○ Set-up stakeholder meetings – as identified by Manager ○ Taking staff to get staff card ○ Discuss team norms – start times, how the team works ○ Administrative orientation – printer, S drive folder, e-signature etc. ○ Conduct floor/Branch/School introductions and tour ○ Conduct local HSW induction
<p>New Starter To actively participate in the Induction and seek assistance along the way.</p>	<ul style="list-style-type: none"> ● Work through the Induction webpage, making any notes to ask of Line Manager ● Actively participate in line manager / stakeholder meetings and seek clarification on University processes, role etc. ● Complete induction courses as per the recommended timeframes
<p>Buddy (Optional) This is an informal connection which provides the new starter with a contact outside of their team who can support them in beginning their new role.</p>	<ul style="list-style-type: none"> ● Arrange coffee catch-up – answer questions, provide clarity and support as needed