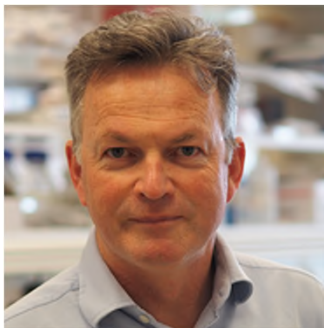


New Starters Induction

Part 1 Welcome Session (NDCN)



Welcome from the Head of Department



Professor Kevin Talbot
Head of Department
and Professor of
Motor Neuron Biology

“Welcome to the Nuffield Department of Clinical Neurosciences, the largest clinical neurosciences department in Europe.

I look forward to meeting you all over the coming weeks and wish you all the best for your time in the department.”

NDCN induction process



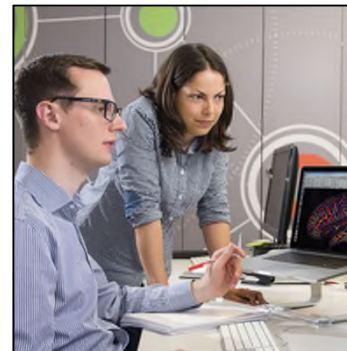
Online induction



www.ndcn.ox.ac.uk/about/induction/welcome



Health and safety
briefing with
Facilities Team



Group or team
induction



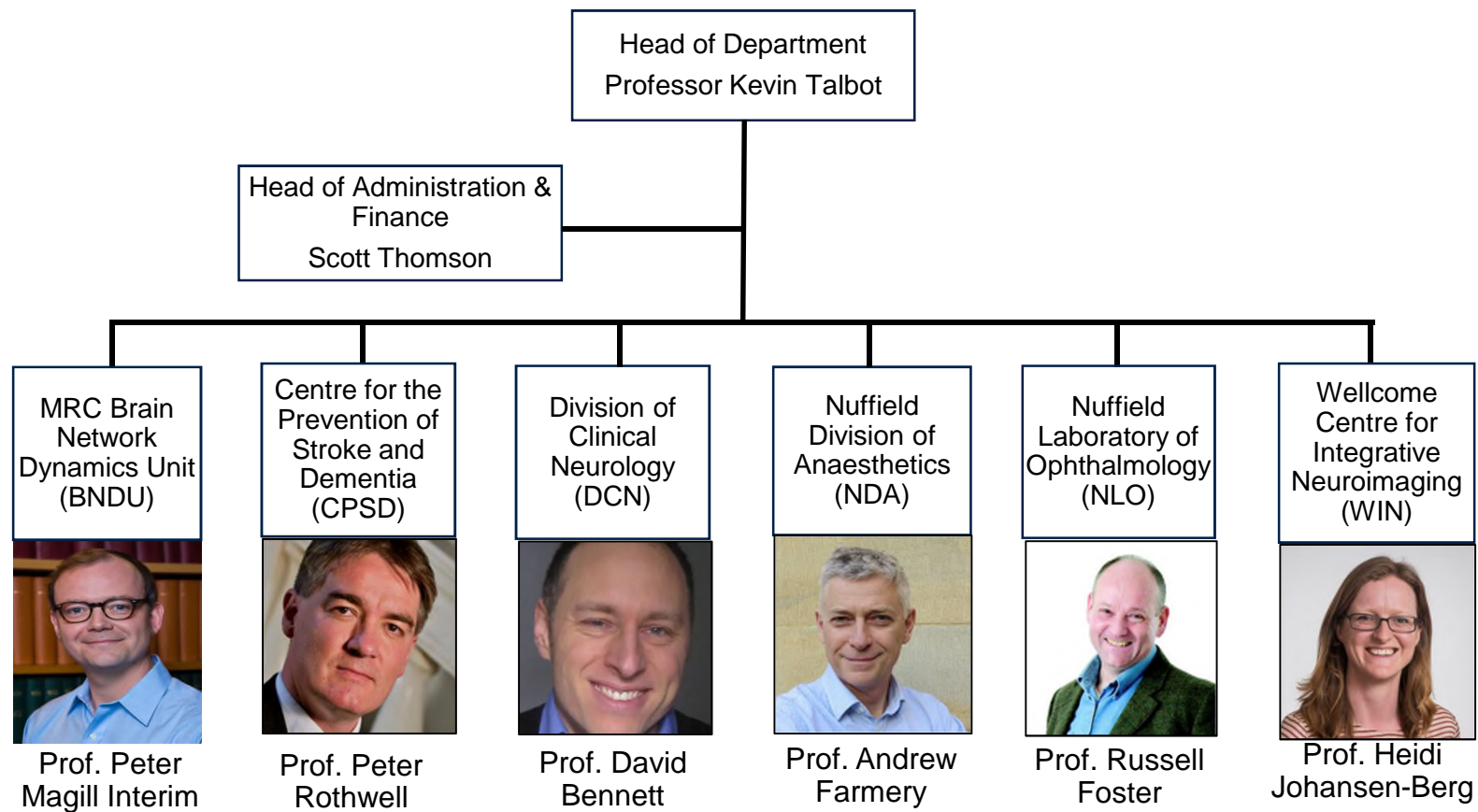
**Employed/visiting
staff only:**

One-to-one/right to
work check with
Human Resources
Team

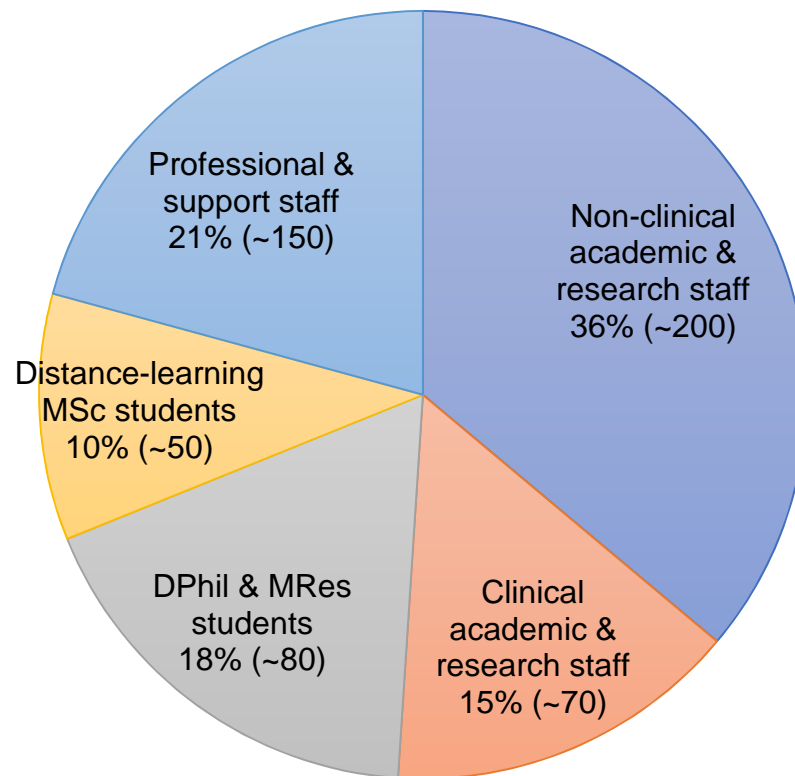
What we will cover today

1. Overview of key information for finding your way around the department
2. Reminder of what to do in your first few weeks
3. Meet other members of the department
4. Your questions so far

Structure of NDCN



Who and where is NDCN?



Wolfson Building



Functional Magnetic Resonance Imaging Building (FMRIB)



Weatherall Institute of Molecular Medicine (WIMM)



West Wing



Kadoorie Centre



Oxford Simulation, Teaching and Research (OxSTaR)



Brain Network Dynamics Unit (BNDU)

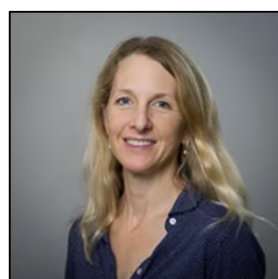


New Biochemistry Building

Who to contact: NDCN Admin Team



Scott Thomson
Head of Administration &
Finance



Vicky Anderton
Academic Administration
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Carol Delamere
Human Resources Manager
hr@ndcn.ox.ac.uk



Deirdre Newman
Research Grants Manager
research.applications@ndcn.ox.ac.uk
research.awards@ndcn.ox.ac.uk

What to do in your first few weeks:

1. Complete the three mandatory induction training courses (staff):
 - Implicit Bias in the Workplace (15 mins)
 - Challenging Behaviour: Dealing with Bullying and Harassment in the Workplace (80 mins)
 - Online IT Security Awareness Training (50 mins)

2. Set up IT and network access:
 - Apply for your Medical Sciences Division IT account
 - Activate your Nexus email, once you have received your Bodleian card from HR

3. Request a profile on the departmental website by emailing communications@ndcn.ox.ac.uk

4. Meet with your line manager:
 - Request access to any network drives
 - Ask about key local contacts and additional building inductions

What's coming up?

University inductions



Online induction



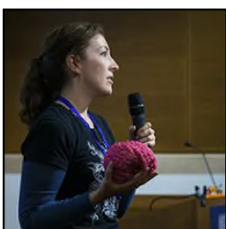
Research staff: **online**
Professional Services staff: **TBC**

NDCN events



New Starter's Lunch - staff
TBC

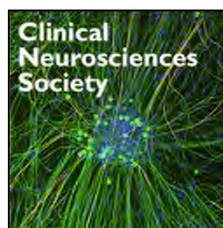
NDCN funding



Public Engagement Fund



Parents' & Carers' Career Fund



CNS Staff Training Fund – staff only

Training



Medical Sciences Division Skills Training



People and Organisational Development (POD)

Questions?

Part 2

Safety induction

