

# Welcome



If you're not able to scan QR codes or access StaffNet ask your manager to talk through the information in this leaflet as part of your induction.

## Our University

We're delighted you've joined us. Here's some useful information to help you settle in.

## Our future

*Our future* is our strategic plan which will take us into our third century.

Our three core goals are research and discovery, teaching and learning, and social responsibility.

Our people and our values are at the heart of our plan. Our themes, innovation, civic engagement, and global influence underpin everything we do.

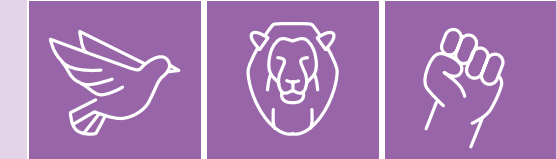


## Our values

Our values guide how we work together.



Knowledge      Wisdom      Humanity



Academic Freedom      Courage      Pioneering Spirit

Find out more about *Our future* and our values:



## Facts and figures...

- 12,800 colleagues
- 40,250 students
- 500,000 alumni in 190 countries
- 25 Nobel Prize winners
- Our campus covers 270 hectares and has 229 buildings
- 3 Faculties
- 9 Schools
- 22 Professional Services Directorates
- 4 cultural institutions

Find out more about our structure:



## Getting started

Scan here to book your place on a Campus Tour, our Welcome Event for new colleagues, and to access the University Welcome Guide:



## Getting started with IT

Your IT account gives you access to University services including email, University computers and much more. To get started with your IT account visit: [itservices.manchester.ac.uk/help/new-staff/](https://itservices.manchester.ac.uk/help/new-staff/) or scan here:



You can also contact IT Services on the phone 24 hours a day on **0161 306 5544** or visit the in-person support team in the Kilburn Building.



## StaffNet

StaffNet is our University website for colleagues where you'll find a huge range of information and news.



## MyView

MyView is our employee self-service portal where you can:

- view your payslip/P60, expenses claims
- update your personal details including emergency contacts, bank details and equality information
- report and record your sickness absence



## Essential training

There are some online courses all new joiners need to complete in your first few weeks. These include data protection, fire safety, and equality, diversity and inclusion.

Scan here to find out how to complete them:



## Our campus

### Campus maps

Scan here to access our campus map including our accessible map:



### Off-campus sites

Scan here to find out about our off-campus sites including Jodrell Bank, the John Rylands Library and more:



## Campus support and security

Our Campus Support and Security team is on hand 24/7, 365 days a year. Call them on **0161 306 9966**, or scan here to download the free SafeZone mobile app.



To access buildings using your ID card please email **accesscontrol@manchester.ac.uk** with your role, ID number and buildings you require access to.

### First aid

Where to find first aid points on campus, including defibrillators:



## Travel to work

We encourage you to travel to campus in a sustainable way. Scan here to find out about our interest-free travel loans, Cycle to Work scheme and more:



To find out about car parking options scan here:



## Your benefits

### Flexible working

Flexible and hybrid working options are available for a wide range of roles from the first day you join us. Scan here to find out more:



### Pensions

The University offers generous pension packages to all colleagues. Scan here to find out more:



## Your benefits

We offer you a range of great benefits including:

- Generous annual leave, plus Christmas closure days
- Discounts on a range of high street brands
- Savings on campus including FoodonCampus
- Childcare support through our Workplace Nursery Scheme
- Payroll Giving through our Purple Pennies and Purple Pounds schemes

Scan here to find out more:



## Wellbeing

We offer a range of services to support your physical, social, and mental wellbeing, including a counselling service, social clubs and activities, and financial advice.



### Health Hero

Health Hero is a specialist external provider of wellbeing and mental health support services. Support is free and anonymous and can be accessed online, in person, or telephone. You can call **0800 358 5997** or **0141 271 7555**.

## Your career

To help you thrive in your role we offer a huge range of personal and professional development opportunities.

These include coaching support, our mentoring programme Manchester Gold, and access to LinkedIn Learning resources.

Find out what's on offer from our Learning and Organisational Development Team.



## Our community

You are joining a diverse community of colleagues and you'll find a wide range of support and advice available through our Equality, Diversity and Inclusion team.

Scan here to find out about our Staff Networks, training resources, Report and Support and how to contact the team:



## Disability support

Scan here for advice from our Disability Advisory and Support Service:



### Trade unions

Our University recognises three trade unions – Unison, UNITE and UCU – to represent colleagues and carry out consultation and negotiation on staffing issues. Scan here to find out more about joining a union:  
Or:

- UCU: [UCU@manchester.ac.uk](mailto:UCU@manchester.ac.uk)
- Unison: Call 0161 2756878 or [unison.office@manchester.ac.uk](mailto:unison.office@manchester.ac.uk).
- UNITE: Chris Goodwin, Branch Secretary 0161 306 0614  
[C.Goodwin@manchester.ac.uk](mailto:C.Goodwin@manchester.ac.uk)



## People and Organisational Development

All colleagues can access a wide range of information, advice and support from the People and OD team. Scan here to find out more about what's on offer and contact details for all of our teams:



### Policies

Scan here for our policies and guidelines:

