

# New Employee: Onboarding Information and Guidance

**Birmingham Newman University**



Starting a new job can be a significant milestone. We are here to help. This booklet contains all the essential information you may need to know within your first few weeks at the University as well as information about the wider benefits and support available to you as a staff member at Birmingham Newman University.

We do hope that you find this information useful, however, if you do have any queries, please do not hesitate to contact the Human Resources Department at:



[humanresources@newman.ac.uk](mailto:humanresources@newman.ac.uk)

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## **Birmingham Newman University: distinctive by name and nature**

### **A strong sense of community**

On Newman's single campus, students and staff have an unrivalled opportunity to work together and develop new skills and learning through our student-staff partnerships. The university welcomes staff and students of all faiths and no professed faith. Students and staff repeatedly speak of belonging to the Newman community, supported by rich cultural diversity and mutual respect for different faiths and traditions.

### **A distinctive University**

Built on Catholic foundations and inspired by our patron, St John Henry Newman, we are committed to the principles of social justice and to creating a community in which students are empowered to grow and succeed.

Newman has around 2,800 students. Teaching both undergraduate and postgraduate courses, we constantly exceed sector averages for recruitment from under-represented and disadvantaged groups including mature students, disabled students, students from low participation neighbourhoods and first generation HE students. A greater percentage of staff at Newman have a formal teaching qualification than at most universities with 90% of our academic staff qualified against the UK Professional Standards Framework for Teaching and Supporting Learning in HE. Subjects are generally taught in small cohorts, in an interactive style encouraging participation and active learning. We are located in a quiet residential area, Bartley Green, situated on the south-western edge of Birmingham, in a tranquil and focused learning environment.

### **Our Vision**

To be a university based on Catholic values that continues to grow in academic distinction and strives always to enhance its sense of community.

### **Our Mission**

To serve our diverse communities by making high quality, globally connected education accessible to all those who are able to benefit from it, as well as engaging in research, scholarship and professional practice that informs our learning and teaching and has a positive impact on society.



## Our Values

- We champion and give voice to the Catholic traditions of education, equality, and social justice.
- We respect and value all contributions, recognising that we are a single community, inspired and united by our shared vision and mission.
- We place student learning and welfare at the centre of all we do, and we offer a nurturing environment for all students.
- We are ethical, honest, and humane. In difficult situations we will seek to work with understanding, kindness, and compassion.
- We recognise and embrace the power of community and build respectful relationships that help us excel.
- We are motivated by a mission of service, seeking the common good with care and love.

## Our Strategic Objectives

Our strategic objectives set out goals for the University:

- To transform students' lives.
- To work in partnership with our students.
- To grow our institution.
- To nurture our staff.
- To add to knowledge and cultivate wisdom.
- To serve our diverse community and the wider world.

Our Strategic Framework is derived from conversations with staff, students, and others in our wider community.

<https://www.newman.ac.uk/intranet/knowledge-base/strategic-framework/>

## Our Community

People from under-represented groups make up the large majority of our student population. Our success in widening participation has implications for the challenges faced by many of our students as they progress through university, for example, social and economic pressures, family and other on-going commitments, and lack of family experience of higher education. However, our students also bring a diverse wealth of lived experience with them, and this has implications for the nature and ethos of Newman's teaching approach, learning environment and student support provision. Our pedagogy of partnership seeks to ensure we teach and learn with our students, working together to make a difference in and for our community.

The Students' Union is a vital part of our community, pro-actively engaging in community activities, and working alongside academic and professional support services staff.

Around 90% of our students are classified as 'commuter students', with those from disadvantaged groups more likely to be living at home. Staying at home and studying locally, our students are strongly differentiated by ethnicity and social background.



# Corporate Structure:

Birmingham Newman University is led by the Council. The University Council is chaired by Professor Margaret House and the Vice Chair of Council is MS Gayle Ditchburn.

The University is made up of two academic faculties, a graduate school and a range of corporate services. The day to day running of the University is led by the University Management Leadership (ULT) and the University Management Team (UMT).

The University Leadership Team (ULT) is comprised of:

- Professor Jackie Dunne – Vice Chancellor
- Professor Peter Childs – Deputy Vice Chancellor
- Professor Richard Medcalf – Pro Vice Chancellor (Students)
- Mrs Yvonne Salter Wright – University Secretary
- Mr Tony Sharma – Chief Financial Officer
- Ms Giosi Birkett – Director of Human Resources
- Dr Mohammed Jakhara – Executive Dean, Faculty of Arts, Society and Professional Studies
- Dr Joanne Hill – Interim Executive Dean, Faculty of Education

Membership information in relation to the University Management Team (UMT) can be found here: [University Management Team Information](#)



# Your Employee Benefits:

Welcome to Birmingham Newman University! We are delighted that you have chosen to work for us. The University recognises that its staff are its most valuable asset and as such, looks to reward and compensate all staff appropriately. Please therefore find below a summary of our key employee staff benefits. For further information about the benefits available to all staff, please visit our dedicated HR staff benefits intranet page at: [Staff Benefits \(newman.ac.uk\)](https://newman.ac.uk/Staff-Benefits)



*Jackie Dunne*

**Vice-Chancellor**



*Mary Hise*

**Chair of University Council**

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## Generous University Holiday Entitlement

All substantive full-time members of staff at the University are entitled to 43 days of paid annual leave during a full leave year. This entitlement is comprised of statutory annual leave of 28 days including 8 Bank Holidays, which is then enhanced with 15 additional days of contractual annual leave to give a total of 43 days per year. Annual leave entitlement is pro rata for substantive part time posts and statutory annual leave is always taken first during any annual leave year. All Visiting Lecturers and Casual Workers are entitled to statutory annual leave entitlement of 5.6 weeks per year inclusive of bank holidays.

## Generous Pension Schemes

All eligible staff at Birmingham Newman University are enrolled into either the Teachers Pension Scheme (academic staff) or the Aviva Pension Scheme (professional and support staff), or the National Employment Savings Trust (NEST) Scheme if not eligible to join either of the above schemes.

The Teachers Pension Scheme is a contributory scheme so both you and Birmingham Newman University pay into your pension each month. Employer contribution rates into this pension scheme are 28.68% from 1st April 2024. Your contributions will range from 7.4% to 11.7% dependent on your salary, and you will get tax relief on your payments – the more you are paid, the higher your contribution.

The Aviva Pension Scheme is a contributory scheme so both you and Birmingham Newman University pay into your pension each month. Employer contribution rates into this pension scheme are currently over 14% and you will contribute 6% each month and you will get tax relief on your payments.

The National Employment Savings Trust (NEST) is a defined pension scheme for eligible atypical/casual workers. You will be automatically enrolled into NEST if you qualify for auto enrolment, and if you are not eligible to contribute to the Teachers' Pension Scheme or Aviva company pension scheme. The University contributes 3% into this pension scheme and you will contribute 5%.

## Wellbeing

Your wellbeing is extremely important to us, and we want you to be happy and healthy in and outside of work. Birmingham Newman University therefore provides generous paid and unpaid leave options for staff to use when they need it most. This includes generous annual leave, occupational sick pay, compassionate leave, maternity, paternity, parental, carer and adoption entitlements to name a few.

All staff at Birmingham Newman University have access to the BHSF Employee Assistance Programme (EAP) and BHSF Cash Plan Scheme. The BHSF Employee Assistance Programme gives all staff access to accredited counsellors via their 24/7 confidential telephone support line. The scheme offers advice and information on a wide range of topics including: stress, relationship difficulties, bereavement, family issues, anxiety, emotional problems, health and wellbeing, financial and debt support, legal support. The BHSF Cash Plan scheme helps staff manage the cost of their everyday healthcare by paying a small monthly premium which staff can claim back against dental treatments, consultant appointments, glasses, contact lenses and much more. More information about the BHSF schemes can be found here: <https://www.newman.ac.uk/intranet/knowledge-base/staff-health-and-wellbeing/>

Occupational Health services are provided to all staff via a designated external provider. Occupational Health offer medical support and advice to both management and staff alike. Counselling support is available to staff where they may be experiencing difficulties. Counselling can be accessed confidentially via our Employee Assistance Programme. The University may also be able to support Counselling via Occupational Health or its external Counselling provider.

The University also supports staff with their physical health, with heavily discounted access to the Birmingham Newman University gymnasium available to all staff. The Birmingham Newman University 'Cycle to Work Scheme' can also save employees up to 40% on the cost of a new bicycle and safety equipment.

## Culture

We're proud of our culture. It's values-based, friendly and supportive. We do not just talk about inclusion and wellbeing, we act. We champion employee voice with an annual staff recognition event to celebrate the incredible things that Birmingham Newman University staff achieve every year.

In addition to this, we have a growing number of staff networks to help ensure that employees can be part of shaping an inclusive, supportive culture where everyone is comfortable to be their authentic self. We are proud to be ranked as 1st for Student Satisfaction 2025 by the Good University Guide, while also we were 1st in the West Midlands and 7th in England for full-time student satisfaction in the National Student Survey 2024. A significant strength highlighted by the NSS is the quality of the relationships between staff and students.

The University has a zero-tolerance policy for all forms of harassment (including sexual harassment). The University prohibits close personal, intimate or sexual relationships between staff and students where there is direct supervision or direct professional responsibilities. Where a close personal or intimate relationship exists between a staff member and student with no direct supervision, or between members of staff, there must be a clear declaration of the relationship. Further information about the University's approach to harassment, including sexual harassment and our personal relationships policy can be found here: [A-Z HR Policies for staff](#)

## Development

We invest in our people and have a wide range of training courses (up to Doctorate level) for employees to access as part of their professional development. We support and enable our employees to manage their own learning, organise and host regular professional development opportunities for all staff and students. To support this, we have excellent library services that are available to everyone.



Birmingham  
Newman  
University

# Key Information for Your First Day!

Here you will find some key IT-related information relevant for your first day with us here at Birmingham Newman University. This information booklet should be supplemented by your local induction which you will have with your line manager within your first days at the University.

## IT Login

On your first day, your line manager will liaise with the IT team to ensure that you are issued with your staff ID card and your IT user id and password to enable you to login into your computer / staff email / the University staff intranet. The staff intranet can be accessed via the following link:

<https://www.newman.ac.uk/intranet/>

Or via the 'My Newman' home page (IT login required).

The IT Department can be contacted at: [itservicedesk@newman.ac.uk](mailto:itservicedesk@newman.ac.uk)

## iTrent

The University HR/Payroll system is called iTrent.

You are able to access the system (via the employee self-service portal) to view basic information held about you, such as your address details, contact information, equal opportunities information and emergency contact details. Self-service also enables you to set up an electronic payslip and view your payslip history and P60 information quickly and easily. In addition to being able to view this information, you are also able to book annual leave electronically and reserve a place on training courses offered internally. Please access the following link to iTrent self-service (please use your staff IT user id and password to log in to this system):

[https://itrent-ess.newman.ac.uk/itlive\\_ess](https://itrent-ess.newman.ac.uk/itlive_ess)

The iTrent user guides for using self-service, booking onto training courses and setting up your electronic payslip can be accessed here:

[iTrent User Guides \(newman.ac.uk\)](https://www.newman.ac.uk/itrent-user-guides-2/)

Managers can also access the itrent 'People Manager' portal to view the records of staff who report to them, to approve their annual leave requests, and to add details of any new sickness (and other) absences.

The link to this portal is: [https://itrent-manage.newman.ac.uk/itlive\\_web/itrent\\_wrd/run/etadm001gf.main](https://itrent-manage.newman.ac.uk/itlive_web/itrent_wrd/run/etadm001gf.main)

You log in to this portal using the same staff id and password that you use to log in to your pc.

A guide to using itrent People Manager is available via the following link:

<https://www.newman.ac.uk/intranet/knowledge-base/itrent-user-guides-2/>

If you require any further assistance in terms of using iTrent, please contact a member of the HR Department at [humanresources@newman.ac.uk](mailto:humanresources@newman.ac.uk)

## Health and Safety

<https://www.newman.ac.uk/intranet/knowledge-base/health-safety-starts-here-2/>

This page includes links and guidance for risk assessments and information on health and wellbeing and accident reporting.

Please ensure that you complete a DSE self-assessment form at the following link, as soon as possible. This is an MS form, therefore once completed the results will be automatically returned to the Health and Safety Team, however please also share the completed form/your DSE and workstation requirements with your line manager:

<https://forms.office.com/e/vrrF9f2tVX>

### Personal Emergency Evacuation Plan (PEEP) Procedure

The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety if necessary, and to give departments the necessary information so as to ensure that the correct level of assistance is always available. Please read the PEEP Procedure for further information: <https://www.newman.ac.uk/intranet/pro-009-peep-procedure-dec-17/>



# Key Conditions of Your Employment

## Pay and Salary

Salaries for employees are paid via BACS on the 24<sup>th</sup> of each month, unless the 24<sup>th</sup> falls on a weekend or bank holiday, in which case they are paid on the Friday before. In December, salaries are usefully paid roughly one week early.

A list of all pay dates can be found here: [A-Z Finance Policies and Forms for staff \(newman.ac.uk\)](#)

Please note that hourly paid staff (including Visiting Lecturers and Casual Workers) will be paid via the Finance Department on receipt of a fully completed timesheet. This includes ensuring that your timesheet is signed and authorised by the relevant managers within your department and submitted to [finance@newman.ac.uk](mailto:finance@newman.ac.uk) by the relevant monthly payroll deadline date.

Timesheets for Visiting Lecturers and Casual Workers can be found on the dedicated Finance intranet page here: [A-Z Finance Policies and Forms for staff \(newman.ac.uk\)](#)

## National Framework Agreement

Birmingham Newman University is a member of UCEA (Universities and Colleges Employers Association). UCEA negotiates nationally with all the main trade unions on annual pay awards on the single pay spine that is encompassed in the National Framework Agreement.

A key part of the National Framework Agreement was the introduction of a single pay spine that would be used across the entire H.E. sector.

On 1st August each year, substantive staff will normally receive an incremental increase to the next spine point on their grade unless:

- You have been with the institution for less than 6 months on 1st August;
- You are at a role review point;
- You are at the top of your grade.

Hourly rates of pay for Visiting Lecturers and Casual Workers are also reviewed annually.

Further information about the national framework agreement and pay can be found on the following dedicated HR intranet page: <https://www.newman.ac.uk/intranet/knowledge-base/framework-agreement-and-pay/>

## Trade Unions

Birmingham Newman University recognises both UCU (Universities and Colleges Union) and Unison. The local representatives for UCU can be contacted by emailing [ucu@newman.ac.uk](mailto:ucu@newman.ac.uk) and for Unison [UNISON@newman.ac.uk](mailto:UNISON@newman.ac.uk).

## Probation

All new appointments at Birmingham Newman University are subject to a probationary period; however, the length of this period is dependent on the post you are appointed to. Currently, all

academic staff (including Visiting Lecturers) are subject to a 12-month probationary period, while administrative and support appointments have a 6-month probationary period. There are no probationary periods for Casual Workers.

All staff (excluding Casual Workers) should have probationary reviews with their line manager at the following times:

- After four weeks of employment
- After three months of employment
- At six months of employment (final review for professional and support staff)

All academic staff (including Visiting Lecturers) should have a final probationary review with their line manager at 12 months.

All new members of staff may be allocated a mentor. A mentor is someone who can give you practical advice and someone that you can turn to for support within this period of time. Mentors should be allocated by the line manager, but if this has not happened within the first 3-4 weeks of the start date, please contact the HR department for further details.

## **Mandatory Training**

Please note that all staff excluding Casual Workers are required to attend and complete all mandatory training in order to successfully complete their probationary periods. All Casual Workers will be expected to sign and confirm that they have read this Corporate Information booklet prior to the commencement of their employment.

Information about the mandatory training suite for all staff (including the additional training which managers are required to complete) can be found here: [Information for New Starters \(newman.ac.uk\)](https://www.newman.ac.uk/intranet/knowledge-base/it-services-at-newman/)

Information about the mandatory training suite for Visiting Lecturers can be found here: [Visiting Lecturer \(VL\) Recruitment Process & Forms \(effective 01.01.24\) \(newman.ac.uk\)](https://www.newman.ac.uk/intranet/knowledge-base/it-services-at-newman/)

Please note that you will receive monthly cyber awareness and GDPR training details via email. These emails are sent from the address [no-reply@metacompliance.com](mailto:no-reply@metacompliance.com). Alternatively, you can access the Cyber Security and GDPR Training via the 'Compliance' tab on Microsoft Teams.

Please ensure you complete the cyber awareness and GDPR training when you receive these details. If you would like to revisit a cyber awareness course you have done, or have lost the email prompting you to a complete a course, please log in to the TOPdesk Self Service Portal, further details of which are available on the staff intranet at <https://www.newman.ac.uk/intranet/knowledge-base/it-services-at-newman/>

If you have any queries regarding the cyber awareness training, please contact IT Services directly at [itservicedesk@newman.ac.uk](mailto:itservicedesk@newman.ac.uk).

The full range of internal staff development is available to view on the staff intranet at: <https://www.newman.ac.uk/intranet/knowledge-base/corporate-training-schedule-2/>

# Key Contacts

Below is a list of some of the key contacts which may be of use to you during your employment at Birmingham Newman University.

## The Human Resources Department

The Human Resources department support all aspects of your employee life cycle here at Birmingham Newman University. The team is split into four key functions: Generalist HR, Recruitment, Learning and Development and Health and Safety. The Human Resources Department can be contacted via the contact addresses listed below:



[humanresources@newman.ac.uk](mailto:humanresources@newman.ac.uk)



[training@newman.ac.uk](mailto:training@newman.ac.uk)



[recruitment@newman.ac.uk](mailto:recruitment@newman.ac.uk)



[healthandsafety@newman.ac.uk](mailto:healthandsafety@newman.ac.uk)

## The IT Department

The IT department provides IT and technical support to all staff and students across the University. On your first day, your line manager will liaise with the IT team to ensure that you are issued with your staff ID card and your IT user id and password to enable you to login into your computer / staff email / the University staff intranet. The staff intranet can be accessed via the following link:

<https://www.newman.ac.uk/intranet/>

Or via the 'My Newman' home page (IT login required).

The IT Department can be contacted at:



[itservicedesk@newman.ac.uk](mailto:itservicedesk@newman.ac.uk)

## The Estates Department

The Estates department is responsible for the maintenance and security of our site. They also manage our Reception, postage and portering services. On your first day, you should ensure that you contact the Estates department in relation to obtaining a car parking permit for our free on-site staff car parking. The Estates Department can be contacted at:



[estates@newman.ac.uk](mailto:estates@newman.ac.uk)

## The Finance Department

The Finance department supports both staff and students and encompasses payroll. Key Finance-related forms (including timesheets for hourly paid staff including VLs and Casual Workers) can be found on the dedicated Finance intranet page linked here: [A-Z Finance Policies and Forms for staff \(newman.ac.uk\)](#). The Finance Department can be contacted at:



[finance@newman.ac.uk](mailto:finance@newman.ac.uk)

## The Marketing Department

The Marketing department is responsible for promoting our great brand and services. They are heavily involved in organising key University-wide events such as our Open Days and work with academic colleagues on outreach activities. The Marketing Department can be contacted at:



[estates@newman.ac.uk](mailto:estates@newman.ac.uk)

## The Student Success Department

Our Student Success department provides key health and wellbeing support to our students (including support in managing a disability). The department also encompasses our Learning, Teaching and Scholarship Team which is responsible for staff academic development and e-Learning. The Student Success Department can be contacted at:



[studentsupport@newman.ac.uk](mailto:studentsupport@newman.ac.uk)



[elearningservicedesk@newman.ac.uk](mailto:elearningservicedesk@newman.ac.uk)



[learningsupport@newman.ac.uk](mailto:learningsupport@newman.ac.uk)

## Library Services

Our Library Team is responsible for selecting and acquiring books, journals and databases for our students and ensuring compliance with licensing. The Library Services team can be contacted at:



[learningsupport@newman.ac.uk](mailto:learningsupport@newman.ac.uk)

## The Registry, Quality, Planning and Systems Development Departments

These departments are responsible for key student services such as timetabling, admissions, examinations, graduation and overall University Quality and Governance and student data monitoring and systems. These key departments can be contacted at:



[timetable@newman.ac.uk](mailto:timetable@newman.ac.uk)



[registry@newman.ac.uk](mailto:registry@newman.ac.uk)



[quality@newman.ac.uk](mailto:quality@newman.ac.uk)



[admissions@newman.ac.uk](mailto:admissions@newman.ac.uk)



[graduation@newman.ac.uk](mailto:graduation@newman.ac.uk)

## The Faculty of Arts, Society and Professional Studies

One of the two academic faculties at the University, this faculty can be contacted at:



[FASPs@newman.ac.uk](mailto:FASPs@newman.ac.uk)

## The Faculty of Education

One of the two academic faculties at the University, this faculty can be contacted at:



[FED@newman.ac.uk](mailto:FED@newman.ac.uk)

# Further Information and Resources

Below is a list of some of the key policies and resources which may be of use to you during your employment at Birmingham Newman University.

All HR-related policies and procedures can be found on the dedicated HR intranet page:

[A-Z HR Policies for staff \(newman.ac.uk\)](https://www.newman.ac.uk/intranet/knowledge-base/a-z-human-resources-useful-forms/)

HR related forms:

<https://www.newman.ac.uk/intranet/knowledge-base/a-z-human-resources-useful-forms/>

Information about staff benefits at Newman including the Employee Assistance Programme:

<https://www.newman.ac.uk/intranet/knowledge-base/pensions-at-newman-university/>

Pay Rates:

<https://www.newman.ac.uk/intranet/knowledge-base/framework-agreement-and-pay/>

Employee Privacy Notice:

<https://www.newman.ac.uk/intranet/knowledge-base/privacy-notice-list-and-links/>

IT Policies relating to the use of telephones, email, internet, and data security:

<https://www.newman.ac.uk/intranet/knowledge-base/information-security-policy/>

Campus Map:

<https://www.newman.ac.uk/intranet/knowledge-base/campus-map-temporary-editable-version/>

Finance Related Forms (including timesheets):

[A-Z Finance Policies and Forms for staff \(newman.ac.uk\)](https://www.newman.ac.uk/intranet/knowledge-base/a-z-human-resources-useful-forms/)



Your opportunity  
Your community  
Your university



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