

## PageUp Onboarding Portal: Faculty of Medicine


# Welcome to UQ

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### WELCOME

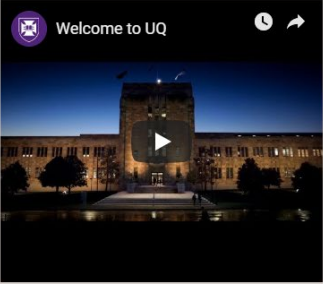
Welcome to The University of Queensland, where excellence is nurtured, pursued and celebrated as we work to create positive change for a better world.

UQ has been awarded amongst the top 20 attractive employers in Australia as per Randstad's employer brand research 2019. UQ's academic and professional career opportunities are balanced with an amazing campus lifestyle, and fantastic sporting and cultural facilities. We are glad you have joined us.



**Professor Peter Haj AC**  
Vice-Chancellor and President

### OUR TEAM



### YOUR TASKS

Pre Commencement	
<a href="#">Upload Signed Offer Letter</a>	Due: 8 Jul 2019
<a href="#">Plans, Policies, Procedures and Agreements</a>	Due: 22 Jul 2019
<a href="#">Fair Work Statement</a>	Due: 22 Jul 2019
<a href="#">Diversity and Inclusion</a>	Due: 22 Jul 2019
<a href="#">Parking and Transportation</a>	Due: 22 Jul 2019

## Vision, Mission and Values

### OUR VISION

Knowledge leadership for a better world.

### OUR MISSION

The University of Queensland positively influences society by engaging in the pursuit of excellence through the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni.

### OUR VALUES

**Pursuit of excellence**  
We strive for excellence, seeking to apply the highest standards to benefit our communities.

**Creativity and independent thinking**  
We welcome new ideas from our staff and students as well as from our alumni and our external partners. We support intellectual freedom, courage and creativity. We encourage the pursuit of innovation and opportunities.

**Honesty and accountability**  
We act with integrity and professionalism and uphold the highest ethical standards. We are committed to transparency and accountability. Our decisions ensure responsible stewardship of the University's resources, reputation and values. We lead by example in all areas including our approaches to sustainability.

**Mutual respect and diversity**  
We promote diversity in the University community – through our people, ideas and cultures. We create a vibrant, inclusive environment in which ideas flourish and future generations, regardless of background are empowered. We respect our colleagues and work together for shared success.

**Supporting our people**  
UQ ensures the safety and wellbeing of our people. We create an inclusive and supportive university community in which achievements are celebrated and rewarded. Our people have the opportunity to enrich their lives and pursue their goals.

# Strategic Plan and Structure

## STRATEGIC PLAN AND STRUCTURE

The University's strategic objectives, operational focus and vision for future direction are outlined in [The University of Queensland Strategic Plan 2018-2021](#).

The 2018-2021 period will be a challenging and exciting time as the University adapts to a rapidly changing environment. This plan encapsulates a commitment to remaining comprehensive while emphasising the importance of collaboration, diversity and partnered innovation as a critical means of solving complex global challenges.

We will transform our students into game-changing graduates ensuring that they are not only prepared to succeed in their chosen pathway, but will also provide the leadership necessary to create change.



## ORGANISATIONAL STRUCTURE

The University of Queensland is governed by a 22-member [Senate](#) representing University and community interests. Senate is led by the [Chancellor](#), elected by the Senate.

The [Vice-Chancellor](#) is the University's chief executive officer and is responsible to the Senate for the overall direction of strategic planning, finance and external affairs.

# Organisational Units

The University of Queensland consists of six academic faculties and constituent Schools and Centres, eight Research Institutes, and a range of Key Divisions. For more information on the organisational unit where you will be working, please click on the relevant link below:

## FACULTIES

- [Faculty of Business, Economics and Law](#)
- [Faculty of Engineering, Architecture and IT](#)
- [Faculty of Health and Behavioural Sciences](#)
- [Faculty of Humanities and Social Sciences](#)
- [Faculty of Medicine](#)
- [Faculty of Science](#)

## INSTITUTES

- [Australian Institute for Bioengineering and Nanotechnology \(AIBN\)](#)
- [Global Change Institute \(GCI\)](#)
- [Institute for Molecular Bioscience \(IMB\)](#)
- [Institute for Social Science Research \(ISSR\)](#)
- [Mater Research Institute - UQ](#)
- [Queensland Alliance for Agriculture and Food Innovation \(QAAFI\)](#)
- [Queensland Brain Institute \(QBI\)](#)
- [Sustainable Minerals Institute \(SMI\)](#)

## KEY DIVISIONS

- [Academic Services Division](#)
- [Advancement](#)
- [Finance & Business Services](#)
- [Governance and Risk](#)
- [Graduate School](#)
- [Human Resources Services](#)
- [Information Technology Services](#)
- [Institute of Continuing and TESOL Education](#)
- [Institute for Teaching and Learning Innovation](#)
- [Legal Services](#)

- [Library](#)
- [Marketing & Communications](#)
- [Occupational Health and Safety](#)
- [Office of the Chief Operating Officer](#)
- [Planning and Business Intelligence](#)
- [Property & Facilities](#)
- [Research Management Office](#)
- [Research Partnerships Office](#)
- [Student Affairs Division](#)
- [UQ International](#)

## Visa, Relocation and Warm Welcome

### WORK VISA

If you are offered a position at the University and you are not an Australian Citizen, the University may sponsor you for the appropriate work visa. The type of visa you will be sponsored for will depend on the length and type of your appointment. Please refer to the [Immigration Procedures and Guidelines](#) policy for more information. For further assistance please contact University's Immigration and Relocation Specialist at [globalmobility@uq.edu.au](mailto:globalmobility@uq.edu.au)

### RELOCATION AND ACCOMMODATION

If you are coming from interstate or overseas the University may offer you relocation/removal assistance, details of which will be outlined in your letter of offer.

All academic staff appointed to continuing, probationary, fixed term, or other appointments of at least two years duration, and professional staff HEW 8 and above, required to relocate to take up appointment at The University of Queensland, may be eligible for reimbursement of reasonable re-establishment and/or relocation expenses.

For more information please refer to University's [Reimbursement of Establishment Expenses](#) policies or contact the University's Immigration and Relocation Specialist at [globalmobility@uq.edu.au](mailto:globalmobility@uq.edu.au)

The University of Queensland [Accommodation Service](#) provides comprehensive advice and referrals regarding rental accommodation. To search the Queensland property and rental markets yourself please visit the [RealEstate.com.au](http://RealEstate.com.au) website.

### WARM WELCOME PROGRAM

If you are joining us from overseas, The University of Queensland seeks to make the transition to life in Australia as smooth as possible through the UQ Warm Welcome Program. The Program connects you with a UQ employee who can be a great help for anything from meeting you at the airport, to showing you the local secrets in your area, to helping you to navigate new processes, like opening a bank account.

We aim to link you with a "Welcomer" who reflects your preferences – someone who speaks your language or has a similar family structure. Participation is optional, however highly recommended. If this sounds like something you'd like to be involved in, please fill out our [Expression of Interest form](#) and a member of our Workplace Diversity and Inclusion Team will be in touch.

## Employee Onboarding Tasks:

When	Tasks
<b>Pre Commencement</b>	Upload Signed Contract / Letter of Offer Plans, Policies, Procedures and Agreements Fair Work Statement Mandatory Immunisations Diversity and Inclusion Parking and Transportation Get Connected – Email, Wifi and Printers UQ Nav UQ SafeZone My.UQ Staff Benefits
<b>Day 1</b>	Confirmation of Commencement Superannuation Birth Certificate / Passport / Qualifications Campus Essentials Blue Card Local Area Induction Reimbursement of Expenses
<b>Day 2</b>	Staff ID Card Bank and Tax Details
<b>Week 1</b>	Orientation Programs Mandatory Online Training <ul style="list-style-type: none"> <li>• UQ General Workplace Safety Induction Training</li> <li>• Annual Fire Safety Training</li> <li>• EO Online – Module 1 Induction Training</li> <li>• Code of Conduct Online Training</li> <li>• Fraud and Corruption Awareness Online Training</li> <li>• Cyber Security Awareness Online Training</li> <li>• Privacy at UQ Online Training</li> <li>• Teaching@UQ (Academic Staff Only)</li> </ul>
<b>Month 1</b>	1 Month Check In
<b>Month 3</b>	Mandatory Online Training for Supervisors <ul style="list-style-type: none"> <li>• Workplace Ethics</li> <li>• Fact Finding</li> <li>• Fraud and Corruption Conduct</li> <li>• Unconscious Bias Training</li> <li>• Cultural Competence Training</li> </ul> 3 Month Check In

## Task Content – EMPLOYEE

### Pre DAY 1

#### Upload Executed / Signed Contract Letter

Please upload a copy of your signed contract / letter of offer.

#### Plans, Policies, Procedures and Agreements

The University of Queensland operates under a single enterprise agreement which covers eligible academic and professional staff and TESOL language teachers.

It is important you are familiar with the enterprise agreement which can be accessed below:

[The University of Queensland Enterprise Agreement 2018 – 2021](#)

There are a number of key University Strategic plans that articulate the University's values and provide guidance on the expected behaviour of its employees. You should be familiar with the following prior to your commencement at UQ:

[The University of Queensland Strategic Plan](#)  
[Aboriginal and Torres Strait Islander Employment Strategy](#)  
[UQ Disability Action Plan](#)  
[Reconciliation Action Plan \(RAP\)](#)

The University's Policy and Procedures Library (PPL) contains the University's policies and procedure framework. There are a number of policies and procedures that you should be familiar with as a staff member including:

[Children on Campus Policy \[1.70.05\]](#)  
[Code of Conduct \[1.50.01\]](#)  
[Equity and Diversity Policy \[1.70.01\]](#)  
[Flexible Work Arrangements Policy \[5.55.07\]](#)  
[Parental Leave Procedures \[5.60.09\]](#)  
[Personal Leave \(Sick and Carer's\) Procedures \[5.60.03\]](#)  
[Prevention of Discrimination and Harassment Policy \[1.70.06\]](#)  
[Staff Assistance Services Policy \[5.70.06\]](#)  
[Conflict of Interest Policy \[1.50.11a\]](#)  
[Outside Work and Business Interests Policy \[1.50.2\]](#)  
[Acceptable Use of UQ ICT Resources Policy \[6.20.01a\]](#)

For Managers and Supervisors:

[HR Authorisation Schedule](#)  
[Financial Delegations](#)

## **Fair Work Statement**

As part of your employment at UQ, please read the Federal Government's Fair Work Information Statement which can be downloaded from the following web address:

[Fair Work Information Statement](#)

## **Diversity and Inclusion**

UQ values equity, diversity and inclusion, and seeks to reflect the broader community by attracting and retaining high-quality staff from a range of backgrounds. We have developed a number of networks and programs to support our equity, diversity and inclusion priorities and objectives.

We are committed to identifying and addressing areas of under-representation among staff and aim to provide a respectful and healthy work environment for staff from all backgrounds, focusing on 6 key areas:

- [Aboriginal and Torres Strait Islander employment](#)
- [gender](#)
- [sexuality, gender and sex](#)
- [cultural and linguistic diversity](#)
- [disability](#)
- [work and caring responsibilities](#)

## **Parking and Transportation**

The University of Queensland has regulated parking on all campuses and sites 24 hours a day, 365 days a year.

Paid parking applies at St Lucia and Herston campuses and PACE. To reduce parking and traffic pressures, especially during teaching periods, the University encourages students, staff and visitors to consider [sustainable transport options](#), like using [public transport](#), walking, [cycling](#) or carpooling as alternatives to driving to UQ.

UQ also has regular buses that travel between campuses as well as our Long Pocket site.

More information can be found at the [Parking and Transportation](#) website.

## Get Connected – Email and WiFi

### Email

All University staff receive a UQ email address.

You can access email on your computer through Outlook (PC and Mac) or on your phone via its mail app, or online through [exchange.uq.edu.au](https://exchange.uq.edu.au)

Please visit [its.uq.edu.au/services/staff-email](https://its.uq.edu.au/services/staff-email) for a comprehensive guide to accessing email on all devices.

### Wi-Fi

UQ has more than 4,000 wireless access points across all campuses.

You can connect to the wifi using either UQ Wifi or Eduroam. Please visit [its.uq.edu.au/services-and-guides/internet-and-wifi/about-wifi-uq](https://its.uq.edu.au/services-and-guides/internet-and-wifi/about-wifi-uq) to find out more.

### Printers

If you work in an office on campus, you can connect to a printer from either your UQ computer or personal computer.

To find out more, please visit: [Connecting to a printer in your office](#) page. Your IT access will be sent separately to your email.

## UQ Nav

[UQNav](#) is a free mobile application that contains searchable maps of UQ's campuses. Enter your destination and UQnav will show you where it's located. Students, staff and visitors can use UQnav to help find lecture theatres, laboratories, school and faculty offices, as well as where to grab a coffee, have a bite to eat or catch up with friends.

## UQ SafeZone

[UQ SafeZone](#) is a free mobile application that connects staff and students with Security and emergency services during a first-aid or emergency situation on UQ campuses and sites.

## MyUQ

This web portal links to a whole range of personalised resources and communications for students.

Through the Dashboard you can:

- Access email

- Access Blackboard (Learn.UQ)
- Browse news and events
- View your calendar and bookmarks
- Submit certain forms such as change of work hours through 'My Requests'
- Find shortcuts to UQ apps and websites.

You can access the Dashboard from the my.UQ homepage.

[Log in to the my.UQ Dashboard](#)

## **Staff Benefits**

There are a range of benefits available to staff at The University of Queensland. As well as generous employer superannuation contributions, other benefits include:

[Salary Packaging Items](#)

[UQ Fitness Passport](#)

[BUPA Wellness Portal and Health Insurance](#)

[Employee Assistance Program \(EAP\)](#)

[Child Care Facilities](#)

[Generous Leave Provisions](#)

[Flexible Work Arrangements](#)

[UQ Personal Travel Benefits](#)

Academic staff can also apply for [Special Studies Program](#) and annual [promotional](#) opportunities.

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## **Day 1**

### **Confirmation of Commencement**

Please confirm that you have commenced at The University of Queensland on your first day by marking the task as “Complete”.



## Superannuation

UniSuper Ltd is The University of Queensland's superannuation provider. Your letter of offer will detail whether you are to receive 17% employer superannuation contributions or 9.5% superannuation contributions as part of your employment.

If you are to receive 17% employer superannuation contributions, please read the [UniSuper Defined Benefit Division](#) and [Accumulation 2 Product](#) Disclosure Statement and return your completed application form (located in the back of the PDS) to [super@uq.edu.au](mailto:super@uq.edu.au).

You may elect to salary package your member contribution as an alternative to paying it from your after-tax remuneration. Please refer to the "[Salary Packaging – Superannuation – Guide for Employees](#)" brochure for more details and application form.

Further information about superannuation is available from the Employee Benefits Section ([super@uq.edu.au](mailto:super@uq.edu.au)).

If you are to receive 9.5% employer superannuation contributions, please read the [UniSuper Accumulation 1 Product Disclosure Statement](#) and return your completed application form (located in the PDS) to [super@uq.edu.au](mailto:super@uq.edu.au).

UniSuper has [On-Campus Consultants and Advisors](#) who can assist you with

- product information
- general advice
- financial advice

Throughout the year, UniSuper also run on-campus seminars and on-demand webcasts. Find out what topics are covered and register for a place at the [UniSuper seminars](#) and [UniSuper webcasts](#).

## Birth Certificate / Passport and Qualifications

### Birth Certificate / Passport

You will be required to bring a certified copy of your Australian birth certificate or evidence of Australian citizenship, or a copy of your passport and visa (if applicable) for verification by a HR staff member.

### Qualifications

Academics and Senior professional staff are required to bring a certified copy of their academic qualifications.

The above items are to be presented to Human Resources Reception, Level 5, JD Story Administration Building, St Lucia Campus, or your local [HR Client Services team](#).

## **Campus Essentials**

UQ boasts a number of campuses across Queensland with Herston, Gatton and St Lucia being the largest.

As a UQ staff member, you'll have access to a wide range of services on campus such as cafes, banks, childcare facilities, medical services, hairdresser, cinema, gyms, and sporting facilities. Markets occur every Wednesday at Campbell Place on the St Lucia Campus. To find out more please refer to the [Campus Essentials](#) website.

The St Lucia and Gatton Campuses also offer a range of sporting facilities including a state of the art 50 metre swimming pool, gyms, Olympic-standard athletics track and 21 floodlit tennis courts.

The University actively supports a healthy work life balance, and is committed to the ongoing promotion of the good health and wellbeing of staff through the UQ [Wellness Program](#).

Further information about our other campuses and locations can be found [here](#).

## **Blue Card**

If you are required to have a Working with Children Check, also known as a Blue Card, as part of your employment, please return your completed application form along with two forms of relevant ID, to your local [HR Client Services](#) team.

## **Local Area Induction**

It is important that you are familiar with your local Organisational Unit and its surroundings.

Please discuss with your supervisor and/or Induction delegate, any local area induction items that need to be completed within your Faculty / School / Institute / Centre including fire and emergency procedures within your building location.

If you are required to keep a timesheet as part of your employment (Professional staff member HEW 1 – 7) please access your timesheet [here](#).

## Reimbursement of Expenses

If there are provisions for reimbursement of establishment expenses in your offer of employment at UQ, you are able to submit these by accessing the expense management system [EMS ProMaster](#), and the mobile app ExpenseMe, to:

- Upload receipts
- Claim expense reimbursements
- Claim domestic travel allowance
- Process corporate credit card transactions.

You can also claim cash advances through EMS ProMaster only.

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## Day 2

### Staff ID Card

To collect your new Staff ID card complete the [PF632 ID and Generic Card Request form \(PDF, 230KB\)](#), and take it with you together with your passport or drivers licence to one of the following locations which are open Monday to Friday between 8.30am to 4.30pm:

- St Lucia The Prentice Centre, Level 2, Prentice Building (42)
- Gatton Student Centre, NW Briton Admin Centre, Building 8101A
- Herston Student Hub, Level 5, Oral Health Centre

Your Supervisor can organise for building access privileges to be assigned to your card upon request.

### Bank and Tax Details

Please complete the following items via [MyAurion](#) to ensure prompt payment of your salary and to record a number of items about you for University records:

***Located under MyAurion > Employee > Personal:***

Personal Details  
Emergency Contacts  
Equity and Diversity

***Located under MyAurion > Dashboard > Payroll:***

Bank Account Details  
Tax File Number Declaration

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## **Week 1**

### **Orientation Programs**

All University staff have a right and responsibility to continuously improve the capabilities required for their current roles, and to consider development required for possible future roles at higher levels or in another organisational unit.

To access the full range of staff development courses available academic and professional staff, please refer to the Staff Development website.

You are also invited to attend the following staff induction activities:

**New Staff Expo.** The aim of this session is to welcome to the University all new staff (academic and professional) and provide an overview of its mission, strategy, and an opportunity to hear from the University's senior leadership about their portfolios. It is also an opportunity to meet other new staff and to find out about the University systems and services which can help you get established and achieve your goals at UQ. Please click [here](#) to register.

**Orientation for Academics.** In addition, this session provides new academic staff with essential information about expectations and support to navigate your way in your new role, together with advice on how to get started immediately on developing a productive career trajectory. It is **required** that new **Academic** staff attend this session. Please click [here](#) to register.

**Teaching@UQ.** For staff in a teaching role, the Teach@UQ program provides academics with an introduction to the University's teaching and learning culture. It is **required** that new **Academic** staff attend this session after completing the Orientation for Academics program. Staff with prior teaching experience which satisfies the course requirements may seek an exemption from elements of the course. Please click [here](#) for more information and to register.

**Professional Development.** UQ encourages staff to develop their capabilities through a broad selection of internal and external courses for both professional and academic staff via the [UQ Staff Development Program](#). The range of courses

on offer cover all aspects of professional and academic development now and into the future.

**Senior Leaders Programs.** The Senior Leaders Program is a structured orientation for professional staff at HEW 10 and above and academic staff at level E and above to ensure success in the role. Please click [here](#) for more information.

## **Mandatory Training**

There are a number of mandatory training modules that you must complete within your first week of employment. Please click on the links provided for each course:

[UQ General Workplace Safety Induction Training](#)

[Annual Fire Safety Training](#)

[EO Online – Module 1 Induction Training](#)

[Code of Conduct Online Training](#)

[Fraud and Corruption Awareness Online Training](#)

[Cyber Security Awareness Online Training](#)

[Privacy at UQ Online Training](#)

[Teaching@UQ \(Academic Staff Only\)](#)

There are also mandatory courses specific to Professional and Academic positions. [ESOS training](#) is mandatory for all student facing Academic and Professional staff. For more information on these courses, please visit the [Staff Development website](#).

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## **Month 1**

### **1 Month Check In**

Arrange a time to meet with your supervisor to discuss your progress to date within the role. This is a good opportunity to clarify any parts of the position you may be unsure about and to identify any areas for improvement and to celebrate successes.

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## **Month 3**

## **Mandatory Training for Supervisors**

If you are a supervisor, there are a number of mandatory training modules that you must complete within your first three months of employment. Please click on the links provided for each course:

[Ethics Awareness Workshop](#)

[Fact Finding Workshop](#)

[Fraud and Corruption Awareness](#)

[Managing Unconscious Bias](#)

[Cultural Competence Program](#)

## **3 Month Check In**

Arrange a time to meet with your supervisor to discuss your progress to date within the role. This is a good opportunity to clarify any parts of the position you may be unsure about and to identify any areas for improvement and to celebrate successes.

## Supervisor or Induction Delegate Onboarding Tasks:

When	Tasks
Pre Commencement	Prepare for Employee's Arrival
Day 1	Meet with Employee Local Area Induction
Month 1	1 Month Check In
Month 3	3 Month Check In

## Task Content – HIRING MANAGER / INDUCTION DELEGATE

### Pre Commencement (1 x Task)

#### Prepare for Employee's Arrival

Please arrange the following items (if applicable) as part of your new employee's commencement at UQ:

##### *Workstation and Cards*

- [Laptop / Workstation, Desktop Computer and/or Tablet](#)
- [Desk phone and/or Mobile phone](#)
- [Purchasing/ Credit Card](#)

##### *IT and Building Access*

- [Shared Drive Access](#) to request access to S: and related folders
- [Systems Training Hub](#) for access to HR, Finance and other systems
- [UQ Reportal](#) access if required
- Email [help@its.uq.edu.au](mailto:help@its.uq.edu.au) to organise email address and printer access
- Add email address to UQ mailing list via <https://exchange.uq.edu.au/ecp/>
- Arrange for building access card
- Add employee details and email address to any internal email lists, noticeboards, and let colleagues know of their commencement.

## Day 1

### Meet with Employee

Please meet with your new employee on their first day and complete the following items:

- For professional staff member, confirm their hours of work, and start and finish times each day as part of their position, and timesheets if applicable
- Run through the schedule of activities that have been arranged for the employee's first few days or week
- Clarify work expectations of the role and set key performance indicators for the next 3-6 months, depending upon the length of your employment
- Outline the process and timeframe of the probation review for the new employee

For academic and research staff (as relevant to the appointment):

- Discuss teaching duties and expectations, and student evaluations of teaching
- Discuss research duties and expectations, opportunities, and funding for research
- Explain semester dates, exams, and program / course policies and procedures.

### Local Area Induction

If you have a local area induction, or items that your new employee within your organisational unit should be aware of, please assign to an existing staff member in the team, complete as required, or contact your [HR Client Services team](#) for assistance.

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## Week 1

### New Employee HSW Induction

As a supervisor you are responsible for providing information and instruction to protect the health, safety and wellbeing of your staff. Although aspects of the induction process may be provided by other colleagues, as a supervisor, it is your responsibility to manage this process to ensure your new staff member receives the training and support they need to carry out their work safely.

The training required depends on the role at UQ and work activities. Please initiate the [HSW Induction Checklist](#) to generate a list of tasks for your new staff



member, to ensure they gain the knowledge and skills required to safely fulfil the duties of their position at UQ.

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## **Month 1**

### **1 Month Check In**

Arrange a time to meet with your employee to discuss their progress to date within their role.

This is a good opportunity to clarify any parts of the position they may be unsure about and to identify any areas for improvement and to celebrate successes.

Please also ensure that your new employee has completed their online mandatory training courses as part of their employment.

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## **Month 3**

### **3 Month Check In**

Arrange a time to meet with your employee to discuss their progress to date within their role.

This is a good opportunity to clarify any parts of the position they may be unsure about and to identify any areas for improvement and to celebrate successes.