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Dear Colleagues

The 2014 staff survey told us that many of our staff are not aware of the broad range of HR services, initiatives and staff benefits available at the College. We have therefore compiled this booklet to highlight what is on offer, where you can find more information and how you can get in contact with our teams. We plan to issue this booklet annually to keep staff updated on the range of development, recognition and support services available.

Supporting our people is at the heart of what we do and we are always looking for ways we can improve our services and the staff experience at the College. We know from the staff survey that 89% of staff are proud to work for the College and 79% of staff would recommend the College as a good organisation to work for. This is very positive but we are sure that we can improve the staff experience even further. We have some new initiatives under development for 2015 and we are always keen to receive feedback so please do get in contact with me if you have any suggestions on additional initiatives or information you would like to see in the booklet next year.

I hope you find the information useful and that it will be a handy reference point throughout the year.

With very best wishes

Louise Lindsay
Director of HR
We are pleased to be able to offer our staff the comprehensive range of benefits and discounts detailed below:

**Early Years Education Centre**
This is based at Nos. 8 and 9 Prince’s Gardens for children of staff and students. The provision caters for children aged from six months to five years. The Centre is organised into three age groups and operates at capacity with 140 children. (Please see page 17 for more information).

**Computershare childcare voucher scheme**
Imperial offers childcare vouchers, which can be exchanged for part of employees’ salaries. These vouchers, up to a maximum of £243 per month, per parent, are exempt from Tax and National Insurance (NI) contributions, and therefore represent a significant annual saving for employees who use the subsidised vouchers.

**My Family Care**
My Family Care services are designed to meet the challenges that working parents and carers face and gives access to a wide range of back up services, advice and information. With specialist one-to-one advice from experts, online resources, webinars and news updates, My Family Care provides everything you need, all in one place.

▶ You can register for free by calling the My Family Care team on 0845 676 7690 or go to: www.myfamilycare.co.uk/imperial
Maternity leave
All pregnant female staff automatically qualify for one year’s Statutory Maternity Leave (SMP), regardless of length of service. In addition to the statutory provisions, the College has its own maternity and paternity leave arrangements. The maternity leave entitlement is 18 weeks at full pay, plus 21 weeks’ SMP at flat rate and up to 13 weeks’ unpaid leave for eligible staff.

▸ For more information including the eligibility criteria please visit:
www.imperial.ac.uk/hr/procedures/family

Paternity/Maternity Support Leave
Provided you meet the conditions above you are entitled to take two weeks paid Ordinary Paternity/Maternity Support Leave. You can choose to take the leave as either one week or two consecutive weeks.

Parental leave
Parental leave is available to enable parents to take time off work to look after a child or to make arrangements for the child’s welfare. Parents can use it to spend more time with their child and strike a better balance between their work and family commitments. Parental leave is unpaid and is available in addition to maternity and maternity support/paternity leave.

Shared parental leave
Shared parental leave provides eligible parents with the opportunity to choose to share between them the care of their child during the first year following the child’s birth or adoption. Parents have the option of converting part of their maternity leave and pay or adoption leave and pay period to shared parental leave and pay, and sharing the remaining period of leave and pay (up to a maximum of 50 weeks’ leave and 37 weeks’ pay) between them. Please refer to the policy for information on the entitlement and eligibility of College employees to the College scheme and the statutory scheme.

▸ Shared parental leave and pay will replace the existing entitlements of additional statutory paternity leave and pay for babies due or children placed for adoption on or after 5 April 2015. The parent of a baby due or placed for adoption on or before 4 April 2015 (even if the baby is not born until after that date) will remain entitled to additional statutory paternity leave and pay.

Annual leave
The College leave year runs from 1 February to 31 January and the College provides generous annual leave benefits. Annual leave entitlement is 39/40 days for full-time staff (pro rata for part-time staff). This is inclusive of eight days for public holidays and a total of six (or seven depending on when Christmas falls) days each year when the College is closed over Easter and Christmas.

Confidential Care
All College staff and members of their family can get free, confidential advice on personal and financial issues from Confidential Care, 24 hours per day. Please see page 14 for more information.

Learning and Development Centre
The College is committed to developing all members of staff by offering a wide range of programmes and support to suit their individual career aspirations. This is supported by the annual Personal Review and Development Plan (PRDP) process (please see page 13). All postdoctoral employed staff are entitled to up to 10 days training per year which they can use to develop their personal transferable skills.
Study Loan Scheme
College staff can benefit from an interest-free loan to help with the costs of part-time study while employed by Imperial.

Tuition fee discount for staff and their children
Staff who have been employed at the College for at least one year are eligible for a part fee remission when they register for a part-time postgraduate degree. Children of College employees who have been employed by the College for at least one year are also eligible for part fee remission on undergraduate degrees.

Ethos
Discount membership to the College’s sports centre including gym, swimming pool, squash courts, climbing wall and various fitness classes. Energia gyms are located on the South Kensington, Hammersmith, St Mary’s and Charing Cross campuses.

College Library
Staff can use the extensive subject resources and additional services offered by the College libraries.

Season ticket loan
Interest-free loans are available for the purchase of season tickets for travel from your home to Campus by rail, underground or bus.

Dental care
Imperial College Dental Centre is an NHS practice offering the full range of NHS Dental treatment. They offer a same day emergency service and welcome all staff, students plus family and friends.

iCycle – cycle loan for staff
College staff can benefit from an interest-free loan of up to £2,000 for a new bike, which can be purchased in addition to having a season-ticket loan as long as the total loan for both does not exceed £5,000.

Parking
Free weekend parking is available at the South Kensington Campus to Imperial College London staff when you show your ID card.

Imperial College Car Club
The Imperial College Car Club gives students and staff access to a fleet of cars and electric vehicles conveniently parked on campus. The cars can be used for business or leisure purposes and membership is free. Cars can be rented from only £4.50 an hour.

▸ For more information please visit: www.imperial.ac.uk/purchasing/recommendedsuppliers/vehiclehire/hertzcarclub

Agreed discounts with external organisations
The College have agreed a number of discount arrangements with organisations external to the College.

For more information about staff benefits please visit: www.imperial.ac.uk/job-applicants/staff-benefits
Pay and recognition

Pay
Imperial College London is committed to offering staff a pay and benefits package that is equitable, fair and appropriately reflects the College’s standing as a world leading university.

The College regularly benchmarks rates of pay against internal and appropriate external comparators. The College aims to pay mid to upper quartile rates of pay for its staff against appropriate external comparators wherever possible within its financial constraints.

▸ To view the College pay scales please visit: www.imperial.ac.uk/hr/salaries

ANNUAL ‘COST OF LIVING’ PAY REVIEW
The College’s annual pay review for all staff on local pay bargaining terms and conditions is jointly negotiated through local pay bargaining with the College Trades Unions. The award is normally paid on 1 August unless Provost’s Board agrees otherwise. The College sets the award, taking into account affordability as the principle requirement, but assessed against staff wage demands based on internal and external benchmark data. The local pay negotiation outcomes are available to view on the salaries page of the College website.

INCREMENTAL PROGRESSION
Where the College offers incremental pay scales, automatic progression through the scale will apply unless there is a formal disciplinary or performance process underway.

EQUAL PAY AUDITS AND PAY RELATIVITY
Equal Pay audits are conducted annually and remedial steps taken where required. Individual pay rates are benchmarked annually and staff are advised when the benchmarking exercise for their area is to be undertaken.

Grade and promotion reviews

JOB EVALUATION
All new and significantly revised job descriptions are evaluated by trained assessors, including Trade Union representatives, using the internationally recognised Hay System of Job Evaluation.

▸ To view the job families grading system please visit: www.imperial.ac.uk/hr/salaries/jobfamiliesgradingstructure

PROMOTION
The College is committed to a transparent system for its promotion reviews. There is an annual process for academic staff to be reviewed for promotion against the published criteria. Professional and support staff whose job description has changed can apply to have their post evaluated through the job-level review process. This process takes place on a termly basis.

▸ For more information on promotion please visit: www.imperial.ac.uk/hr/workingatimperial/career/promotion

PENSIONS
The Pensions Office provides information on all pension matters direct to staff and in relation to any potential or planned retirements through the HR teams. The College Pension Schemes are the Universities Superannuation Scheme (USS) and the Superannuation Arrangements of the University of London (SAUL), with membership of the National Health Service Pension Scheme (NHSPS) for eligible medical staff.

▸ For more information about pensions, please email: pensions@imperial.ac.uk
Learning and Development Centre
Imperial’s Learning and Development Centre (LDC) offers a comprehensive range of training and development support for staff at all stages of their careers.

As well as the Imperial Professional Development Programme, the Imperial Leadership and Management Programme and a range of targeted development, the LDC offers:

Organisational development consultancy: consultants work in collaboration with managers and institutional leaders to initiate and deliver key interventions that add value to the College and its staff.

Safety training: this training meets the diverse needs of our research intensive activity and to comply with our legal responsibilities

Mediation: a process which seeks to resolve conflict by bringing people together to talk openly in a safe environment.

Support for staff networks: we encourage collaborative working, knowledge sharing and opportunities for development and social engagement. Current networks include the PA and administrator network, equality and diversity networks, new parent’s network and the technicians’ network.

▸ For more information on staff networks please visit: www.imperial.ac.uk/staffdevelopment/networks

Learning and Career Management: a range of provisions which is open to all staff to encourage personal awareness and reflection; the best use of all learning and development activities; and planning for the future.

Talent development programmes for professional services staff
These targeted and selective programmes are designed to build on existing learning and development provision by enhancing the leadership capability of middle and senior leaders within professional services who have the leadership potential, aspiration and engagement to step up to senior roles within the organisation.

▸ For more information on talent development programmes please visit: www.imperial.ac.uk/staffdevelopment/talentdevelopment

Coaching
Imperial launched the Coaching Academy in 2009 and we are now able to offer one-to-one coaching as an additional support for the development of College staff. Coaching is solution-focused, helping the ‘coachee’ to find their own answers to work-related challenges. These challenges could include how to increase one’s impact in the workplace, how to deal with a difficult situation, or the exploration of career development options. Coaching is a confidential and voluntary process that enables individuals to manage workplace issues in a constructive and confident manner.

Imperial coaches are fully-trained and represent a cross-section of College staff. They can offer up to four confidential meetings over a period of three to six months.

▸ For more information on coaching and to register interest in having a coach please visit: www.imperial.ac.uk/staffdevelopment/talentdevelopment/coaching
Mentoring

Mentoring is a widely used development tool that has proved to have a beneficial impact on effectiveness, confidence and career advancement. Most mentoring occurs between senior and more junior colleagues although peer mentoring, where there is little or no differences in seniority, is also possible. Through one-to-one confidential conversations the mentee is encouraged and challenged to achieve their potential and aspirations.

Availability and access to formal mentoring schemes varies across the College. If there is no formal mentoring scheme currently available to you it may still be possible for you to find a mentor. Talk to your HR contact in the first instance.

▸ For further information on mentoring please visit:
  www.imperial.ac.uk/staffdevelopment/talentdevelopment/mentoring

Apprenticeships

Imperial College London departments offer a range of apprenticeships, with support from HR and the Learning and Development Centre. Apprentices in roles ranging from business administrators to technicians have contributed to their departments and gone on to gain further employment within the College. The technical apprenticeship is the most established scheme, with a four year training programme designed to train future technicians to work in our world class workshops and laboratories and contribute to our research and teaching. We are now working on ways to develop the apprenticeship offering at the College.

▸ For more information about apprenticeships please visit:
  www.imperial.ac.uk/job-applicants/opportunities/apprenticeships

For more information about organisational and staff development please visit:
www.imperial.ac.uk/staffdevelopment
The Postdoc Development Centre (PDC) offers an extensive programme of professional skills and career development training, support and opportunities, to enable postdocs and fellows to succeed in their current position while planning their next step.

Support and developmental opportunities include:

Courses and workshops: a portfolio of tailored professional skills and career development courses are available to postdocs and fellows. Courses range from short workshops, to half-, one- and multiple-day programmes.

Individual support: postdocs and fellows have the opportunity to meet with a member of the PDC for a one-to-one session to discuss any issue relating to life as a researcher at Imperial. Topics discussed during individual meetings can include advice on CVs, fellowship applications, moving on from academia and personal and professional development opportunities.

Mock interviews: a mock interview service is available for all postdocs and fellows shortlisted for fellowships, lectureships or non-academic job interviews.

Postdoc reps network: departmental representativess foster a sense of community among postdocs at Imperial. They organise events, raise awareness of upcoming opportunities and are the postdoc voice for their department. They attend postdoc reps network meetings, on behalf of their peers, where they raise issues and discuss new ideas that are relevant to postdoc life at Imperial.

Resources for fellows: a wide range of support and development opportunities are available for early career fellows. These include tailored courses such as 'Aiming for a lectureship' and 'Managing your first research group' alongside individual support with crafting lectureship applications and preparing for job interviews.

For more information about the PDC please visit: www.imperial.ac.uk/staffdevelopment/postdocs
A Personal Review and Development Plan (PRDP) is an annual conversation that focuses on the previous year’s work, plans and objectives for the forthcoming year and the preparation of an individual development plan.

PRDPs help us to:
• Celebrate achievements
• Develop careers
• Enhance performance
• Identify individual development plans.

It is recommended that PRDPs take place on a regular annual cycle, in line with local requirements. The LDC offer a range of courses to support effective PRDP conversations for both appraiser and appraisee. PRDP briefing sessions are offered to individuals on an open basis and can be delivered directly to specific departments upon request. Sample PRDP forms are available on the website referenced below, but adherence to a particular form is no longer a requirement so long as some standard ground is covered. Consequently some departments have, with the support of the LDC, developed their own tailored documentation.

For more information about PRDPs please visit:
www.imperial.ac.uk/hr/workingatimperial/career/promotion/prdp
The College's Occupational Health Service provides services to protect health at work, assess and advise on fitness for work and ensure that health issues which can have an impact on ability to work and may be affected by work are effectively managed.

The team’s mission is to promote and support a culture where the physical and psychological health of staff is respected, protected and improved while at work. The following services are provided:

**Advice and counselling**

All College staff and members of their family living with them can get free, confidential professional help from Confidential Care, the College’s Employee Assistance Provider, 24 hours per day, by telephone or via the web.

Confidential Care’s helpline and web pages can provide information and advice on a wide range of work/life issues including financial and legal problems, consumer and citizen rights, and finding child and elder care.

You can also speak or arrange to meet with a qualified counsellor to talk through personal problems in complete confidence. Couples counselling is available for staff with relationship problems.

To access Confidential Care's services, please call 0800 085 4764 or visit www.well-online.co.uk, where you can log in using the following details:

**User ID:** Imperial
**Password:** College

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**Employment health screening of new staff**

The Occupational Health Service undertake a health assessment for new staff involved in hazardous work or who will have contact with patients, to assess their fitness for work. This includes staff who will be working in a job that:

- Has defined medical fitness standards, or
- Requires health surveillance or vaccination as a protective measure, or
- Poses a significant risk of harm in the event of sudden illness or incapacity (safety-critical work)
- Will involve contact with patients in a clinical setting.

Further information is provided in the guidance note for completing the health assessment section of the New Contract Request Form.

**Health surveillance**

For some work where it is not possible to absolutely protect against health risks, the Occupational Health Service monitors the health of all staff and students involved. The aim is to detect symptoms as early as possible in order to prevent serious health problems and monitor effectiveness of established controls to protect others.

**Fitness assessment**

Staff can be referred for an Occupational Health assessment if there is concern that their health is being harmed by work, or health problems are affecting their attendance or ability to work.
Well Person Screening Programme
The Occupational Health Service invites permanent staff aged over 50 for a health screen every two years. The Health Assessment, which includes a cardiovascular risk assessment, blood and urine tests, bowel, cervical and prostate cancer screening and a hearing test, takes approximately one hour and a half. Results are shared with the employee and their GP so that any identified problems can be followed up as appropriate. Health information remains confidential.

Treatment services
Emergency treatment after laboratory accidents
The Occupational Health Service carries out emergency assessment and management of staff or students who have had an accidental exposure to blood, other infectious agents or dangerous chemicals used in research laboratories.

Physiotherapy
Staff who have sustained short term musculoskeletal injuries which are affecting their ability to work normally can be referred for physiotherapy via the Occupational Health Service (OHS), if this treatment has been recommended by their GP.

Individuals who are experiencing a delay of four or more weeks in accessing services on the NHS will benefit from this service. The management of sports injuries or long term conditions are not included.

Travel advice
Staff travelling outside the UK in connection with work need to take precautions to prevent or deal with health problems. The Occupational Health Service can undertake a health risk assessment for the trip and advise staff on keeping safe and healthy while working overseas. The Service can also provide vaccinations: there is no fee for work-related vaccines.

Health Clearance by the College Occupational Health Service is required for travel:
• To any tropical country or
• Any trip abroad lasting more than three months
Or any fieldwork involving:
• Work in a remote area more than 24 hours travel distance from a medical facility or
• Activities posing high risk in the event of sudden illness or incapacity e.g. technical climbing, abseiling, diving, caving.

LOCATION
The Occupational Health Service is based at the South Kensington Campus on Level 4, Sherfield Building. Access is from the Level 2 Walkway next to Santander Bank.

Contact details:
Telephone: 020 7594 9401
Fax: 020 7594 9407
Email: occhealth@imperial.ac.uk

For more information about the Occupational Health Service, including information on travel and vaccinations please visit:
www.imperial.ac.uk/occhealth
Family friendly initiatives

Policies

MATERNITY LEAVE
The policy outlines the entitlement and eligibility of College employees to statutory and College maternity rights and benefits. The policy sets out the procedure for applying for maternity leave, keeping in touch during the leave period and returning to work thereafter. The maternity leave entitlement is 52 weeks’ Maternity Leave with 18 weeks at full pay for eligible staff.

Paternity/Maternity Support Leave
Ordinary Paternity/Maternity Support Leave is available to enable male and female members of staff whose partners are having a baby or are adopting a child to take time off to support their partner. Ordinary Paternity/Maternity Support Leave is also available where a couple are jointly adopting, and the other member of the couple is taking adoption/surrogacy leave.

Additional Statutory Paternity/Maternity Support Leave and pay is available to male and female members of staff so that that they may take time off to care for the child following either the mother or partner’s return to work from maternity or adoption leave.

Shared Parental Leave
Shared parental leave provides eligible parents with the opportunity to choose to share between them the care of their child during the first year following the child’s birth or adoption. Parents have the option of converting part of their maternity leave and pay or adoption leave and pay period to shared parental leave and pay, and sharing the remaining period of leave and pay (up to a maximum of 50 weeks’ leave and 37 weeks’ pay) between them. Please refer to the policy for information on the entitlement and eligibility of College employees to the College scheme and the statutory scheme.
Shared parental leave and pay will replace the existing entitlements of additional statutory paternity leave and pay for babies due or children placed for adoption on or after 5 April 2015. The parent of a baby due or placed for adoption on or before 4 April 2015 (even if the baby is not born until after that date) will remain entitled to additional statutory paternity leave and pay.

ADOPTION AND SURROGACY
The policy outlines the entitlement and eligibility of College employees to statutory and College adoption/surrogacy leave and pay. The policy sets out the procedure for applying for adoption/surrogacy leave, keeping in touch during the leave period and returning to work thereafter.

FLEXIBLE WORKING POLICY
The policy sets out the routes for making both informal and formal applications for flexible working conditions. It also explains several ways in which staff may work flexibly.

The procedure contained within the policy provides advice for managers and staff about how the right to request flexible working operates and the duty of a manager when considering such requests.

Benefits

CHILDUCATION
South Kensington Campus: the Early Years Education Centre (EYEC) is located at Nos. 8 and 9 Prince’s Gardens for children of staff and students. The EYEC caters for children aged from six months to five years. The Centre is organised into three age groups and operates at capacity with 140 children. The Centre is also recommended for Chelsea and Westminster Hospital staff.

Contact details:
Head of Early Years Education Centre
Telephone: 020 7594 5120

Early Years Education Centre Supervisor
Telephone: 020 7594 5121

Hammersmith and Charing Cross Campuses: there are an additional 12 spaces allocated to children of Imperial parents at a facility run by the NHS Trust at Hammersmith. Tickletum Day Nursery is at the Hammersmith Campus and there is also the Charing Cross Day Nursery.

St Mary’s Campus: there are a number of full- and part-time childcare options located near the campus but not onsite.

MY FAMILY CARE
My Family Care services are designed to meet the challenges that working parents and carers face and gives access to a wide range of back up services, advice and information. With specialist one-to-one advice from experts, online resources, webinars and news updates, My Family Care provides everything you need in one place.

▸ You can register for free by calling the My Family Care team on 0845 676 7690 or go to:
www.myfamilycare.co.uk/imperial

MATERITY MENTORING SCHEME
This scheme assists and supports women who are pregnant, on maternity leave or have returned from maternity leave to make a smooth transition back into work.
Workshops for new parents and parents-to-be at imperial
These workshops are geared to support parents and parents-to-be.
• Preparing For Maternity Leave
• Maternity Coaching – Working Parents
• New and Expectant Dads at Work

Babies and Bumps
Networking opportunities for new parents across College.

Carers’ information
▸ For information on support and services for carers please visit:
  www.imperial.ac.uk/hr/workingatimperial/carers

Computershare childcare voucher scheme
• Imperial offers childcare vouchers, which can be exchanged for part of employees’ salaries. These vouchers are exempt from Tax and National Insurance (NI) contributions and could save staff up to £624 a year
• The College also offers a free monthly allowance of £124 to each College parent with a child aged under five. The allowance may be used in full, tax free, to off-set the cost of childcare vouchers purchased through the College childcare voucher provider.

▸ For more information and how to apply please visit:
  www.imperial.ac.uk/hr/procedures/family/computershare

Elsie Widdowson Fellowship Award
The purpose of the Elsie Widdowson Fellowship Award is to allow female academics to concentrate fully on their research work upon returning from maternity/adoption leave, as the award allows the department/division to relieve the academic of any teaching or administration duties.

▸ For full details and information on how to apply please visit:
  www.imperial.ac.uk/hr/procedures/family/elsiewiddowson

For further family friendly information, including the links to the policies please visit:
  www.imperial.ac.uk/hr/procedures/family
Imperial Expectations

Imperial Expectations are a set of seven statements which articulate how the College expects its leaders, managers and supervisors to behave. Imperial Expectations can be seen in many daily interactions across the College, including recruitment, promotions interviews, PRDPs and leadership development programmes.

Champion a positive approach to change and opportunity
You lead and manage change taking into account the impact on people and the needs and priorities of Imperial. You generate and recognise imaginative and innovative solutions.

Encourage inclusive participation and eliminate discrimination
You treat individuals with respect, encourage involvement, and challenge behaviour, actions and words that do not support the promotion of equality and diversity. You comply, and ensure others comply, with legal requirements and organisational policies.

Communicate regularly and effectively within, and across, teams
You use communication styles appropriate to different people and situations to foster respect, understanding and collaboration. You present information clearly, concisely and accurately to promote understanding.

Consider the thoughts and expectations of others
You discuss and agree what is expected of others and what they can expect of you. You give people opportunities to express their views and provide feedback, and you respond appropriately.

Deliver positive outcomes
You deliver results, as an individual and team member, and consistently seek to improve your performance and that of your team. You monitor the quality of work and progress against plans and take appropriate corrective action, where necessary.

Support and develop staff to optimise talent
You value the contributions of your team, and encourage and support staff to make the best of their abilities. You give feedback to others to help them enhance their performance.

Work in a planned and managed way
You prioritise objectives and plan work to make best use of time and resources. You show integrity, fairness and consistency in decision making.

Imperial Expectations are embedded in our processes and procedures, and in our management development provision, so that they are fully integrated into our daily working lives.

For more information on Imperial Expectations please visit: www.imperial.ac.uk/hr/procedures/support/opportunities/expectations
Wellbeing initiatives

Active Lifestyles team
The Active Lifestyles team (ALT) at Sport Imperial are committed to developing and sustaining active lifestyles for the whole of the Imperial community. Whether your goal is to get back into some form of physical activity, you are an elite athlete and need more specific support, or you just want some health and wellbeing advice, ALT are here to help.

The services available include:
• The Energia wellbeing programme – a tailored six week wellness intervention programme to help you achieve your goals and enhance performance. It includes a 45 minute fitness assessment, a 60 minute one-to-one session to establish the exercise and activities that are most suitable for you and feedback on your performance at the end of the programme.
• Weight management programme – an eight week programme to help you achieve your fitness goals; including losing weight and finding out more about health and nutrition.
• GoFit – a 12-week team challenge where teams of between five and eight people support each other towards a very simple goal: to move more! This concludes with the One Big Thing – a 5k sports challenge.

The Active Lifestyles team also coordinate a number of activities including sports events and fitness sessions. There is an annual Healthy Lifestyle Week in January, and an annual Walk for Life in aid of Cancer Research UK.

Sport Imperial manages the College bike loan scheme, cycling clubs and bike facilities at the College. There are regular bike events on Campus, where staff are available to answer questions on the cycling schemes at Imperial, and the ‘bike doctor’ is available to help with repairs.

For more information, please email the Active Lifestyles team:
activelifestyles@imperial.ac.uk

Stress management
For information and resources on what you can do about workplace stress and where you can get support and advice, please visit the Occupational Health web pages:
www.imperial.ac.uk/occhealth/guidanceandadvice/workplacestress

Stop smoking support services
Thinking of giving up smoking? Local NHS stop smoking support teams run sessions every month and they can offer advice and support to assist people in stopping smoking. The sessions are open to staff and students of the College. There is a range of websites and helplines available to provide information about the benefits of giving up smoking and support when you decide to stop. These resources also provide free quit kits, mobile apps, email and text and face-to-face support.

www.quit.org.uk
QUIT Quitline: 0800 00 22 00
www.nhs.uk/smokefree
Smokefree National Helpline: 0300 123 1044

Support Staff Social Committee
The Committee hosts an annual Support Services staff fete and barbeque each July on the Queen’s Lawn. The event is an opportunity for support staff to meet people from other areas of the College doing similar jobs to their own. The Committee also organises smaller events throughout the year, including tours of the Queen’s Tower, quizzes, walks and socials.

For more information on events please visit the social committee’s blog:
www.imperial.ac.uk/blog/supportservicessocialcommittee
Meditation and Learning and Development Centre workshops

Meditation is a great way to refresh your mind and reset your focus button. There are number of regular sessions you can join:

- **Mindfulness Meditation**: Tuesday lunchtime at the Chaplaincy
- **Creative Meditations**: Thursday lunchtime in the Seminar and Learning Centre Sherfield Building
- **Buddhist Meditation**: Friday lunchtime at the Chaplaincy.

Workshops take place during Mental Health Awareness Week (May) and Stress Awareness Day (November), giving staff the opportunity to learn more about meditation and to try it out.

▸ For more information please visit: [www.imperial.ac.uk/occhealth/guidanceandadvice/meditationclasses](http://www.imperial.ac.uk/occhealth/guidanceandadvice/meditationclasses)

**Building Personal Resilience**

This is a workshop run by the Learning and Development Centre (LDC) designed to help staff assess their levels of resilience and learn practical ways to improve.

▸ For more information please visit: [www.imperial.ac.uk/staffdevelopment/ldc/workshops/prof_dev/stressmanagement/buildingpersonalresilience](http://www.imperial.ac.uk/staffdevelopment/ldc/workshops/prof_dev/stressmanagement/buildingpersonalresilience)

**Mental Health First Aid**

Mental Health First Aid is an accredited course which gives participants information and skills to help support somebody who is experiencing mental health difficulties.

▸ To find out more, please visit: [www.imperial.ac.uk/staffdevelopment/equality/workshops/mhfa](http://www.imperial.ac.uk/staffdevelopment/equality/workshops/mhfa)

**Blood donations**

There are regular blood donation sessions at locations close to Imperial Campuses.

▸ To find out more, please visit: [https://my.blood.co.uk/SessionFinder](https://my.blood.co.uk/SessionFinder)

**Advice and counselling**

All College staff and members of their family living with them can get free, confidential professional help from Confidential Care, the College’s Employee Assistance Provider, 24 hours per day, by telephone or via the web. Please see page 14 for more information.

To access Confidential Care’s services, please call 0800 085 4764 or visit [www.well-online.co.uk](http://www.well-online.co.uk), where you can log in using the following details:

**User ID**: Imperial

**Password**: College

For more information on the College’s health and wellbeing initiatives please visit: [www.imperial.ac.uk/hr/workingatimperial](http://www.imperial.ac.uk/hr/workingatimperial)

**Doing good does you good VOLUNTEERING**

The College encourages staff to develop their skills, broaden their experiences and help inspire future generations by volunteering. There are a range of volunteering opportunities available.

▸ For more information please visit: [www.imperial.ac.uk/be-inspired/student-and-staff-volunteering](http://www.imperial.ac.uk/be-inspired/student-and-staff-volunteering)
There are four operational HR teams that provide front line Recruitment, Employment and Employee Relations services to College departments. They support the Faculty of Medicine, the Faculty of Natural Sciences, the Faculty of Engineering, Support Services and the Business School.

The HR teams work closely with faculty and departmental managers as a basis for ensuring effective service provision and relevant service development. This includes day-to-day employee relations issues, advice on informal performance and conduct management, sickness management, change management, work reorganisations, disciplinary and grievance issues.

Our teams typically consist of a Senior HR Manager, HR Manager, HR Advisers and Senior HR Administrators.

What do we do?

SENIOR HR MANAGERS
Responsible for the strategic direction of HR within their faculty/service. Have overall management of the HR team, providing guidance and support.

HR MANAGERS
Ensure the provision of an effective HR service to their faculty/service. Provide employee relations guidance and support to managers and the HR team.

HR ADVISERS
Provide best practice guidance and first line advisory support to staff and managers. This may include advising on performance issues, disciplinary and grievance issues, sickness absence, restructuring and redundancy issues.

SENIOR HR ADMINISTRATORS
Provide support and administration for recruitment and selection, work permit applications, the probationary process, leavers' processes and payroll issues. Can assist with day to day HR queries.

To find your HR contact go to:
www.imperial.ac.uk/hr/contactus
HR Services

The team has responsibility for four defined areas which are Reward, Policy and Service Development, Systems and Management Information.

Through the development of appropriate HR policies, procedures and guidance the team ensures that the College is equipped to meet its requirements in relation to employment legislation and best people management practice, which they do in partnership with the recognised Trade Unions through various working groups. The team leads on key HR projects, such as the development and implementation of effective eRecruitment, electronic filing and self-service systems. They develop and implement pay and benefit strategies, advise on immigration issues to ensure compliance with legislation and develop and maintain the three HR websites.

The team develops, manages and maintains the HR information systems and their interaction with other core systems and is responsible for the provision of training and on-going support for all HR system users throughout the College. They are responsible for producing and analysing statistical data and continually seek ways to improve and enhance management reporting.

The team aims to make a significant contribution to review and change through the College’s Operational Excellence programme.

To find out the main responsibilities of the HR Services team please visit: www.imperial.ac.uk/hr/ourservices/psi
Imperial’s future as a world-class university is dependent upon attracting and appointing excellent staff.

The Welcome Office plays a key role in this endeavour by:

- Working closely with recruiting departments to advise on and provide support for the successful recruitment of senior staff
- Delivering first-class support so that new senior employees and their families settle in as quickly and effortlessly as possible
- Providing attentive support and information on all aspects of moving to London and the UK, organising inductions to the College and other organisations as appropriate.

For more information about the Welcome Office please contact:
Hailey Smith • Welcome Service Manager – Senior Recruitment
Telephone: 020 7594 1590
Email: hailey.smith@imperial.ac.uk
Senior academic appointments, reviews and promotion

The Promotions and Senior Appointments team manages, organises and administers the following areas:

- The annual Academic Staff Promotions exercise for the conferment of titles, or promotion to, Senior Lecturer (non-clinical), Reader (clinical and non-clinical), Professor (clinical and non-clinical), Senior and Principal Research Fellow, Learning and Teaching job family posts (Level 6)
- The appointments to senior academic posts (Chairs, Professors, Readers), usually from outside the College
- The Job Level Reviews, for the roles of non-academic staff. These reviews occur three times per annum, in April, August and November
- The team manages all HR-related administrative and recruitment work for HR staff within the HR Division, with the exception of employee relations

- The team’s administrator is responsible for the scheduling of all consuls on interview panels, appeals panels, and others, as required by the departments and faculties.

▶ For more information about senior appointments please visit: www.imperial.ac.uk/hr/procedures/recruitment/chairsreaders

▶ For more information about academic promotions and job-level reviews please visit: www.imperial.ac.uk/hr/workingatimperial/career/promotion
Equality and Diversity Unit

The Equality and Diversity Unit aims to promote and embed all aspects of equality throughout the College and to eliminate all forms of discrimination.

They advise and influence best practice in the College, specifically ensuring compliance with the Equality Act 2010 and other equalities legislation. The Unit maintains collaborative relationships with staff groups at Imperial and with sector-wide peers and external organisations.

The main services and responsibilities of the unit:
- A comprehensive range of equality training courses, including targeted leadership and development programmes (Calibre, IMPACT)
- Expertise on equality and diversity issues
- Support and engagement with colleagues through the College diversity networks, committees, and Executive Sponsors
- Harassment Support Contacts scheme
- Support for equality awards and standards (Athena SWAN, Two Ticks, Stonewall Champion)

- Data monitoring and analysis for the Annual Equality and Diversity Report
- Support, advice, and guidance for disabled staff and their managers
- A calendar of events to mainstream awareness and equality, including our annual Diversity Lecture, Disability History Month, Mental Health Awareness Week, and Black History Month.

The Equality and Diversity Unit does not provide HR advice, formal negotiations for individual members of staff, or advocacy but can provide information on how these particular services can be accessed by staff.

For more information on equality please visit:
www.imperial.ac.uk/equality

Imperial was one of the first higher education institutions to sign up to Stonewall’s Diversity Champions Programme, designed to promote understanding and good practice around issues of sexual orientation in the workplace.

Imperial is working in partnership with GIRES (Gender Identity Research and Education Society) to promote respect and provide equal treatment for trans people.

Imperial is a proud member of the Athena SWAN Charter. The College holds a Silver institutional award and as at January 2015, we have 13 departments with Athena SWAN awards, ranging from Bronze to Gold.

Imperial uses the Two Ticks symbol on job advertisements to show that we encourage applications from disabled people.
Support for staff

Trade Unions
A Union is a staff collective formed to protect and defend its members interests. The College has three unions and staff can join the appropriate union of their choice.

The Unions:
• Provide help and support for members who find themselves in difficult situations, such as grievances, disciplinary hearings etc
• Negotiate with the College management, for example regarding pay and job grading and other terms and conditions of service for all employees at Imperial
• Negotiate regarding College policies and procedures
• Provide safety representation for members on the Health and Safety Committee.

HOW TO JOIN
Contact the Union offices through their Imperial email addresses:
UCU: ucu-office@imperial.ac.uk
Unison: unison@imperial.ac.uk
Unite: unite@imperial.ac.uk
or visit the offices in person, located on Level 5, Sherfield Building.

Harassment Support Contacts
Confidential support is available for staff affected by bullying or harassment in the workplace through Imperial’s Harassment Support Contacts (HSCs). The network of HSCs are trained volunteers from across the College, who can help members of staff by acting as a listening board and exploring the options available to them through formal and informal College procedures.

▸ For more information on Harassment Support Contacts please visit: www.imperial.ac.uk/equality/harassment

Human Resources
HR support is available for staff who are going through difficult situations, and for staff who require advice and guidance on HR policies and processes.

▸ To find your HR contact go to: www.imperial.ac.uk/hr/contactus

College Consuls
Pastoral support is available to all staff from the College Consuls.

For the contact details of the current Consuls, please contact:
Emmanuelle Gold •
Telephone: 020 7594 5511
Email: e.gold@imperial.ac.uk

▸ Full contact details are available at: www.imperial.ac.uk/jointtradeunions/contactus

▸ For more information on the Trade Unions at Imperial please visit: www.imperial.ac.uk/jointtradeunions
Committees, schemes and networks

**Academic Gender Strategy Committee**
This committee champions and oversees the advancement of gender equality at the institutional level.
[www.imperial.ac.uk/equality/staffnetworksandcommittees/academicgenderstrategycommittee](http://www.imperial.ac.uk/equality/staffnetworksandcommittees/academicgenderstrategycommittee)

**Athena Committee**
This committee is operationally-focused. Its main purpose is to ensure that changes are made to departmental practices and culture so that departments gain, or retain, Athena SWAN awards.
[www.imperial.ac.uk/equality/staffnetworksandcommittees/athenacommittee](http://www.imperial.ac.uk/equality/staffnetworksandcommittees/athenacommittee)

**Disability Action Committee**
This committee was formed to take forward disability work, a priority set by the College’s overarching Equality and Diversity Committee.
[www.imperial.ac.uk/equality/staffnetworksandcommittees/disabilityactioncommittee](http://www.imperial.ac.uk/equality/staffnetworksandcommittees/disabilityactioncommittee)

**Equality and Diversity Committee**
This is the College’s overarching equalities and diversity group. Membership is composed of representatives across all services and functions, including Trade Union and Student Union representatives.
[www.imperial.ac.uk/equality/staffnetworksandcommittees/equalityanddiversitycommittee](http://www.imperial.ac.uk/equality/staffnetworksandcommittees/equalityanddiversitycommittee)

**Support Services Social Committee**
The Support Services Social Committee provides networking opportunities for staff working in support services roles.
[www.imperial.ac.uk/blog/supportservicessocialcommittee](http://www.imperial.ac.uk/blog/supportservicessocialcommittee)
Staff Diversity Networks

**ABLE@IMPERIAL**
This network is a friendly staff group that provides a platform for disabled staff, staff who care for disabled dependents and staff with an interest in disability. The forum provides an opportunity to exchange information, ideas and raise awareness about disability within the College in a confidential and safe space.
[www.imperial.ac.uk/equality/staffnetworksandcommittees/ableatimperial](http://www.imperial.ac.uk/equality/staffnetworksandcommittees/ableatimperial)

**IMPERIAL AS ONE**
This is an advisory group made up of black and minority ethnic staff. This group helps set priorities and advises the College, particularly by examining custom and practice, the traditions of the College, and identifying how these impact on staff.
[www.imperial.ac.uk/equality/staffnetworksandcommittees/imperialasone](http://www.imperial.ac.uk/equality/staffnetworksandcommittees/imperialasone)

**IMPERIAL 600**
Imperial 600 was established to support lesbian, gay, bisexual, and transgender staff. Postgraduates are welcome to join. Straight allies are also welcome. Together with other staff networks, Imperial 600’s role is to help the College promote equal opportunities. This is a race equality advisory group, that involves staff from all backgrounds.
[www.imperial.ac.uk/equality/staffnetworksandcommittees/imperial600](http://www.imperial.ac.uk/equality/staffnetworksandcommittees/imperial600)

**Event Makers Scheme**
This is a new initiative which seeks to involve staff across the College in the delivery of the College’s biggest and most important annual events. Whatever your role at College, you could enjoy the chance to be part of these special occasions, which are integral to our mission and academic life.
[www.imperial.ac.uk/eventsmakers](http://www.imperial.ac.uk/eventsmakers)
Contact the HR teams through the email addresses below.

**Director of HR**
Louise Lindsay • l.lindsay@imperial.ac.uk

**Coaching**
Judy Barnett • j.barnett@imperial.ac.uk

**Consultancy and Team Development**
Steve Rathborn • s.rathborn@imperial.ac.uk

**Equality and Diversity**
equality@imperial.ac.uk

**Faculty of Engineering**
engineering.hr@imperial.ac.uk

**Faculty of Medicine**
HAMMERSMITH
hmrecr@imperial.ac.uk
ROYAL BROMPTON
rb.recruitment@imperial.ac.uk
ST MARY'S
smrecr@imperial.ac.uk

**Faculty of Natural Sciences**
fons.hr@imperial.ac.uk

**HR Information**
hrreportrequest@imperial.ac.uk

**HR Systems**
hricisinfo@imperial.ac.uk

**Imperial College Business School**
icbs.hr@imperial.ac.uk

**Learning and Development**
general enquiries
staffdevelopment@imperial.ac.uk

**Mediation and Imperial Expectations**
Fiona Richmond • f.richmond@imperial.ac.uk

**Occupational Health**
occhealth@imperial.ac.uk

**Pensions**
pensions@imperial.ac.uk

**Policy and Services**
hrpolicy@imperial.ac.uk

**Postdoc Development Centre**
pdc-support@imperial.ac.uk

**Promotions and Senior Appointments**
promsnrappts.hr@imperial.ac.uk

**Safety training**
safetytraining@imperial.ac.uk

**Support Services**
hrsupportservicesteam@imperial.ac.uk

To find your HR contact go to: www.imperial.ac.uk/hr/contactus
Imperial College
London

Human
Resources
Division

www.imperial.ac.uk/hr