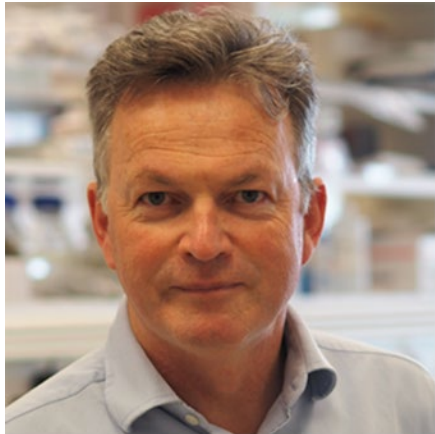


Nuffield Department of Clinical Neurosciences

Welcome Session

Welcome from the Head of Department

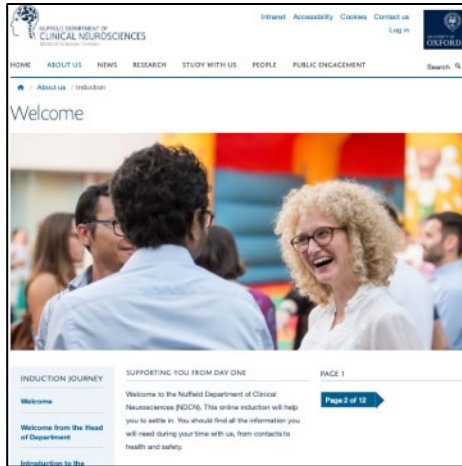


Professor Kevin Talbot
Head of Department and
Professor of Motor Neuron
Biology

“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.”

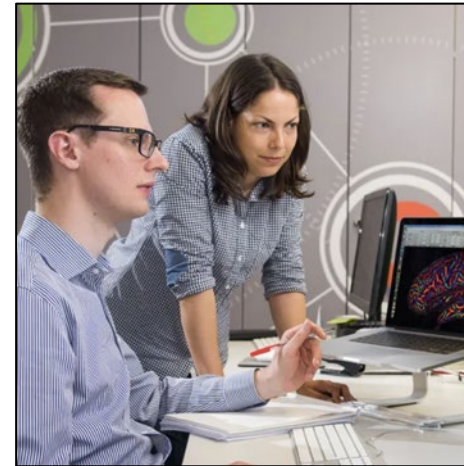
NDCN induction process



Online induction



Health and safety
briefing with
Facilities Team



Group or team
induction



**Employed/visiting
staff only:**

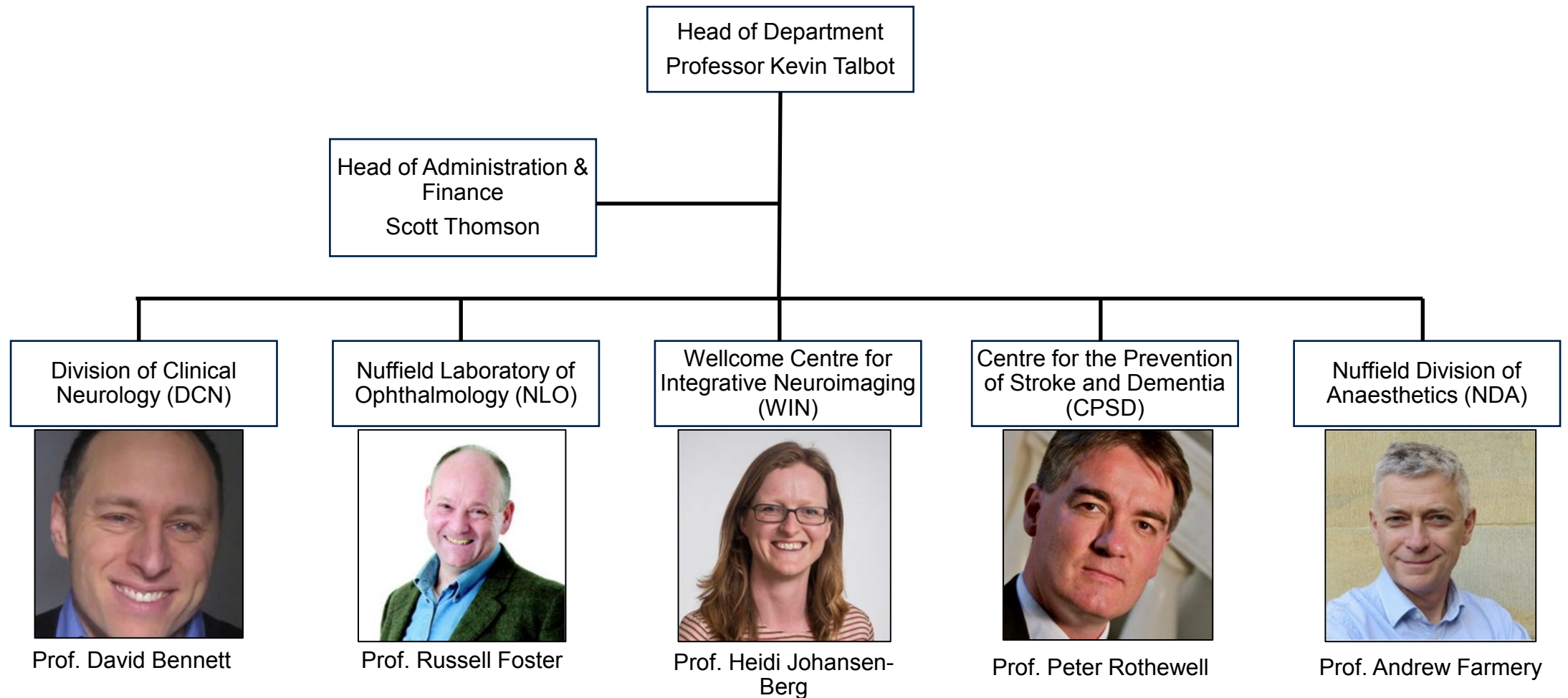
One-to-one/right to
work check with
Human Resources
Team

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

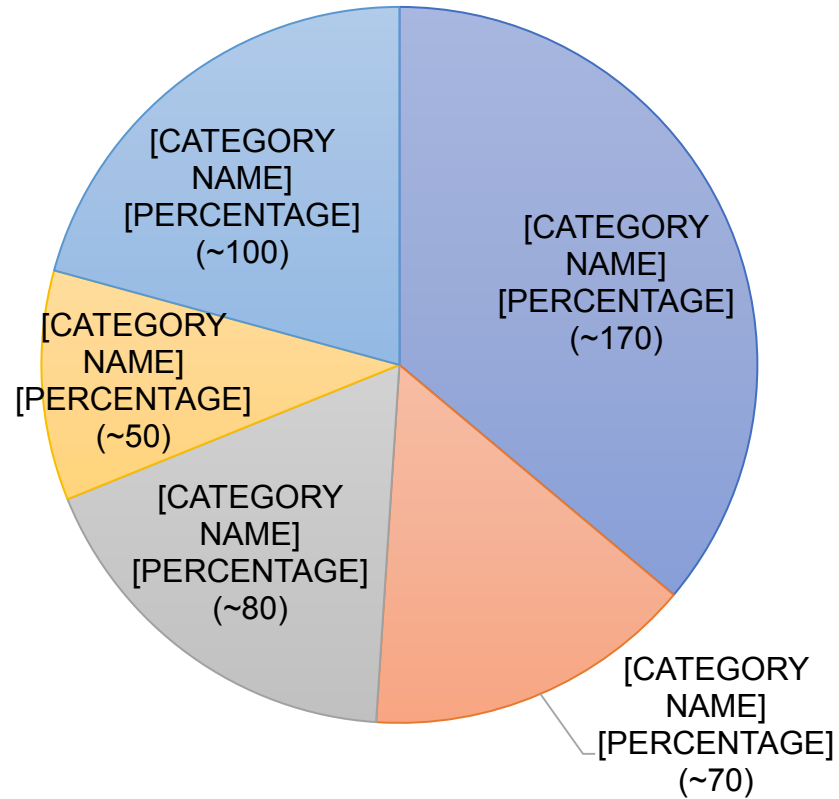
What we will cover today

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

Structure of NDCN



Who and where is NDCN?



Wolfson Building



FMRIB



Weatherall Institute of Molecular Medicine (WIMM)



Level 3, Main Hospital



Kadoorie Centre



OxSTAR



West Wing



Oxford Molecular Pathology Institute (OMPI)

Who to contact: NDCN Admin Team



Scott Thomson
Head of
Administration &
Finance



Carol Delamere
Human
Resources
Manager



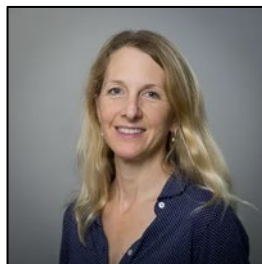
Paul McNulty
Finance Manager



Deirdre Newman
Research Grants
Manager



Jessica Hedge
Staff
Development
Coordinator



Vicky Anderton
Academic
Administration
Manager



Jacqueline
Pumphrey
Communications
& Public
Engagement
Manager



Tiphaine Bouriez-
Jones
Laboratories &
Facilities Manager

Find their
contact details
on the NDCN
website and
intranet

What to do this week:

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
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 drives
 - Ask about key local contacts/ building inductions

What's coming up?

University inductions



Online induction



Research staff: **12 February 2020**
Professional Services staff: **30 January 2020**

NDCN events

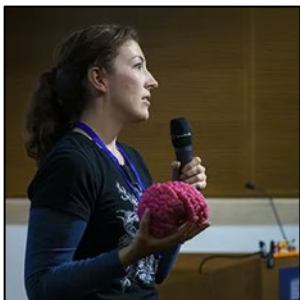


Thomas Willis Day
7 May 2020



New Starter's Lunch
- staff
24 March 2020

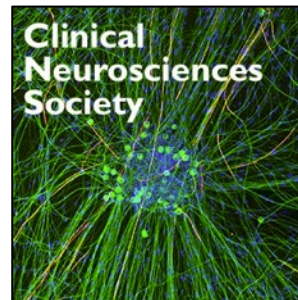
NDCN funding



Public Engagement
Fund

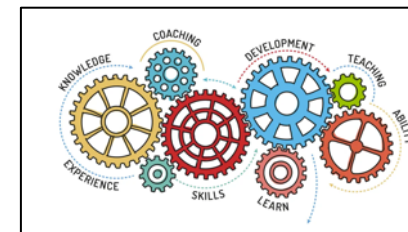


Parents' & Carers'
Career Fund



CNS Staff Training
Fund - staff

Training



Medical Sciences Division
Skills Training



People and Organisational
Development (POD)

Questions?