

**Imperial College  
London**

**Department of Brain Sciences  
Staff Handbook**

**September 2023**

# Department of Brain Sciences

## Staff Handbook

Find out more about who we are and what we do, key information you need to know, and some of the fantastic support and development opportunities available to you as a member of the Department of Brain Sciences and Imperial College London.

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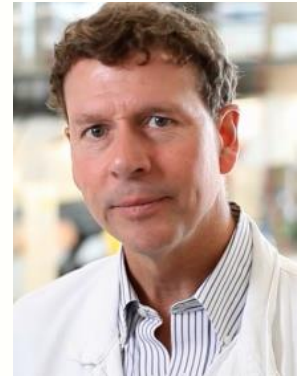
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# Information For Staff

## Welcome from the Head of Department

We are pleased that you have joined our community, which is committed to better understanding the nervous system and its diseases, improving clinical care for diseases of the brain and mind, and enhancing the quality of life for those affected. Within this broadly science-based College, we pride ourselves on interdisciplinarity, as well as a focus on translation of our science.



People come to the Department with a wide range of backgrounds, from many universities and countries. We are interested in supporting everyone in the Department to achieve their best and to feel a sense of belonging to our community. We also are committed to continually seeking to improve diversity and inclusion, to improve the education we provide and ensure that our research has a positive impact for more people. I need the help of all of you to deliver on this commitment!

However, as Head of Department, I view my role - and the roles of the Management Group around me - to support the Department and its members. Please to not hesitate to ask if you need help, whether that's through your line manager or directly with me.

At the same time, we also all look forward to hearing your ideas and engaging you to contribute to the longer-term growth, culture and activities of the Department in ways that seem best to you. We hope that everyone in the Department can leave something of themselves behind to strengthen us, while benefiting from the many things the Department can give to its members.

I look forward to an opportunity to meet each of you. Don't hesitate just to introduce yourself!

All good wishes,

Professor Paul Matthews  
Head of Department



## First day essentials

Security	
<a href="#">Imperial College ID cards</a>	<p>Once you have completed your HR and Health &amp; Safety Induction, you will need to take your induction form to your local security office to obtain your access card (see link opposite).</p> <p>Staff based at the White City campus can request ID cards from the <a href="#">Hammersmith security office</a>.</p> <p>If you a member of staff based on the 10<sup>th</sup> floor of the Charing Cross campus, please email Megan Winterbotham (<a href="mailto:m.winterbotham@imperial.ac.uk">m.winterbotham@imperial.ac.uk</a>) for further instructions.</p>
Trust ID cards	<p>Trust ID cards can only be issued once an honorary contract with the Trust has been set up. Trust ID cards can be obtained by visiting the security office in person at the appropriate campus:</p> <p>Charing Cross – The Reynolds Building</p> <p>St Mary's – Ground Floor, QEQM Building</p> <p>Hammersmith – Main hospital entrance (ask at reception)</p>
<a href="#">Out of hours working</a>	<p>If you are required to work out of hours, you will need to make a formal request. Find out details on the policy and how to make a request.</p>

Setting yourself up	
<a href="#">Email and College log-in</a>	<p>Activate your college log-in and email account.</p>
<a href="#">Disclosure &amp; Barring Service</a>	<p>If you require Disclosure and Barring Service (DBS) as a condition of your role, you will find full details of how to do so here.</p>
<a href="#">College Directory</a>	<p>Ensure your directory record reflects accurate information – location, email address, telephone number.</p>
<a href="#">Professional Web Page</a>	<p>Professional Web Pages (PWPs) are a vital part of your professional image as a member of Imperial. They are highly ranked in Google and other search engines and this can be of real advantage to you when promoting your</p>



	research, career and professional interests. Find out how to access and set up your PWP.
Imperial College Honorary contracts	Please complete the appropriate honorary contract request form which can be obtained from your Section Manager.
NHS Trust Honorary contracts and license to attend	Contact: <a href="mailto:imperial.honorarycontracts_doctors@nhs.net">imperial.honorarycontracts_doctors@nhs.net</a>
Visiting Researchers	We welcome collaborations from other organisations across the UK and abroad. Please complete the Visiting Researcher request form which can be obtained from your Section Manager.
<a href="#">Visiting Students</a>	We embrace the opportunity to engage students with our ground-breaking research. If you wish to host a student from another higher education organisation either in the UK or abroad, you can access guidance and information on the online application process <a href="#">here</a> .
<a href="#">Work Experience</a>	Please refer to the guidance for hosting work experience placements and safeguarding requirements.

## Absence management

### [TeamSeer](#)

All forms of absence should be managed in TeamSeer, the College's availability and absence management system.

## Hot desking

### Charing Cross Hospital – Level 10

Charing Cross Hospital Level 10 have a mixture of hot desks and designated desks. The group leaders allocate the desks. Staff who work occasionally at CX tend to hot desk.

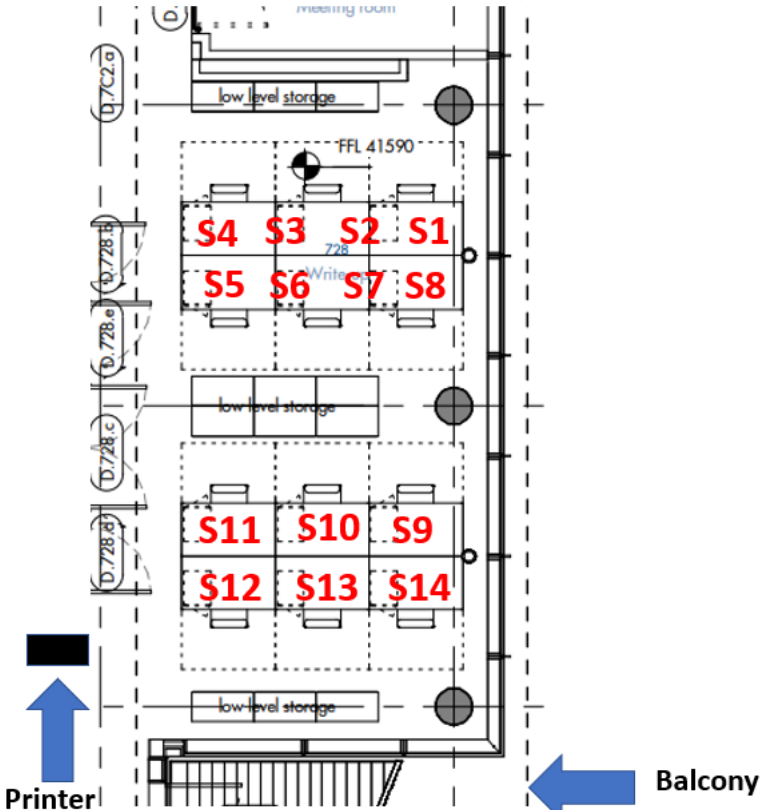
### Hammersmith

The Commonwealth Building Level 1 has a mixture of designated desks, bookable desks, and hot desks. The office is shared across multiple teams and the desks reserved for Brain Sciences are 1, 2, 6 and 7. The designated hot desk is desk 8. These can all be found on the FoM Admin Office|Imperial College London account on Bookkit. <https://app.clustermarket.com/>. Please email Neil Galloway-Phillipps ([n.galloway-phillipps@imperial.ac.uk](mailto:n.galloway-phillipps@imperial.ac.uk)) to be added to Bookkit.



	<p>Staff with designated desks must book their own desks, otherwise they're available for other staff to use. Please be mindful of remote desktop usage if your desk has been booked for a day you're not in the office.</p>
<p>White City – Uren Building Level 7</p>	<p>Level 7 SMUH has a mixture of designated desks (Group Leaders &amp; managers), bookable desks, hot desks and touchdown space. These can all be found on the DRI-Level 7 SMUH Office Imperial College London account on Bookkit (<a href="https://app.clustermarket.com/">https://app.clustermarket.com/</a>). Please email Megan Winterbotham (<a href="mailto:m.winterbotham@imperial.ac.uk">m.winterbotham@imperial.ac.uk</a>) to sign up.</p> <p>Staff with designated desks must book their own desks, otherwise they're available for other staff/students to use.</p> <p>All desk bookings can be made up to 7 days in advance and must be made 10 hours before the booking start time. Please remember to cancel any bookings that you aren't able to keep so the desk will be available for someone else. This needs to be done BEFORE the booking start time.</p> <p>The office areas have been split into three sections: S = South (Room 728), C = Central (Room 726) and N= north (723). There are maps on Bookkit to help you identify where each desk is. Eg: S10</p>



	<p style="text-align: center;"><b>Room 728 SMUH (S = South)</b></p>  <p>The diagram shows a rectangular room layout. At the top is a 'meeting room'. Below it is a 'low level storage' area. The main area contains two rows of desks. The top row has desks labeled S4, S3, S2, S1 from left to right. The bottom row has desks labeled S5, S6, S7, S8 from left to right. Below these are two more rows of desks: S11, S10, S9 in the top row and S12, S13, S14 in the bottom row. There are three more 'low level storage' areas: one between the top row and the first row of desks, one between the first and second rows of desks, and one between the second row of desks and the bottom row. A 'Printer' is indicated by a blue arrow pointing up from the bottom left. A 'Balcony' is indicated by a blue arrow pointing left from the bottom right. A 'FFL 41590' is marked near the top row of desks. Door labels on the left include D/728.g, D/728.f, D/728.e, D/728.d, and D/728.c. A '728' label is also present near the top row of desks.</p>
White City – Uren Building Level 9	Level 9 Sir Michael Uren Hub currently to not use a desk booking system and operate hot desking only. A few staff have their own designated desks.

<b>Meeting rooms</b>	
Charing Cross Campus	To book rooms at this campus, please contact <a href="mailto:medroomsandcat@imperial.ac.uk">medroomsandcat@imperial.ac.uk</a> . A list of bookable rooms can be found <a href="#">here</a> .
Hammersmith Campus – Burlington Danes Building	To book E519 (meeting room on Level 5), please contact Hadeel Abdeen ( <a href="mailto:h.abdeen@imperial.ac.uk">h.abdeen@imperial.ac.uk</a> ), Gearoidin Beazley ( <a href="mailto:g.beazley@imperial.ac.uk">g.beazley@imperial.ac.uk</a> ) or Colin Rantle ( <a href="mailto:c.rantle@imperial.ac.uk">c.rantle@imperial.ac.uk</a> ).
Hammersmith Campus – Commonwealth Building and Wolfson Education Centre	To book any of the seminar rooms/lecture theatres in the Commonwealth Building or Wolfson Education Centre, please contact <a href="mailto:medroomsandcat@imperial.ac.uk">medroomsandcat@imperial.ac.uk</a> .  To book the Meghraj room (Commonwealth Building, Floor 1), please contact Anjali Jagpal ( <a href="mailto:a.jagpal@imperial.ac.uk">a.jagpal@imperial.ac.uk</a> )





	To book the Boardroom (Commonwealth Building, Floor 2), please contact Amy Cock ( <a href="mailto:a.cock@imperial.ac.uk">a.cock@imperial.ac.uk</a> ).
White City – 88 Wood Lane Student Services Area	<p>Located at the ground level of Eighty-Eight Wood Lane, this flexible social space is available to Imperial staff and students for use between 09.00–22.00 Monday to Friday. These facilities have been designed with casual study and social activities in mind and includes study and collaboration spaces with large shared desk seating, modular seating and sofas.</p> <p>The space, including two meeting rooms, can be reserved by emailing <a href="mailto:wcss@imperial.ac.uk">wcss@imperial.ac.uk</a>.</p>
White City – Uren Building Student Services Area (ground floor nosecone)	Open Monday to Friday 09.00-17.00 and is occupied and co-ordinated by the Support Services Coordinator. Able to book meetings – either in person or virtually – with a variety of support services. There are a small number of private bookable meeting spaces as well as private meeting pods for you to attend virtual meetings with the service providers. To book, email <a href="mailto:wcss@imperial.ac.uk">wcss@imperial.ac.uk</a> .
White City – Uren Building Level 7 and Level 9	Bookings made via Bookit ( <a href="https://app.clustermarket.com/">https://app.clustermarket.com/</a> ). Please email Megan Winterbotham ( <a href="mailto:m.winterbotham@imperial.ac.uk">m.winterbotham@imperial.ac.uk</a> ) to sign up.
White City – Uren Building Level 12	<p>Meeting rooms are available to book through <a href="mailto:medroomsandcat@imperial.ac.uk">medroomsandcat@imperial.ac.uk</a>. The Department of Bioengineering get priority on Monday – Wednesday morning. Departments in the Faculty of Medicine get priority on Wednesday afternoon, Thursday – Friday. You can check availability of Level 12 rooms on Celcat: <a href="#">Celcat Calendar</a></p> <p>The auditorium is WCMUH 1202 &amp; WCMUH 1203. Seminar Rooms are WCMUH 1204 (north) &amp; WCMUH 1205 (south).</p> <p>3D tours of Level 12 rooms can be viewed here: <a href="https://headbox.captur3d.io/view/headbox/imperial-college-white-city">https://headbox.captur3d.io/view/headbox/imperial-college-white-city</a></p>



Travelling on College business	
<a href="#">Staff travel &amp; expenses</a>	<p>When travelling on College business all staff must carry out appropriate planning, in good time, to ensure a safe and productive trip. Key information and College guidance is available <a href="#">here</a> including:</p> <ul style="list-style-type: none"> <li>• <a href="#">Planning your trip</a> – travel insurance, country guidance, emergency contacts etc.</li> <li>• <a href="#">Bookings, transport &amp; visas</a> – car travel, accommodation, traveller profile registration etc.</li> <li>• <a href="#">Whilst you are travelling</a> – managing an emergency incident, accommodation safety etc.</li> <li>• <a href="#">Claims &amp; post-trip activities</a> – expenses, insurance claims, reporting an incident etc.</li> </ul>

Tools	
<a href="#">Worktribe</a>	The College's current software tool for costing grants. See more under the <a href="#">Research section</a> of the handbook.
<a href="#">Symplectic</a>	Symplectic Elements is the research information management system that Imperial uses to detail the publications, funding, equipment and professional activities of our researchers and faculty members. It is important to keep this up to date as the data is used to compile your academic profile.
<a href="#">Open Access and REF guide</a>	Guide to the Open Access process with a short video to demonstrate how to deposit your research outputs.
<a href="#">ICIS – Imperial College Information Systems</a>	The College's main finance, human resources, grants and student administration systems.
<a href="#">Accessing services when off campus</a>	Staff and students can access College services and systems such as email, Office 365 or Blackboard Learn at any time and in any location.
<a href="#">Wi-Fi access</a>	How to access Wi-Fi across the College.
<a href="#">SharePoint</a>	Access SharePoint via Office 365.
<a href="#">Data Storage</a>	Information on the recommended data storage options for research projects.



## Induction check list

Please spend time with your line manager and complete all appropriate activities.

### The first day

Timeline		Activity	Local contact	Other contact
Day 1	<input type="checkbox"/>	Greeting	Line Manager	Section Manager
Day 1	<input type="checkbox"/>	Induction programme overview	Line Manager	Section Manager
Day 1	<input type="checkbox"/>	Introduce the immediate workplace and colleagues, including the Head of Division and Department Manager	Line Manager	
Day 1	<input type="checkbox"/>	Confirm major components of the job including main tasks and responsibilities	Line Manager	
Day 1	<input type="checkbox"/>	Confirm working hours and cover	Line Manager	Section Manager
Day 1	<input type="checkbox"/>	Health and Safety checklist	Line Manager	Laboratory Manager
Day 1	<input type="checkbox"/>	Arranging ID card and access		Laboratory Manager
Day 1	<input type="checkbox"/>	Comfortable desk set up and IT (network log-in and email)	Line Manager	Section Manager
Day 1	<input type="checkbox"/>	Complete Employee Starter Checklist	Line Manager	Section Manager
Day 1	<input type="checkbox"/>	Workplace and campus tour: <ul style="list-style-type: none"> <li>• Offices</li> <li>• Toilets</li> <li>• PC and printer</li> <li>• Phone</li> <li>• Refreshment options - restaurants &amp; kitchen facilities</li> <li>• Campus shops</li> <li>• Security – get access card</li> <li>• Stationery store</li> <li>• Deliver HR papers</li> </ul>	Line Manager	
Day 1	<input type="checkbox"/>	Explain what <a href="#">Imperial expects</a> of all its staff	Line Manager	Section Manager
<b>For staff with line management responsibilities:</b>				
Day 1	<input type="checkbox"/>	Explain responsibilities for managers of Tier 2 and 5 workers	Line Manager	Section Manager



### Within the first week

Timeline		Activity	Local contact	Other contact
Day 2-5	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Familiarisation with the College website</li> </ul>	All staff	
Day 2-5	<input type="checkbox"/>	Breakdown of organisational structure - College, Faculty & Department		Section Manager
Day 2-5	<input type="checkbox"/>	<a href="#">Introduction to College Finance</a> - book on to course		Learning & Development
Day 2-5	<input type="checkbox"/>	Inform about: <ul style="list-style-type: none"> <li>Work breaks</li> <li>Local rules and regulations, including <a href="#">SmokeFree Policy</a>, <a href="#">alcohol policy/dry roles</a> (if applicable)</li> <li>Emergency evacuation procedures</li> <li>First aid facilities</li> <li>Rules regarding private phone calls and using the internet</li> </ul>	Line Manager	Section Manager  College Website Resource
Day 2-5	<input type="checkbox"/>	Policies & procedures (for all staff): <ul style="list-style-type: none"> <li>Probation review</li> <li>Arrangements for regular 1-2-1 meetings with line manager</li> <li>Sickness</li> <li>Holiday</li> <li>Season ticket loan</li> <li>Study allowance (if applicable)</li> <li>Return to campus</li> <li>Harassment and bullying support</li> </ul>	Line Manager	Section Manager
Day 2-5	<input type="checkbox"/>	Mandatory training – see pages 14-15 and 17 of handbook	Line Manager	
Day 2-5	<input type="checkbox"/>	Policies & procedures (for staff with line management responsibilities): <ul style="list-style-type: none"> <li><a href="#">Guide to leading and managing at Imperial</a></li> <li>Building inclusive culture – EDIC, EDI strategy, EDI courses, Imperial Expectations/Values</li> <li>Recruitment &amp; Selection (including legal obligations)</li> </ul>	Line Manager / Staff	Section Manager



Timeline	Activity	Local contact	Other contact
	<p>where recruiting from outside the EEA)</p> <ul style="list-style-type: none"> <li>• Induction of new staff</li> <li>• Probation (including how to monitor and review)</li> <li>• People Management (including arrangements for regular 1-2-1 meetings with direct reports)</li> <li>• ARC process (including your team's current objectives)</li> <li>• Managing Sickness Absence (including conducting Return to Work Interviews)</li> <li>• Annual leave - arrangements for calculating staff entitlement</li> </ul>		
Day 2-5	<p>Wellbeing and support</p> <ul style="list-style-type: none"> <li>• Staff disability adviser</li> <li>• Occupational Health</li> <li>• <a href="#">Resilience and stress</a></li> <li>• Confidential care</li> <li>• Staff networks</li> </ul>	Line Manager	
Day 2-5	<p>How to join:</p> <ul style="list-style-type: none"> <li>• <a href="#">The library</a> and access VPN services</li> <li>• <a href="#">The gym / other leisure facilities</a></li> </ul> <input type="checkbox"/>		College website resource
Day 2-5	<ul style="list-style-type: none"> <li>• Get added to relevant distribution lists and receive meeting invites</li> </ul> <input type="checkbox"/>	Line Manager	
Day 2-5	<p>Development opportunities:</p> <ul style="list-style-type: none"> <li>• People and Organisational Development</li> <li>• Local and role-specific training and development</li> <li>• Free access to LinkedIn Learning</li> <li>• <a href="#">Management and Leadership Development</a></li> </ul>		College website resource
Day 2-5	<p>Local interest</p> <ul style="list-style-type: none"> <li>• Cultural events (e.g. weekly concerts)</li> <li>• Shopping, banking, eating, drinking, post office, chemist, supermarket, cash points etc.</li> </ul> <input type="checkbox"/>	Line Manager	



# Contributing to a Positive Working Environment

## Essential professional development training plan

The Department is committed to building a respectful and inclusive working culture, using the College Values and Behaviours to guide our behaviour as a community. The following development opportunities are essential requirements for all staff and students in the Department. They help to build staff awareness and understanding, enabling staff to better contribute towards building a positive and inclusive environment in the Department. You will be expected to have completed all mandatory and essential elements of training by the end of your probation.

Timeframe	Course Title	Purpose	Course Type	Link
1-6 Months	Imperial Essentials	Six mandatory training courses that all staff must complete to ensure College compliance with statutory and regulatory requirements.	Mandatory for all staff	<a href="#">Book on</a>
1-6 Months	Unconscious Bias	Workshop providing a non-judgmental approach aimed at understanding how unconscious bias operates in the workplace.	Mandatory for all DoBS staff	<a href="#">Book on</a>
1-6 Months	Active Bystander	Training aimed to empower staff and students across the College community to challenge poor behaviours and bring about cultural change.	Mandatory for all DoBS staff	<a href="#">Book on</a>
1-6 Months	Harassment - confronting inappropriate behaviour	Training on what constitutes harassment, bullying and victimisation, and identifying acceptable and unacceptable behaviours at work.	Mandatory for all DoBS staff	<a href="#">Book on</a>
1-6 Months	Introduction to supervising PhD students	Essential training for all staff who supervise PhD students.	Mandatory for supervisors	<a href="#">Book on</a>
6-18 Months	Annual Review Conversations (ARC)	All staff should participate with the ARC process in line with local timescales.	Mandatory for all staff and line managers	<a href="#">Find out more</a>



Timeframe	Course Title	Purpose	Course Type	Link
6-18 Months	Recruitment and Selection	What you need to know before you participate in recruiting and selecting staff. It is designed for non-HR staff for whom recruitment is a minor, albeit critical, aspect of their role.	Essential for all staff involved in staff recruitment and selection	<a href="#">Find out more</a>

*\*Please note, much of our EDI training opportunities are currently delivered online*

### Optional Courses

Course Title	Purpose	Course Type	Link
Management and Leadership Development	A series of courses to equip managers and leaders with the skills, knowledge, and confidence to be an effective and inclusive people manager.	Optional	<a href="#">Find out more</a>
Calibre Leadership Programme	Talent development and leadership programme for staff who identify as neurodiverse or disabled, or who have a long term physical or mental health condition.	Optional	<a href="#">Find out more</a>
Springboard Women's Development Programme	International programme which allows women to identify the clear, practical and realistic steps they want to take, and allows them to develop the skills and self-confidence to take those steps.	Optional	<a href="#">Find out more</a>
Imperial Positive About Cultural Talent (IMPACT)	Talent programme for Black, Asian and Minority Ethnic (BAME) staff.	Optional	<a href="#">Find out more</a>

A full list of courses is available on the [People and Organisational Development website](#).

Further information in relation to essential and mandatory training can be located on the [Organisational Development and Inclusion webpages](#).

**Mandatory training is monitored by the Department throughout the probation period and as part of the ARC process. The Department will also consider the completion of mandatory training when reviewing applications for promotion.**



# Keeping our Staff Safe

This section covers what the Department expects from you and what you can expect from the Department.

## Covid- 19 safety guidance

Imperial College London are working closely with local, regional and national public health representatives to ensure that they are doing all that they can to make our environment safe whilst delivering our academic mission. As always, your health and wellbeing are paramount. Our priority at all times is to make sure our campus is as safe as possible, minimise the risk to everyone onsite, and follow UK official guidance. Information about the measures we're putting in place and what you can do to help keep everyone safe can be found [here](#).

## Work Location Framework

The Department complies with the College's [Work Location Framework](#). The framework sets out how to consider where work can be delivered either in a College location (onsite), via a mix of College location and remote working (hybrid) or, exceptionally, remote only. Decisions around the number of days you will work on-site should be based on the operational needs identified by your manager, your own health and safety, and responsibilities that you may have for managing safe, effective work being conducted by others on campus.

This framework applies to staff within all job families and has been developed to support managers and staff when reviewing and determining a staff member's work location, including the frequency and pattern of remote or College location working. Leaders and managers are expected to adopt the below framework in a fair, equitable and transparent way that suits the operational requirements of their areas.

*The College currently has an interim Work Location Framework, which was initially implemented from the start of the 2022/23 academic year.*

*This framework will cease from 30 September 2023, after which point a new framework, along with additional Hybrid and Remote worker definitions, will be effective.*

## Health and safety

In the Department of Brain Sciences, we are committed to achieving high standards of health, safety and environmental practice. Your role as a member of staff, a student, a visitor or a contractor is to share this commitment by complying with College policies and procedures. This is more than just good practice, please remember that you have legal and moral obligations to yourselves and to everyone else in the workplace.

You can find details of all the College and Departmental policies and campus guidelines on the [Departmental health and safety pages](#). The academic safety lead for the Department is Dr





Marco Brancaccio: [m.brancaccio@imperial.ac.uk](mailto:m.brancaccio@imperial.ac.uk) and contact details for the Department's Safety Team can be found on the Department webpages under [Space and facilities](#).

## Mandatory health and safety training plan

Any staff undertaking CBS work must [enrol for health surveillance](#) with the College Occupational Health Service before beginning work.

The following courses must be completed before the end of your probation.

Course Title	Purpose	Course Type
<a href="#">Month One Safety Training</a>	To understand the arrangements to keep you safe at work.	Mandatory – one of the <a href="#">Imperial Essentials</a> compliance courses.
<a href="#">Fire Safety and Awareness</a>	This course will take you through the general principles of fire safety, using a combination of presentation slides, videos and activities.	Mandatory – one of the <a href="#">Imperial Essentials</a> compliance courses.
<a href="#">Risk Assessment Foundation Training</a>	To help you with managing risk in your workplace.	Mandatory for staff with line management, area, equipment or process management responsibilities.
<a href="#">Laboratory Safety Foundation Training</a>	General principles of safety. Chemical safety, use of gases and cryogenics. Introduction to GMO's and risk assessments.	Mandatory for staff or students new to laboratory research.

Other useful courses over the course of your employment could include:

- Liquid nitrogen
- [Manual handling](#)
- Centrifuge training
- Health and safety for supervisors
- Hazardous substances training (COSHH)
- Laser safety
- [Ladder safety](#)

These courses, along with a full list of Health & Safety training courses are available on the [Safety training webpages](#).



## Computer Health

Information and advice on guidelines and policies in place to help support your health when working at a computer can be found [here](#).

Course Title	Purpose	Course Type	Link
Computer Health and Safety e-learning	For all computer users to learn to set-up their computer workstation safely and refresh their knowledge.	Essential	<a href="#">Book on</a>

The Department has three Computer Health Assessors, listed below:

Nicole Hickey: [n.hickey@imperial.ac.uk](mailto:n.hickey@imperial.ac.uk)

Colin Rantle: [c.rantle@imperial.ac.uk](mailto:c.rantle@imperial.ac.uk)

Neil Galloway-Phillipps: [n.galloway-phillipps@imperial.ac.uk](mailto:n.galloway-phillipps@imperial.ac.uk)

Their role is to ensure that your workstation is set up correctly, to address workplace adjustments and to give ergonomic advice on posture and equipment. If you have any workplace adjustments related to your workstation setup, please contact one of the Department's Computer Health Assessors so these can be accommodated. More information on workplace adjustments can be found [here](#). Similarly, if you develop any health problems related to computer use throughout your time in the Department, please do contact one of the Department's Computer Health Assessors for further support.



# Who We are and What We do

The Department of Brain Sciences is formed of three Divisions: [Neurology](#), [Neuroscience](#) and [Psychiatry](#).

The Department also comprises three centres: [Centre for Psychedelic Research](#), [UK Dementia Research Institute](#) and [UK DRI Care Research and Technology Centre](#).

The [Department webpages](#) contain more information about who we are and what we do, and contact details for key teams in the Department. The organograms on the following pages outline the structure of the Divisions and various teams in the Department.

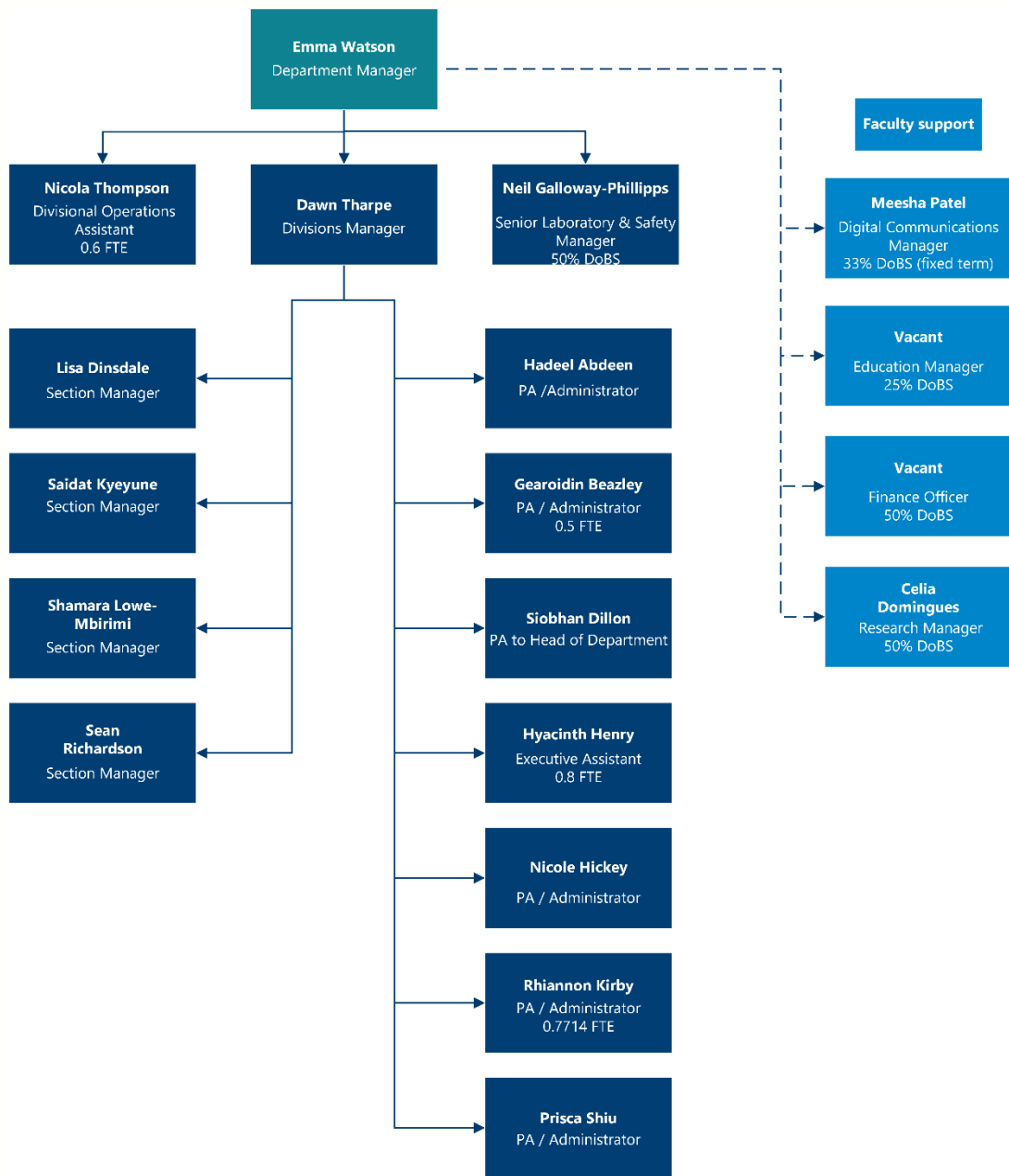
## Committees and working groups

Below is a list of all the working groups across the Department, you can find more information about each one including the terms of reference and membership on the website.

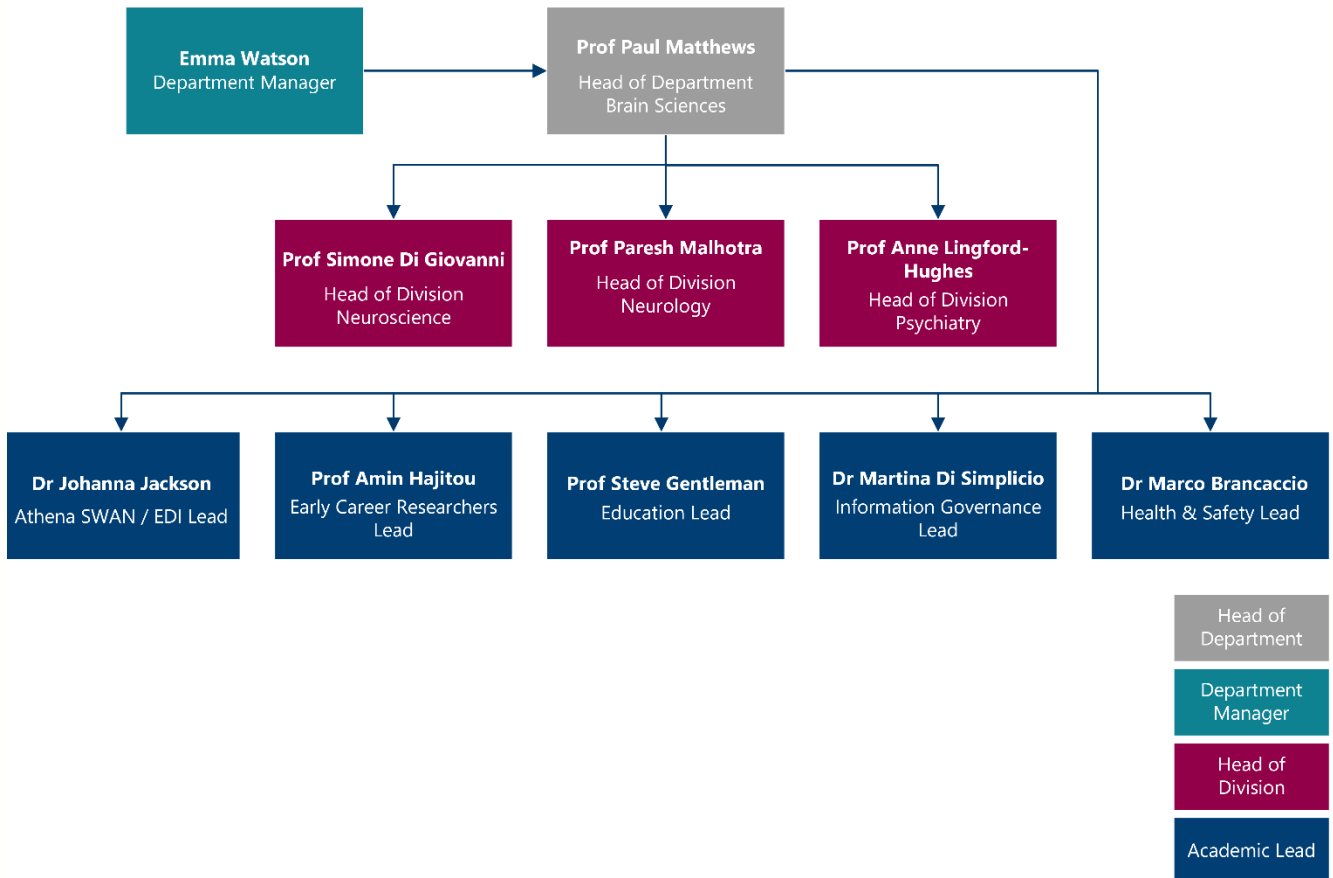
- Department Management Board
- Equity, Diversity & Inclusion Committee
- Department Health, Safety and Environment Committee (run jointly with Department of Immunology & Inflammation)
- Postgraduate Education Committee
- Information Governance Committee
- Department Administration Meeting
- Sustainability Committee



## Department of Brain Sciences support team



## Department of Brain Sciences management structure



## Division of Neurology

Welcome to the [Division of Neurology](#).

This handbook is designed to provide you with information to deal with many of the issues that will come up when starting in the Department of Brain Sciences, as well as topics that many of us come across during our time working here. As part of Brain Sciences, the Faculty of Medicine, and the wider College, we pride ourselves on the excellence of our research and the quality of our teaching. In addition, all our academics are clinical or have major clinical research programmes, and as such we are committed to trying to improve the lives of people affected by Neurological disease. We believe that this work is exciting and important, and we welcome new colleagues who feel the same way.

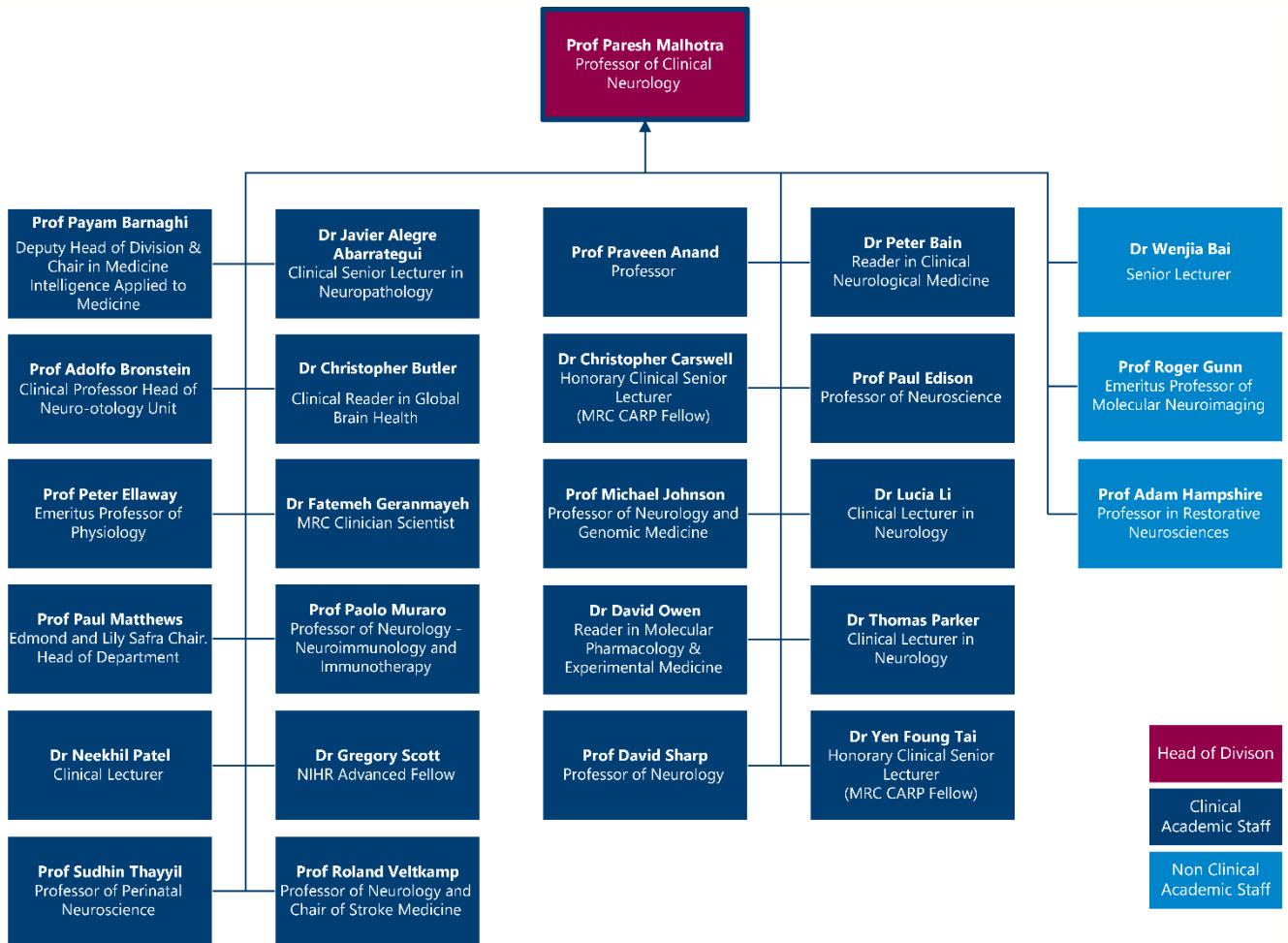


We aim to represent society as well as we can and we want to make our research as accessible and applicable to the wider community as possible. We also want to ensure that we work together in a happy and supportive environment, and welcome any suggestions that you may have towards this. I hope that you will find working here enjoyable and stimulating, and if you don't find the answer to your question in this handbook, please don't hesitate to ask!

Professor Paresh Malhotra  
Head of Division of Neurology



## Academic structure – Neurology



## Division of Neuroscience

I am delighted to welcome you to the [Division of Neuroscience](#).

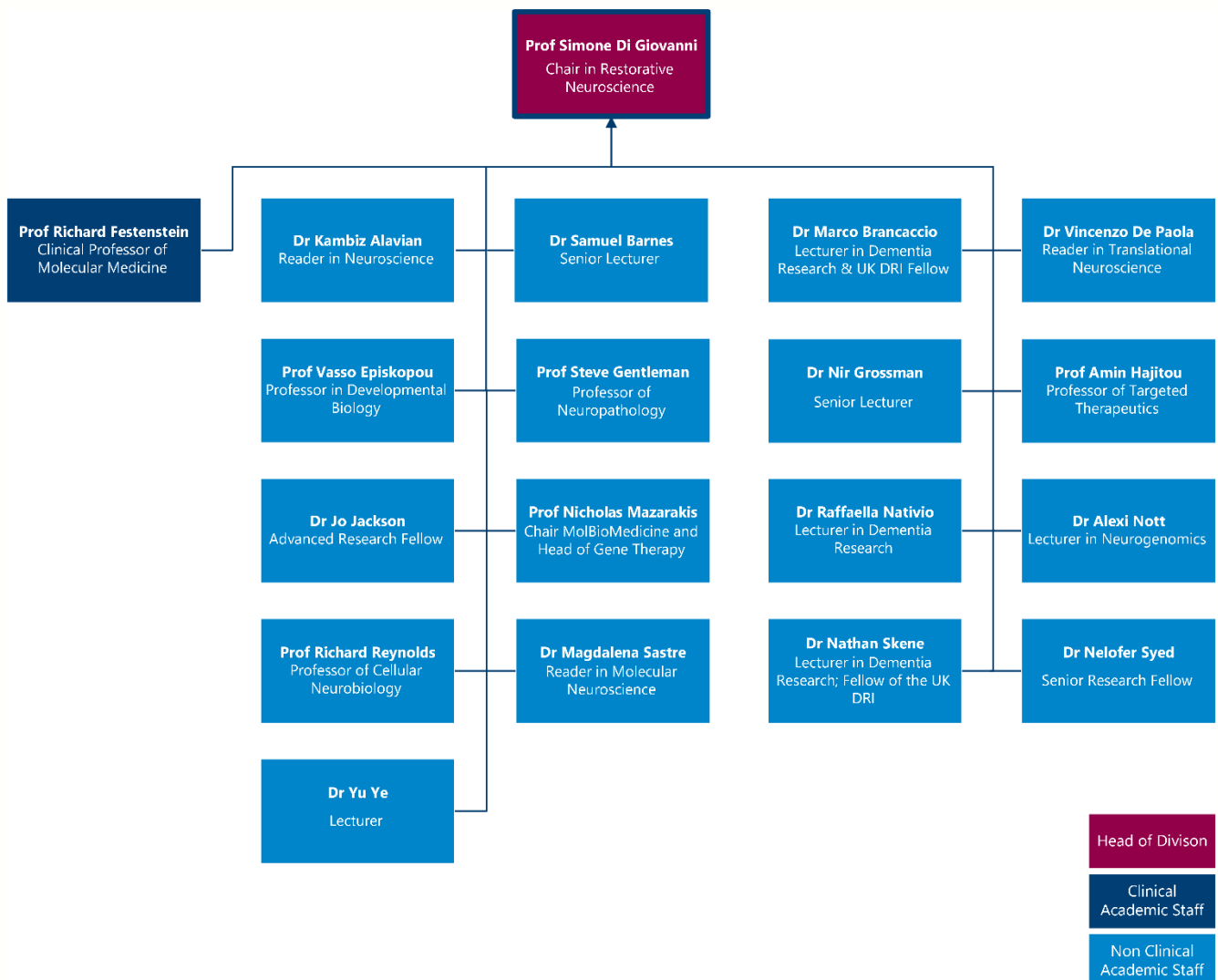
Our guiding principles are cooperation, inclusion, ambition and focus on excellent science, as well as on the training of our students and younger colleagues.

I look forward to working with you,

Prof Simone Di Giovanni  
Head of Division of Neuroscience



### Academic structure – Neuroscience





## Division of Psychiatry

Welcome to the [Division of Psychiatry](#).

I hope that you have been given all the information you need to start your career at Imperial College. It can be daunting to begin work in such a large institution so please let me know if you have a query and require more information or guidance.

Within the Division of Psychiatry there is a broad range of professional clinical and non-clinical disciplines working together to conduct pioneering, innovative research to lead to more effective prevention, assessment and treatment of psychiatric disorders, particularly those linked with emotional dysregulation. We encourage development of collaborations with other research groups in Imperial College as well as externally.



In any academic institution, teaching and training are key components of our work. As interest in mental health has increased in the last few years, I expect members of the Division to contribute to our teaching and training activities to inform staff and students about this important area as well as to develop and sustain an interest in mental health research.

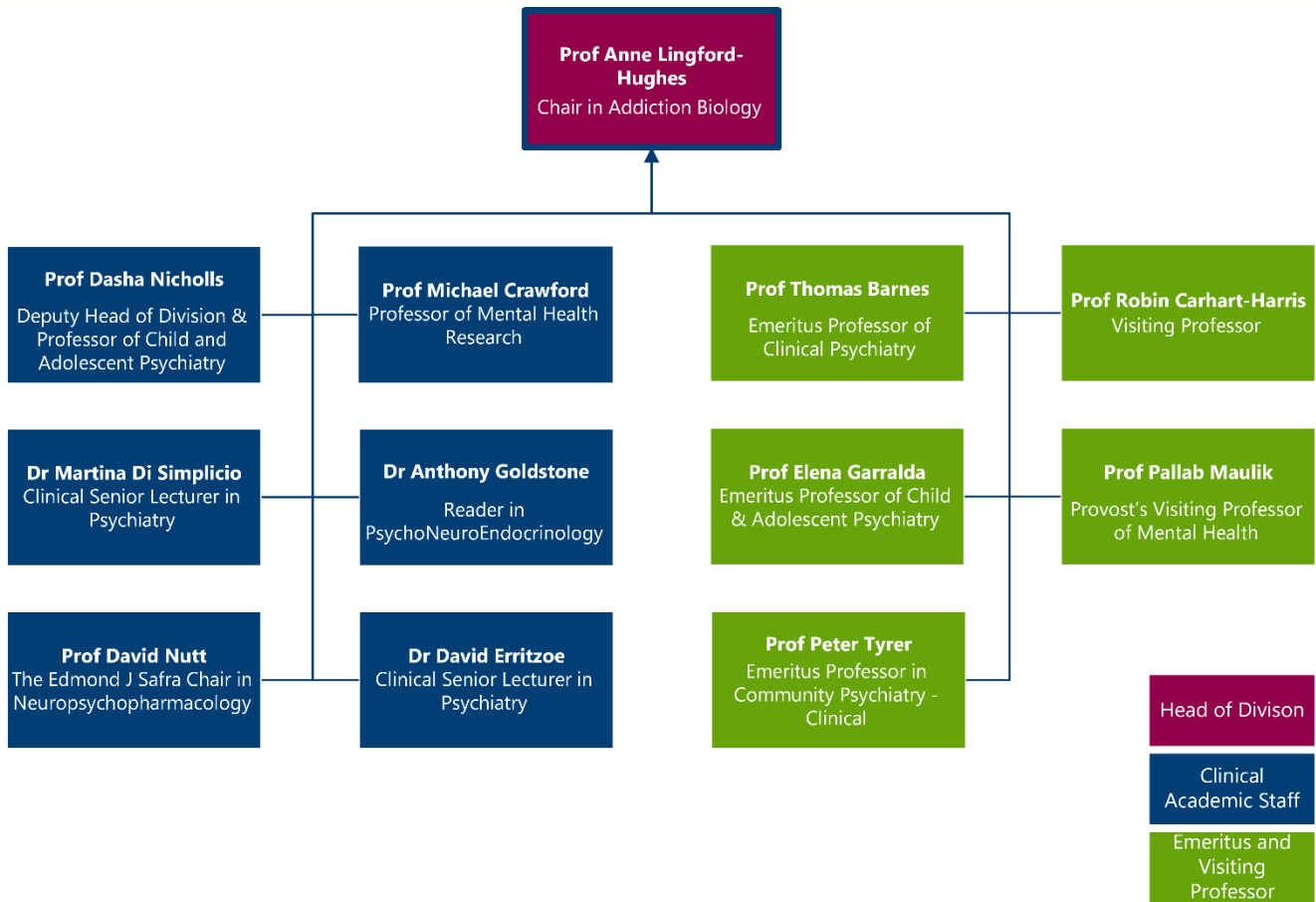
My aim for the Division is that everyone contributes to us delivering excellent world-leading research and highly rated and relevant teaching and training, but importantly that working in the Division is enjoyable and fosters creativity, collaborations and friendships.

Welcome,

Prof Anne Lingford-Hughes  
Head of Division of Psychiatry

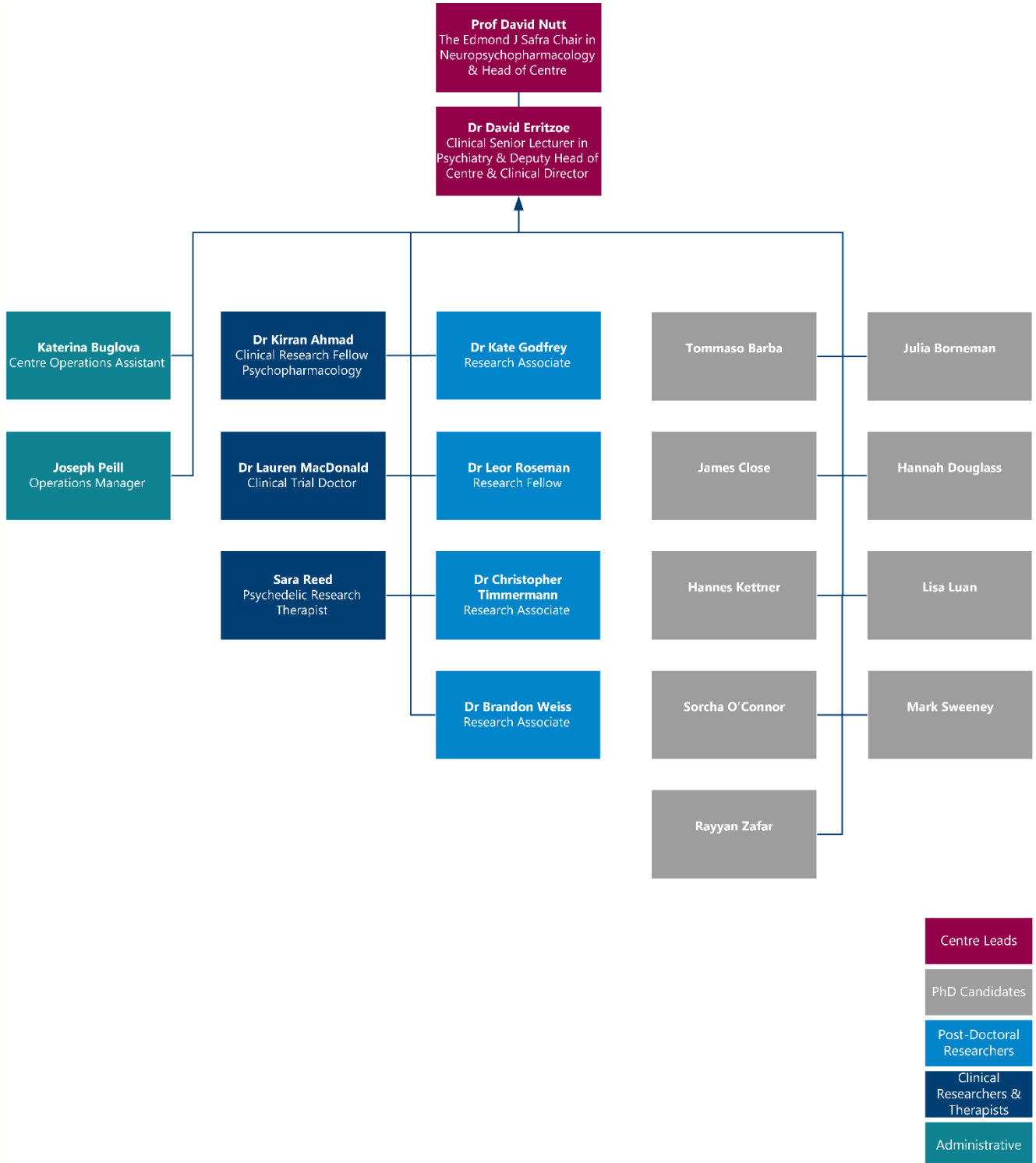


## Academic structure – Psychiatry



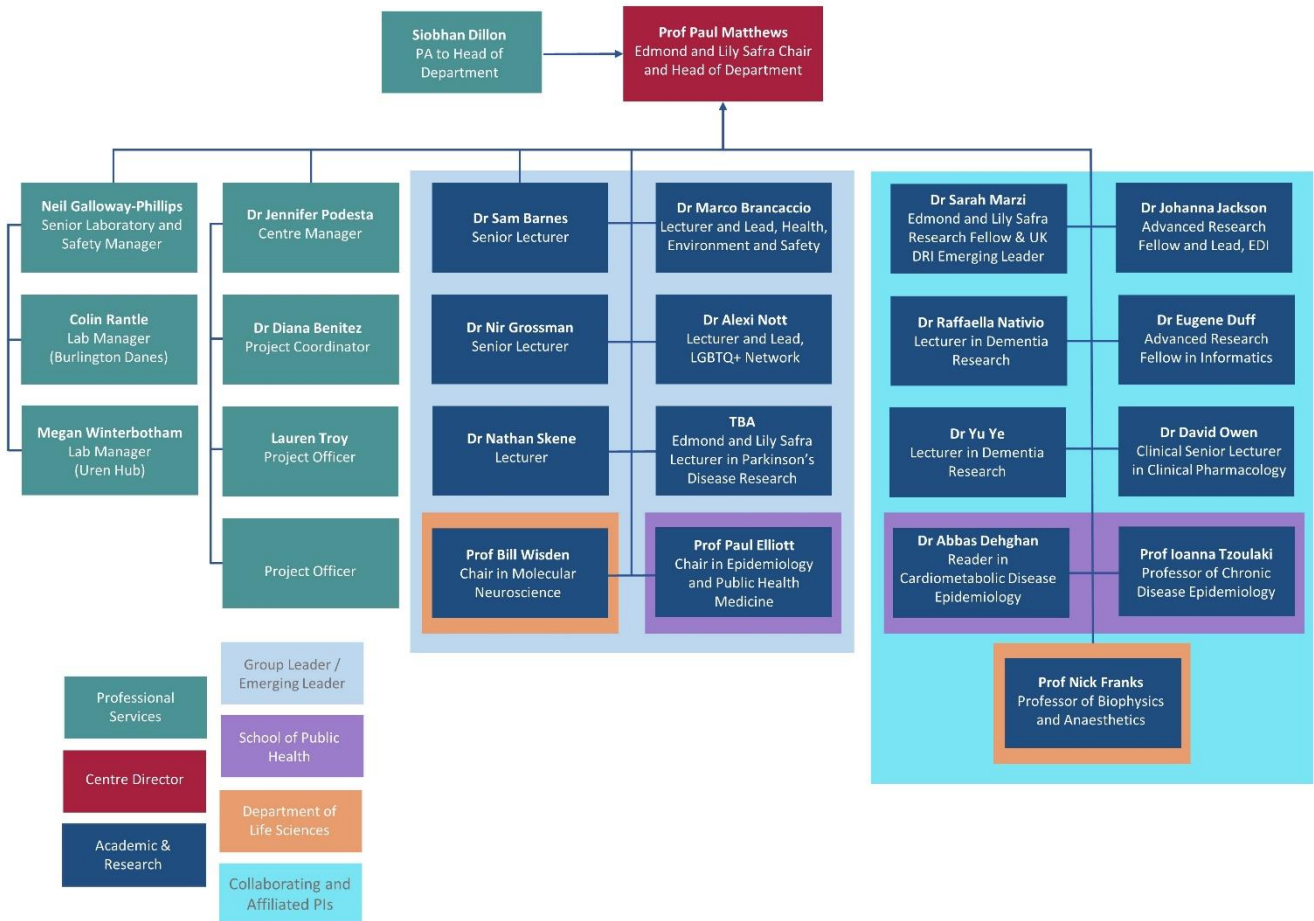
# Centre for Psychedelic Research

Find out more about the Centre for Psychedelic Research [here](#).



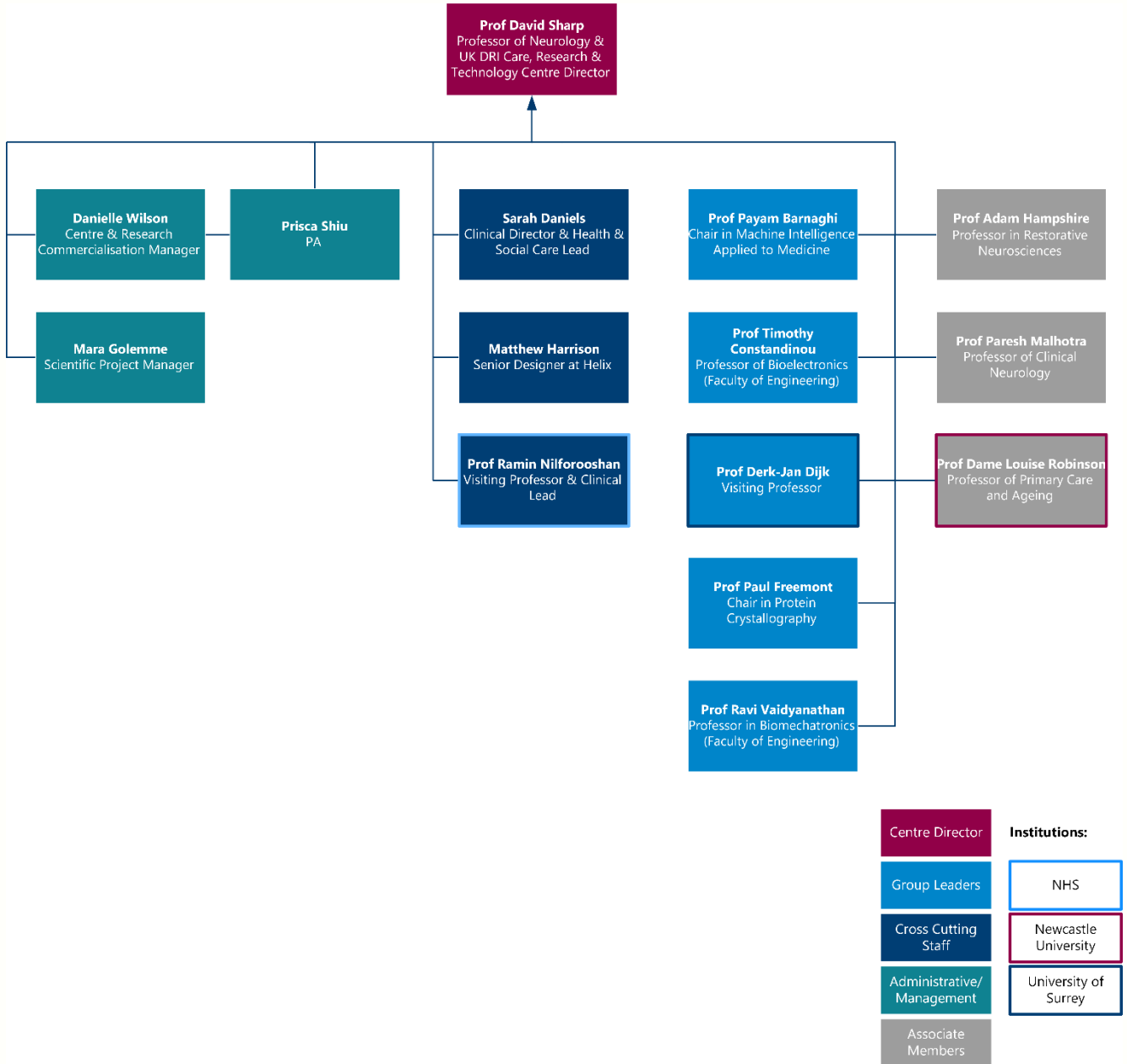
# UK Dementia Research Institute

Find out more about the UK Dementia Research Institute [here](#).



# UK DRI Care Research and Technology Centre

Find out more about the UK DRI Care Research and Technology Centre [here](#).



## Education

The Department of Brain Sciences aims to nurture the next generation of scientists and clinicians by creating a collaborative environment that supports their career development. Staff make an active contribution to the teaching of students undertaking the [BSc Medical Biosciences](#) and the training of undergraduate medical students ([MBBS](#)), some of whom opt to specialise in neuroscience by taking the intercalated [BSc Neuroscience and Mental Health](#).

At the postgraduate level, the Department runs two very successful Master's programmes – [MSc Translational Neuroscience](#) and [MRes Experimental Neuroscience](#) – which are oversubscribed each year. The Department is involved in a broad portfolio of neuroscience-related research and welcomes applications from talented PhD candidates from around the world. Information on the study options offered in the Department can be found on the study pages of the [website](#). Here you can also find [application and funding information](#) for PhD candidates.

The [Graduate School](#) provides a core research skills programme which offers the opportunity for PhD students to develop as world-class researchers, developing attributes which are valuable to a broad range of employers. A strong [Pastoral Care](#) system is also provided with support from within the Department and the wider College.

### Supervisors

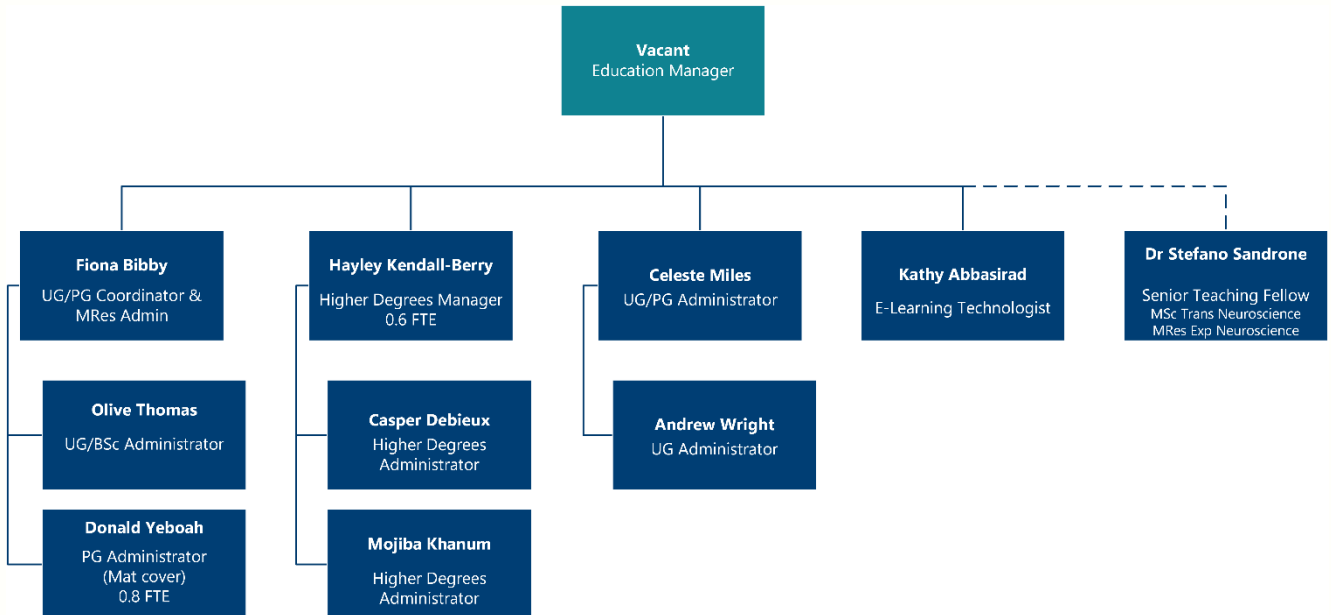
With a large number of students, all undertaking research projects, the Department has an increasing need for supervisors at all levels, but particularly for PhDs. Lots of helpful information for supervisors can be found in the [Graduate School's Supervisors' Guide](#), the [Departmental Research Degree Handbook](#) and in [guidance for PhD supervisors](#). All new supervisors must seek advice and guidance from an experienced co-supervisor and undertake training at the [Supervising PhD students](#) workshop.

### Department contacts

The academic education lead for the Department is Prof Steve Gentleman: [s.gentleman@imperial.ac.uk](mailto:s.gentleman@imperial.ac.uk) and Senior Tutor (PG) is Dr Stefano Sandrone: [stefano.sandrone@imperial.ac.uk](mailto:stefano.sandrone@imperial.ac.uk). The contact details of the Department's Education support team can be found under the Education and teaching section [here](#). The contact for the Department Disability Officer is Dr Alexi Nott: [a.nott@imperial.ac.uk](mailto:a.nott@imperial.ac.uk).



## Education support team



## Research

The Department of Brain Sciences is home to a diverse body of ground-breaking research. Much of this research is funded from grants awarded by external funders, and applying for grant funding and managing existing awards are key activities in the Department.

### Grant applications

The Department has an effective support structure in place to assist with grant applications. Working in a planned and managed way will enable you to make the most of the support available and contribute towards the success of your funding applications.

Applications for all research grants are costed by the Section Managers using the [Worktribe](#) system - the College's costing tool. All applications require prior approval from the Department and the Joint Research Office (JRO), obtained via the Worktribe system. Obtaining the necessary approvals takes time, therefore you should be ready to submit far enough in advance of the sponsor's deadline to allow for the necessary peer review, letters of support, signatures, budget correction and approvals to be completed.

Notifying your Section Manager of your intention to apply for a grant as early as possible will enable them to log the application on the pre-award tracker and involve the JRO and Research Manager in good time. Section Managers require a minimum of 10 working days' notice for all applications.

### Research support team

The Department's Research Manager can assist with non-costing aspects of grant applications, including letters of support, helping to write non-scientific aspects of the application, and proof reading.

Contact details for the Research Manager can be found under the Research support section [here](#).

### Mock interviews

If you are shortlisted for a fellowship or a research grant with interview stage the Department can arrange a mock interview for you, this is excellent preparation to increase your chance of a successful outcome. Contact the [Research Support team](#) for more details or to organise a mock interview.

### Peer review

The Department offers the opportunity for peer review of your grant applications for competitive external and internal calls for funding. Contact the Department's [Research Manager](#) to organise this and for further information.





**Post-award management**

It is the responsibility of the Principal Investigators to ensure awards are managed in accordance with sponsors terms and conditions. Section Managers will provide assistance and support with the monitoring of spend to ensure compliance, and work with the Joint Research Office to facilitate reconciliation of grants and reporting to funders.

All significant plans for deviations or amendments to existing budgets, which could have a financial impact on the Departments' budget, must be discussed in advance with the Divisions Manager and/ or, Head of Department.



# Supporting and Developing Our Staff

The Department's People, Culture and Engagement committee is actively working to promote and increase support and development opportunities for all our staff across Brain Sciences. We will hold a number of staff events and surveys across the year to better understand concerns and respond to these by developing initiatives to help drive this change.

## Our champions

We have an engaged group of champions, who are there to support you across a wealth of areas such as career development, maternity/paternity, outreach and recruitment. The EDI Committee are currently reviewing these roles. If you would like to know more in the meantime, please email Dr Jo Jackson ([johanna.jackson@imperial.ac.uk](mailto:johanna.jackson@imperial.ac.uk)).

## Disability support

The Department is committed to providing dedicated support to its staff and students in order to ensure they maximise their potential and progress regardless of their disability. We encourage staff to inform their line manager of their disability or disabilities, as this allows us to start the process of putting in place any [workplace adjustments](#) (previously known as reasonable adjustments) that you might need.

You can find the Access Able guide for the Hammersmith campus [here](#). It does not currently include the Burlington Danes Building. If you work in the Burlington Danes building and require accessibility information and further support, please contact Emma Watson ([e.watson@imperial.ac.uk](mailto:e.watson@imperial.ac.uk)). The Access Able guide for the Charing Cross campus can be accessed [here](#).

The [Equality, Diversity & Inclusion Centre](#) can provide information, advice and guidance for disabled staff and their managers, including support available within and outside the College. All discussions are held in confidence. If you would like to discuss workplace adjustments please complete the online form on the EDI Centre's [webpage](#).

More detailed information on disability support for staff can be found [here](#).

## Inclusive technology

Imperial offers a suite of software designed to support students in their studies and staff with their work. We call this Inclusive Technology. From managing anxiety to making referencing easy, inclusive technology can transform the way you work.

More detailed information can be found [here](#).



## Quiet rooms

### Charing Cross

There is a quiet room in the library cluster on second floor of the Reynolds Building. You can make a booking for Room 203 using the following link: <https://connect2.lib.ic.ac.uk/Connect2/>

### Hammersmith

There are currently no designated quiet rooms on the Hammersmith campus for people who require quiet space to manage various health conditions. If you would benefit from this, please do not hesitate to contact Emma Watson ([e.watson@imperial.ac.uk](mailto:e.watson@imperial.ac.uk)) who can provide support/solutions.

### White City

There are meeting rooms and acoustic pods located in the Student Services area on the Ground floor of the Uren Hub (not through the main entrance, but located in the nose cone of the building). They can be booked by emailing [wcss@ic.ac.uk](mailto:wcss@ic.ac.uk).

## Family and carers support

The Department recognises the impact that family and caring responsibilities can have on staff. A list of benefits and resources for both parents and carers can be found [here](#).

### Charing Cross campus

There is a nursing mothers' room on floor 1 of the Reynolds Building. For more information, please contact Maggie Taylor ([marguerite.taylor@imperial.ac.uk](mailto:marguerite.taylor@imperial.ac.uk)).

### Hammersmith campus

There is a dedicated Parents Room located in room BS15 in the Commonwealth Building. The room can be used for breastfeeding, bottle feeding, expressing, etc. and is equipped with a fridge, freezer, nursing chair and sink. To gain access, please visit the Security office to obtain the digilock key code. Alternatively you can email Darsi Wickham ([d.wickham@imperial.ac.uk](mailto:d.wickham@imperial.ac.uk)) or Natalie Cain ([n.cain@imperial.ac.uk](mailto:n.cain@imperial.ac.uk)). Advanced booking is not required, but please utilise the vacant/occupied sign on the door to indicate/check availability.

### White City campus

The Women' Suite (previously G26) is located on the Ground floor of the Molecular Science Research Hub (MSRH). Please note that this room triples up as nursing, prayer and first aid room and is fitted with related stock/furniture. The key is available from reception.

Users must complete an induction to gain access to the room. Please complete the [video version of the day one safety induction form for MSRH](#). The video also contains instructions for completing the required form, which needs to be returned to Ingrid Kedissa ([i.temmerman@imperial.ac.uk](mailto:i.temmerman@imperial.ac.uk)) in order to gain ID card access to the MSRH.



## Health and wellbeing support

### Mental health

The Department recognises the importance of mental health equally to physical health. We promote the development and maintenance of positive mental health, and are here to provide support if you're experiencing a period of mental ill health. More detailed information and helpful resources related to mental health can be found [here](#). General information and helpful resources related to health and wellbeing support can be found [here](#).

A list of Department staff who are Mental Health First Aid trained is listed below. If you would benefit from a chat around your mental health, please reach out to a member of staff on the list who can provide information on how and where to get further help and support. More information on Mental Health First Aid can be found [here](#).

Name	Email	Campus
Diana Benitez Jimenez	<a href="mailto:d.benitez-jimenez@imperial.ac.uk">d.benitez-jimenez@imperial.ac.uk</a>	White City
Nan Fletcher-Lloyd	<a href="mailto:nan.fletcher-lloyd17@imperial.ac.uk">nan.fletcher-lloyd17@imperial.ac.uk</a>	White City
Mara Golemme	<a href="mailto:m.golemme@imperial.ac.uk">m.golemme@imperial.ac.uk</a>	White City

### Physical health

More information and resources related to physical health can be found here: <https://www.imperial.ac.uk/health-and-wellbeing/physical-health/>

## Prayer rooms

### Charing Cross campus

Details for the Charing Cross campus prayer rooms can be found here: <https://www.imperial.nhs.uk/our-locations/charing-cross-hospital/facilities#Chaplaincy%20charing%20Cross>

### Hammersmith campus

Details for the Hammersmith campus prayer rooms can be found here: <https://www.imperial.nhs.uk/our-locations/hammersmith-hospital/facilities#Chaplaincy>

### White City campus

The White City campus has male and a female multi faith prayer rooms located in the Molecular Science Research Hub (MSRH). Users must complete an induction to gain access to the room. Please complete the [video version of the day one safety induction form for MSRH](#). The video also contains instructions for completing the required form, which needs be returned to Ingrid Kedissa ([i.temmerman@imperial.ac.uk](mailto:i.temmerman@imperial.ac.uk)) in order to gain ID card access to the MSRH.

The male prayer room is 601C on the 6th floor at MSRH. The female prayer room is in the Women Suite (previously G26) on the ground floor. This room triples up as nursing, prayer and first aid room and is fitted with relevant stock/furniture. The key is available from reception.



## Trans and non-binary support

The Department is fully committed to creating, consistently improving, and maintaining a safe, welcome and inclusive environment for all our trans and non-binary staff, enabling them to work to their full potential and supporting them to have equal access to the services and facilities they need. The Department has a zero-tolerance approach to all forms of transphobia displayed towards staff regardless of their gender identity or gender expression.

The College's policy on provision of toilet facilities is currently under review, and the most recent version can be found [here](#).

### Charing Cross campus

There are gender neutral toilets on Level 2 near the library in the lift lobby, located at the top of stairs on the left. The accessible toilet on Ground Floor and the accessible toilet in the Library cluster are both gender-neutral. There is also an ambulant cubicle in this set of toilets.

### Hammersmith campus

All toilets in the Burlington Danes building can operate as non-binary as they are individual rooms, even though signage may indicate otherwise. There are accessible toilets on every floor. In the Commonwealth building, non-binary toilets are located on the sub-basement, ground and 9th floors (labelled as accessible).

### White City campus

All toilets on Levels 7 and 9 are gender neutral as they're individual cubicles.

If you thinking about or are in the process of transition, or supporting a member of staff who is transitioning, please refer to the College's [Trans Staff Policy](#) for guidance. Additional guidance and support resources can be found [here](#).

## Bullying and harassment support

Acts of bullying, harassment, discrimination and sexual misconduct are not acceptable. Imperial College London uses the [Report and Support tool](#), which allows you to disclose unwelcoming behaviours such as bullying, harassment, sexual violence, sexual harassment, sexual misconduct, racial discrimination and more. Detailed information can be found here: <https://www.imperial.ac.uk/equality/resources/report-and-support/>

If you have experienced or witnessed harassment, bullying and victimisation, please refer to [this webpage](#) for a list of support options.



## Academic support

### Academic Advisor

All new Lecturers/Senior Lecturers, are assigned an Academic Adviser upon appointment with the college. It is the responsibility of the Head of Department to assign the Academic Advisor and it is important that you form a relationship with your Academic Advisor as early as possible, following the start of your new appointment.

Academic Advisers have a vital role to play during your probation period. They should be someone with whom you can raise any question or discuss any issue. An adviser is a “friendly ear” and will help to oversee your progress.

You should arrange to meet regularly with your advisor, who will offer guidance and advice on good teaching practice, curriculum development, the preparation of research applications, the management of research projects, the extent of clinical duties (where appropriate) and to provide information on systems and procedures. An Academic Adviser will not have managerial responsibilities for you, and may be from a completely different Department. Further information relating to the responsibilities of an Academic Advisor can be located in Appendix B of [this document](#).

## Postdoc support

### [Postdoc and Fellows Development Centre](#)

The Postdoc and Fellows Development Centre provides tailored support for postdocs and fellows who are entitled to take a minimum of 10 days per year to attend training and staff development workshops.

### Postdoc reps

The Department has a network of postdoc reps across all its campuses who are there to support you and let you know what opportunities are available. Prof Amin Hajitou: [a.hajitou@imperial.ac.uk](mailto:a.hajitou@imperial.ac.uk) is the academic lead for early career researcher development for the Department. Find out more about the support and opportunities available and how you can get involved on the Early Career Researchers Group [webpage](#).

## Development opportunities

### [Annual Review Conversation](#)

The Annual Review Conversation (ARC) is an opportunity for staff to have a discussion with their line manager, focusing on everything they need to thrive at work. Building on regular one-to-ones, the conversation is designed to be meaningful and constructive, recognising ongoing contributions and planning for the future based on individual and departmental needs and aspirations.

For our Clinical Staff, it is essential you undertake a clinical appraisal with the Colleges ARC process in mind. Additionally, you should ensure you submit to the Department, a copy of your job plans.



Taking part in the ARC process forms part of the terms and conditions of employment.

### [Academic promotions](#)

The Department begins the annual process for Academic promotions in September. See the link above for details of the application process. Please be advised the guidance note may be updated annually.

### [Equity and Achievement Pay Review](#)

The annual Equity and Achievement Pay Review processes allow managers to address equal pay and internal benchmarking disparities in their area and to reward staff for exceptional contribution and achievement. The process is formed of two parts – Equity pay review and Achievement pay review. It allows managers to address equal pay and benchmarking disparities in their area and to reward staff for exceptional contribution and achievement.

The Department usually begins this process in September. We will set an internal deadline for applications in advance of the Colleges deadline and will notify you by email when it opens.

### [People and Organisational Development](#)

This team provides a broad range of resources centred on promoting excellence at work through training, development programmes and support.

### [Online learning portal – LinkedIn Learning](#)

As a member of Imperial you can access and use [LinkedIn Learning](#), the online subscription library, free of charge. Using LinkedIn Learning high-quality instructional videos, you can teach yourself how to use the latest version of software packages in a wide range of creative and business-related subjects.

### [Technicians' Portal](#)

This information portal brings together career development and College support for all technical staff.

## **Development programmes for underrepresented staff**

### [Calibre Leadership Programme](#)

The Calibre Programme is a leadership development programme for disabled staff that aims to develop and implement strategies that reflect the unique challenges and experiences of disabled staff.

### [IMPACT Development Programme](#)

IMPACT stands for Imperial Positive About Cultural Talent. It is a talent development programme for staff who identify from a minority ethnic group.

### [Springboard Women's Development Programme](#)

The Springboard Women's Development Programme is an award-winning international programme that allows women to identify the clear, practical and realistic steps they want to take, and allows them to develop the skills and self-confidence to take those steps.



## Staff networks

- [Department of Brain Sciences LGBTQ+ Allies](#) - promote LGBTQ+ visibility in the Department of Brain Sciences, and provide a bridge with the wider LGBTQ+ STEM community
- [Imperial 600](#) – College network for LGBTQ+ staff, postgraduate students and their allies
- [Able@Imperial](#) – College network that support and help staff with disability in the workplace
- [Imperial as One](#) – Race equality network for staff and postgraduate students
- Networks for women – view the list [here](#)

## Other support opportunities

The Department and the College have a wealth of resources to help support your time at Imperial, a number of these are detailed below.

### [SafeZone](#)

SafeZone is the College's emergency response mobile app that allows all students and staff to quickly alert, contact and directly speak to the Security team in the event of an emergency.

### [Mentoring](#)

The Department offers a mentoring scheme for all staff to share expertise and knowledge to support the development of another colleague. The Department's mentoring lead is Dr Paul Edison: [paul.edison@imperial.ac.uk](mailto:paul.edison@imperial.ac.uk) and the mentoring coordinator is Nicola Thompson: [nicola.thompson@imperial.ac.uk](mailto:nicola.thompson@imperial.ac.uk).

### [Coaching at Imperial](#)

Imperial launched the Coaching Academy in 2009 and we are now able to offer coaching widely as an additional support to development for College staff, either linked to talent programmes or the Imperial Leadership and Management programme, or through individual requests for coaching support.

### [Confidential Care](#)

This is the College's Employee Assistance Provider, who offer free and confidential information, support and counselling service.

### [Equality, Diversity and Inclusion Centre \(EDIC\)](#)

The EDIC works to support staff and make Imperial a better place to work by promoting equality, diversity and inclusion. The Centre offers advice, training and support as part of the College's HR services.

### [Imperial's Human Resources Division](#)

Imperial's Human resources division provides practical advice and guidance for staff and managers.





### [Clinical Academic Training Centre \(CATO\)](#)

CATO is the centralised pan-professional academic training hub and the main point of contact for clinical academic trainees and researchers (medical and healthcare professions outside of medicine) for advice and information on academic careers, recruitment, training and funding.

### [Unions](#)

Find out about all the trade unions at Imperial.

### [Staff benefits](#)

Discover all the benefits you are entitled to as a member of Imperial.

### [Postgraduate staff information hub](#)

Explore a collection of resources for staff involved with postgraduate study, covering topics like governance, committees, best practice and more.



# Keeping Our Information Safe

## General Data Protection Regulations and information governance

The UK has strict data protection laws via the Data Protection Act 2018, which is closely aligned with the EU General Data Protection Regulations ([GDPR](#)).

This instructs us to take a risk-based approach to handling personal data such that we minimise any risk of unauthorised data usage or breach. The fines and civil penalties, not to mention reputational risk, for unlawful breach are very severe, so it is important that you read and abide by the College policies and codes of practice.

- [Data Protection Policy](#)
- [Codes of Practice](#)
- [Information Governance Policy Framework](#)
- [Information Security Policy](#)

For more information from the College please click [here](#) or direct any queries to the Department's academic lead for Information Governance, Dr Martina Di Simplicio: [m.di-simplicio@imperial.ac.uk](mailto:m.di-simplicio@imperial.ac.uk), or the Faculty of Medicine GDPR team: [fom.gdpr@imperial.ac.uk](mailto:fom.gdpr@imperial.ac.uk).

For details of the College process in reporting a breach, please see [here](#).

## Refresher training – data protection

Training in data protection is mandatory for all staff and students and refresher training is required at least every two years.

[GDPR Training](#) – mandatory for all staff (including honoraries) as part of Imperial Essentials.

[Information Security Awareness Training](#) – mandatory for all staff (including honoraries) as part of Imperial Essentials.

For access issues or questions please contact [fom.gdpr@imperial.ac.uk](mailto:fom.gdpr@imperial.ac.uk).

Additional courses are also available: [Records Management – e-Learning course](#).

## Processing personal information

If you access, use, or store personal information about living people you will need to understand GDPR and how to comply with it.



If any staff you line manage or students you teach process this kind of data, they too will need to understand GDPR. The regulations will also apply to mailing lists that you use to send information about College activities to individuals.

Find out more about processing personal information within the [Faculty of Medicine](#).



# Communicating What We Do

## How we communicate externally

[Department of Brain Sciences website](#)

Find out more about our:

[Research Divisions and Centres](#)

[Study Programmes](#)

[News and events](#) - Press releases and features on high-impact research and teaching achievements are shared via the Imperial News website. Listings for upcoming events taking place in and around the Department are publicised here and across various College web pages.

[@ImperialBrains](#) - Our Twitter feed is a vital means of sharing our key outputs in research and teaching with the wider community.

[Imperial Medicine Blog](#) - Is a platform for researchers, students and staff across the Faculty of Medicine to describe their work, share their stories and discuss ideas with the rest of the world, in their own words.

[Writing Style Guidelines](#) - A helpful guide containing boilerplate text and details of how to talk about the Department, its Divisions and Centres, our position within the Faculty and information on Imperial's writing style.

## How we communicate internally

### Email

Vital information and updates for staff will be disseminated primarily via email, so please ensure you take the time to review and respond to email communications from the Department, Faculty of Medicine and College. It is essential that staff use their college email for all business related to the College.

### Newsletter

The Department sends out a regular newsletter covering news, events, updates and opportunities to staff.

### Blog

[DoBS Staff Blog](#) - This is an internal facing blog, where local achievements, news and updates are shared.



## Sharing what you do

We want to share the incredible work, achievements and initiatives that are happening across the Department, but we can only do this if you tell us about them. If you have something you would like to promote, please contact the Digital Communications Manager, Genevieve Timmins: [brainsci.comms@imperial.ac.uk](mailto:brainsci.comms@imperial.ac.uk) for advice and support.

### Guidance and policies for communicating about your work

The College provides a number of tools for staff to communicate about their work and activities. The [Web guide](#) provides support including information on a range of policies which you need to understand and bear in mind when publishing information about yourself, colleagues or your activity, including:

- [Social Media guidance](#)
- [Electronic Marketing](#)
- [Promoting Clinical Research and Clinical Trials Online](#)
- [Brand and style guide](#)

## Filming requests on campus

When organising any kind of filming on campus there are a number of things you need to do ahead of the event to protect you and all members of the College community, in addition to patients and other visitors to our campuses.

### Inform the College's Press and Media team of any filming requests at the earliest opportunity

Please provide as much notice as possible. Contact details can be found here: <https://www.imperial.ac.uk/media/contacts/> and more information on how the team can support your request is available here: <https://www.imperial.ac.uk/communications/news-and-media/managing-filming-requests/>.

### Inform your local Health and Safety contact so that a risk assessment can be completed

For the Department of Brain Sciences this is Neil Galloway-Phillips: [n.galloway-phillips@imperial.ac.uk](mailto:n.galloway-phillips@imperial.ac.uk).

### Notify relevant estates / building staff that filming will be taking place

Depending on the nature and location of the filming, they may also need to inform other members of staff or students ahead of time. A complete list of Building Managers can be found here: <https://www.imperial.ac.uk/estates-facilities/about-us/our-teams/buildings-managers/>.

Additional considerations:

- If hosting an external film crew, you should also inform your local reception staff ahead of time and provide them with a College contact name and telephone number.
- If filming in common/shared spaces, you should post clear notices to let people know that filming is taking place.



- External film crews need to be accompanied by a College member of staff at all times while on campus.

## Outreach and engagement

### Societal engagement

Imperial's societal engagement, working with the public – including schools, patients and local communities, is hugely important to ensure that our education and research benefits society. You can find out more about the ways you can get involved and the training and resources available on [Imperial's societal engagement website](#).

### Imperial Festival

The annual [Imperial Festival](#) is a free weekend event dedicated to sharing the best science and arts on offer from Imperial. There are lots of ways to get involved in the Festival, whether you are an academic, student or staff member.

### Work Experience

Work experience placements offer individuals an opportunity to learn directly about working life and the working environment. This could involve carrying out work like tasks on a voluntary basis or work shadowing/observing. Timewise, placements will normally range from one day to one or two weeks.

If you are approached by a student, school or college looking for work experience opportunities in the Department, please contact your Section Manager for further information and guidance.

