

Welcome to Durham
University



Durham
University



At Durham University

Introduction to your department

Welcome on behalf of all your new colleagues in Durham University.

You will already know how diverse the University is - in terms of people, the working environment and in the range of activities that you and other staff can and are involved in. That is one of our great strengths. We aim to provide the best possible experience for our students, for visitors and for one another.

We greatly value the contribution that you will be making to Durham University. You will find in this booklet a lot of useful information and some signposts to help you get to know the University and your colleagues better.

Getting set up and things to know

Departmental induction and checklist

Your departmental induction is a vital part of your probation period. It is essential that you work with your line manager, who will do this with you to ensure that you obtain all of the necessary information to help you settle into the role. You can download a sample checklist from

<https://www.dur.ac.uk/hr/staff.induction/>



Key policies

You can find these here

<https://www.dur.ac.uk/hr/policies/>



Contact list

To contact any department within the University you can search here –

<https://www.dur.ac.uk/departments/key/>



Car Parking

Parking permits are mandatory at both Durham and Queen's Campus. If you have not received your permit or need to update your details please see -

<https://www.dur.ac.uk/estates/transportparking/>

Pension Schemes



Membership of one of the pension schemes supported by the University is an excellent benefit of working for Durham University. As a member of staff, both you and the University pay into it and you will receive the benefits on your retirement.

<https://www.dur.ac.uk/hr/paypensionsreward/pensions/>

Communication



Dialogue is the term for all University-wide internal communications. A number of tools and communications channels help staff to share news, plans, details of events and notices.

Dialogue news magazine

https://www.dur.ac.uk/dialogue/password/communication.channels/dialogue_newsmagazine/

Dialogue Signposts

https://www.dur.ac.uk/dialogue/password/communication.channels/dialogue_signposts/

Other communication channels available for staff to use:

Vice-Chancellor's bulletin

https://www.dur.ac.uk/dialogue/password/communication.channels/vc_bulletin/

What's On Guide

<https://www.dur.ac.uk/dialogue/password/communication.channels/whatson/>

Staff Benefits

We offer you a comprehensive range of financial and non-financial benefits when you work for us.

We are committed to helping you save money through salary sacrifice schemes, to help you maintain a happy and healthy lifestyle and good work-life balance through generous annual leave, flexible working, an occupational health service and opportunities to take part in sport and volunteering.

<https://www.dur.ac.uk/hr/paypensionsreward>

[/benefits/](#)



Realising Your Potential Approach

The Realising Your Potential Approach clarifies the behaviour we expect from all staff and is mapped to our grading system. Initially this Approach is being used by professional support services and administrative services within Colleges, Faculties and Academic Departments.

This Approach will be embedded at recruitment, induction, ASR and through personal development plans.

The approach will enhance the University's performance through all non-academic staff demonstrating consistently professional behaviours regardless of their role, whilst also providing staff with a more transparent mechanism to identify continuing professional development opportunities.

For further information and online training <https://www.dur.ac.uk/hr/realisingpotential/>

Occupational Health

The University provides an Occupational Health service to promote the well-being of members of staff and support those who are experiencing health problems.

<https://www.dur.ac.uk/healthandsafety/occupationalhealth/>



University Induction

There is a comprehensive induction programme to ensure you settle in quickly. In addition to your departmental induction you will be invited to the University induction event. You can find lots of useful information on our induction website

<https://www.dur.ac.uk/hr/staff.induction/>

Out and about



Durham University Attractions

As a member of staff, you can visit the following attractions for free with your campus card

- Botanic Garden
- Durham Castle
- The Oriental Mill Museum (the only museum in the UK devoted entirely to oriental art and antiques)
 - Palace Green Library, Special Collections

The attractions hold regular family activities: <https://www.dur.ac.uk/attractions/>

Visit the University 'What's on' page for events: <https://www.dur.ac.uk/whatson/>



Travel

Travelling by Public transport and Car

The University has an inter-campus bus service, the Arriva X12, offering travel to all staff and students between Durham City and Queen's Campus, Stockton throughout the year. For more information about the service, a copy of the timetable and frequently asked questions, please visit

<https://www.dur.ac.uk/greenspace/travel/intercampusbus/>

This site will also provide information on the other routes benefitting from cheaper fares for University staff.

The Durham University Greenspace website provides comprehensive information on travelling to work; this includes bus and train services and car parking on campus and around the city.

Visit them at <https://www.dur.ac.uk/greenspace/travel/>

For general Durham County bus timetables please visit <http://www.durham.gov.uk/busmap>

Cycling to work

The University offers a cycle to work scheme called Cycle +. Through the scheme you will save money (as a tax free benefit) while also improving your fitness, health and wellbeing. You can find more information here:

<https://www.dur.ac.uk/hr/benefitsplus/cycleplus/>

There is a lot more information on cycling to work on the following link -

<https://www.dur.ac.uk/greenspace/travel/cycling/>



This includes cycle rental, maintenance, security, maps of cycle lanes around the city and cycle parking facilities around the University. The University also has cycle user groups who organise events and promote the interests and options for cyclists at the University.