

UNIVERSITY OF
Southampton

MAKE YOUR CONTRIBUTION



**EMPLOYEE
WELCOME PACK**

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WELCOME FROM THE PRESIDENT AND VICE-CHANCELLOR (INTERIM)

I am delighted to welcome you to the University, as we continue our mission to change the world for the better through our research, education, innovation and enterprise.

The University is an exceptional place, and our people achieve remarkable things. We are an institution in the top 100 of global universities, and a founding member of the prestigious Russell Group of research-intensive UK universities. Our world-leading staff inspire students with their enthusiasm, supporting them in their studies and encouraging them to achieve their dreams.

To enable us to succeed, our community will work, plan and deliver together, as one team. We will continue to build strong partnerships with other leading universities and organisations, both nationally and across global markets. There will be a continuous drive to achieve the highest quality in everything we do, and ensure that our actions lead to financial, social and environmental sustainability.

We are a place of opportunity and inspiration that attracts talented staff and students from the UK and across the world, all of whom contribute to our success. Through working here, together we will help to shape the future.

Professor Mark Spearing,
President and Vice-Chancellor (Interim)



ABOUT THE UNIVERSITY

A founding member of the Russell Group of leading UK research universities, Southampton is ranked in the top one hundred globally *, and is ranked eighth in the UK for research intensity.**

We have a global reputation for our passion and ability to work collaboratively in delivering world-class education, research and innovation, which has a real impact on society's biggest challenges.

We are the largest university in the South East, with over 6,500 members of staff and 24,800 students. We attract high-quality students from over 135 countries, who share our journey of discovery and become confident thinkers who fulfil their potential. When students graduate, they join our global community of over 200,000 alumni and access a network that can provide further opportunities across the world.

Through world-leading research and enterprise activities, we connect with businesses to create real-world solutions to global issues. We work with partners around the world to create relevant, flexible education which trains students for jobs not yet thought of.

This is what sets us apart from the rest; we make connections and change the world.

The information contained in this document will explain what it's like to work with us, and how you can help us to achieve our vision and strategy.

We are proud to employ great people who are passionate about their work, and we are also proud to offer a generous package of employee benefits for our valued staff.

Wherever you work and whatever you do, you can expect to be treated with respect. We will support you and your career aspirations, and offer an environment which nurtures innovation and creative thinking, and values loyalty.

In return, we ask that you work with us to achieve our objectives and help us to deliver our vision and strategy, as outlined on the following page.



[Click here to find out more about us](#)

* QS World University Rankings 2018/19

** Times Higher Education (Research Excellence Framework 2014)



The Institute for Life Sciences brings together teams of world-class scientists and engineers with a common interest in the life sciences to address global challenges. The Institute collaborates with organisations such as Arthritis Research UK, Cancer Research UK, Parkinson's UK and the Wellcome Trust to influence government policy relating to health and wellbeing.

THE UNIVERSITY STRATEGY

Our strategy is to be ‘Simply Better’. It’s about our aspirations, building our reputation and being ‘simply better’ at what we do.

Our staff are vital to delivering our strategy. In fact, staff satisfaction is one of 12 key performance indicators that will be used to measure how effectively we are delivering our ‘Simply Better’ strategy.

The focus of our strategy is to strengthen our reputation, which in turn will increase our national and international rankings, and secure us a position in the top 10 universities in the UK and top 100 internationally.

The strategy is aligned around four key principles, which are central to achieving success: collegiality, quality, internationalisation and sustainability.

Through these principles, we will build on our successes to deliver excellent research and a high-quality student experience, as well as develop strong partnerships with key institutions. These actions will help us to achieve a sustainable university.

COLLEGIALITY

One team working, planning and delivering together, towards our shared vision

Collegiality is at the heart of everything we do. We strive to achieve this by working together to deliver the shared University vision. We provide an excellent staff experience and high-quality leadership and management at all levels, and we embed collegiality through our Southampton Behaviours (you can find out more on the next page).

Each year, the University hosts a summer party to thank staff for their hard work throughout the year and provide an opportunity to catch up with colleagues.



QUALITY

Always striving to achieve the highest quality in everything we do

We aspire to be the best in all that we do, inspiring the confidence and ambition that enables our students and staff to reach their full potential. We provide a quality working environment and continually support our people with the best systems and infrastructure, enabling you to achieve high-quality outputs.

Three of our academics were awarded National Teaching Fellowships from the Higher Education Academy in 2017. Southampton now has seven staff recognised by the academy for the high quality and innovation of their teaching.

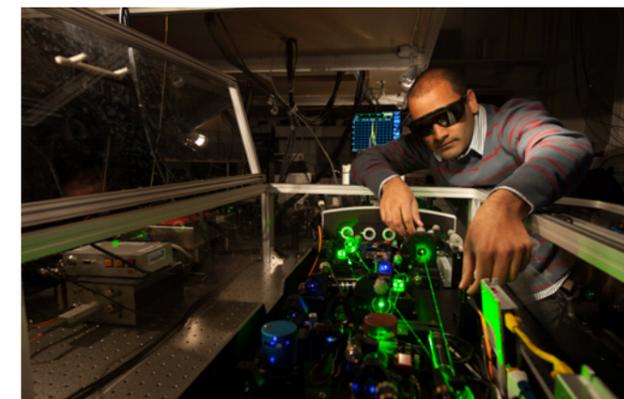


INTERNATIONALISATION

Delivering across global markets and building strong partnerships with other universities

We are an international establishment, with students and staff from over 135 countries.

Alongside our campus in Malaysia, we collaborate with prestigious partners such as Xiamen University in China, Singapore Institute of Management and Nanyang Technological University. These collaborations enable us to deliver impactful research and grow a strong international alumni community.



SUSTAINABILITY

Ensuring that our actions lead to financial, social and environmental sustainability

We are committed to investing in the University’s future and securing long-term stability for our staff and students. From campus developments to improving our IT infrastructure, we seek to be ahead of the game in anticipating staff and student needs.

We are also committed to investing in the University to create long-term stability, and have secured a £300m bond investment to help us achieve this.



EMBEDDING COLLEGIALITY

Collegiality is one of our four core strategy principles, and is at the heart of everything we do. Collegiality highlights how we all have a role to play in working together to achieve our vision.

Here at the University, we have developed a set of behaviours which set out our expectation of all staff working at the University. These behaviours demonstrate the steps we can all take to becoming simply better.

WORKING TOGETHER

- Work Collaboratively
- Listen & Communicate
- Value Others
- Consider Different Views

DEVELOPING OTHERS

- Engage & Motivate
- Support & Enable
- Praise & Celebrate Success
- Give Balanced Feedback

Personal Leadership

- Take Responsibility
- Seek Feedback
- Pride & Passion
- Open & Honest

DELIVERING QUALITY

- Be Simply Better
- Plan & Prioritise
- Act Decisively
- Create & Innovate

DRIVING SUSTAINABILITY

- Consider Each Other
- Embrace Change
- Aim To Improve
- Share The Vision



THE UNIVERSITY IN NUMBERS



We have over
24,800
students



Over 6,500
members of staff



Our students and staff
come from over
135 countries

**In the
top 100**

of Universities worldwide¹

Ranked
**8th in
the UK**

for research intensity²

Over
**150
years**
of history



Part of the Worldwide
Universities Network,
a collaboration of
knowledge from
around the world

Global partners include Xiamen
University, Singapore Institute of
Management, A*STAR and Nanyang
Technological University

¹QS World Rankings, 2018/19

²Times Higher Education (Research Excellence Framework, 2014)

³University of Southampton financial report, 2016/17

⁴University Business Incubator (UBI) Index, 2017

⁵Higher Education-Business and Community Interaction Survey (HE-BCI), 2016/17

6 UK Campuses



1 campus in Malaysia



Founding member of the
Russell Group

Our **world-leading
research facilities**
include a wind tunnel
complex and 138m
towing tank



We have
5 libraries
holding around
3 million
books and journals

£136m
received in
research grant and
contracts income³

Our contracts with
industry are worth about
£55m
annually

We are a founding
partner of the
highest ranked
university business
incubator globally⁴



Our network of
200,000
graduates spans
180
countries

At any one time we
are working with over
1200 organisations
around the globe⁵

OUR ACADEMIC COMMUNITY

As a research-intensive University and a founding member of the Russell Group, we are committed to delivering world-class research and creating a community that values independent thought, and encourages originality and innovation among staff and students.

Through our staff, the University has distinguished itself internationally as a hub of invention, creativity and research leadership. We attract, reward and nurture staff of the highest academic ability, creating a dynamic and interconnected research environment in which you can flourish.

The University is a place where you can feed your passion and make a real difference not just to the next generation but to local, national and international communities.

Read on to find out more about how we can support you in your career.



Research and Enterprise

We are committed to maintaining the highest teaching and research standards, regularly securing major grants and research investments. We are known for our international collaborations and for being a respected partner for businesses and the public sector.

We are a member of the Worldwide Universities Network, driving international research collaboration and developing research talent. We are also a member of the Global Federation of Competitiveness Councils, a network of over 50 organisations with a set of shared principles to enhance regional, national and global prosperity.

Four of our academics have been awarded prestigious Royal Society awards for their expertise in areas including ultrasound technology, computational modelling and the chemistry of the ocean. In addition, the University has won the coveted Queen's Anniversary Prize three times, in recognition of our world-leading expertise in photonics, performance sports engineering and sound and vibration research.

The University is a major contributor to the regional economy, with an annual turnover exceeding £500m. We are a founding partner of SETsquared, the highest ranked university business incubator globally.

Through departments such as our Doctoral College and Research and Innovation Services (RIS), we will nurture your career and develop the skills you need to join the next generation of research leaders. Our dedicated team of experts in RIS cover the complete research and innovation life cycle, from securing funding to providing incubation space to grow companies. The team can also increase the impact of your research through industrial collaboration, consultancy, knowledge exchange and the commercialisation of intellectual property.

Click here to find out more

Consultancy is one type of enterprise activity where you can contribute to creating economic and social impact. It is recognised as a valuable mechanism for facilitating knowledge and technology transfer.

Click here to view our policy

Research Excellence Framework

Staff contributions to our Research Excellence Framework (REF) are vital to our success. The REF is the assessment process for appraising the quality of research conducted by higher education institutions.

The latest REF held in 2014 reaffirmed our position as a leading research university. We were ranked eighth in the UK for research intensity and 11th in the UK based on the volume and quality of our research*. Over 96 per cent of the University's research environment was assessed as world-leading and internationally excellent.

We are now preparing for the next REF submission taking place in 2020 and actively support staff with their REF submissions to ensure we develop the quality and impact of our research. **Click here to view the full results of our 2014 REF**

Early Career Researchers

Supporting the career development of our researchers is very important to us. As a signatory to the Concordat to Support the Career Development of Researchers, we adhere to a framework of principles which seek to improve the employment prospects and support for researchers in UK higher education.

The Concordat is a key policy driver to ensure we place researchers at the heart of our strategic ambition. We have Concordat Champions in each faculty and a dedicated working group to oversee implementation of the Concordat, as well as local action plans for each area. **Click here to find out more**

Athena SWAN

The University recognises the specific challenges that affect men and women in academic careers, which leads to fewer women at senior levels of higher education. We are a founding signatory of the Athena Swan Charter, which focuses on the issues preventing female academics from progressing in STEMM careers. We hold a Silver Award for Athena SWAN, which demonstrates our commitment to addressing these issues. For example, changes to our promotion process and career development have increased the proportion of women at the most senior levels. **Click here to find out more**

“Our institutional University of Southampton Athena SWAN award is testament to the dedication and commitment of our staff and students to diversity in Higher Education. This provides an excellent platform for building on the foundations we have already made and continuing to champion gender equality in all that we do.”

Professor Mark Spearing
President and Vice-Chancellor (Interim)

University Libraries

Our libraries provide a range of expertise and resources to all members of the University, across each campus. We have a comprehensive collection of resources to support teaching, learning, research and enterprise, including over 500,000 electronic books, 23,000 electronic journals and a number of specialist collections.

Our academic engagement librarians can assist with learning resource planning and academic skills delivery for your curriculum. Our research engagement librarians can provide expert advice on managing your research data and tracking the impact of your work. We can also help interpret the requirements of funders in these areas, including data management plans for bid proposals, and ensure you are making the most of available services.



* Times Higher Education (Research Excellence Framework 2014)

OUR LOCATIONS

The University has a number of lively, diverse locations in which you may be based, depending on the nature of your work. All of our sites have a vibrant atmosphere.

We have five campuses in Southampton (Highfield, Avenue, Boldrewood, Southampton General Hospital and the National Oceanography Centre Southampton) as well as Winchester School of Art and the Southampton Science Park. In 2012 we opened our Malaysia Campus, which allows students to study engineering degrees across both countries.

Highfield Campus

Our main Highfield Campus is home to state-of-the-art teaching and research facilities, as well as our sports complex, Hartley Library, the Students' Union and Staff Social Centre.

Avenue Campus

Close to Highfield, our Avenue Campus houses most of the humanities disciplines and the Centre for Language Study. It also has a purpose-built £3m archaeology building, with top facilities for teaching and research.

Boldrewood Innovation Campus

Boldrewood Innovation Campus is the result of our partnership with Lloyd's Register, located just a few minutes' walk from Highfield. This £124m campus represents one of the largest business partnerships with a single university in the world, and is home to the Southampton Marine and Maritime Institute.

1 Guildhall Square

Situated in the heart of Southampton's Cultural Quarter, 1 Guildhall Square is home to the University's main HR Operations and IT departments.

Southampton General Hospital

Southampton General Hospital is the main base for the University's Faculty of Medicine, although some key facilities are located at Highfield. The hospital campus has modern laboratories, computer suites, lecture theatres and a specialist Health Services library.

National Oceanography Centre Southampton

Located on the city's waterfront, the National Oceanography Centre Southampton is one of the world's leading research centres for the study of Ocean and Earth science.

Halls of Residences

We have six Halls of Residence in Southampton and Winchester, which provide a home away from home for our students. Our Student Life and Residences teams work across each site to offer 24-hour support and advice for our students.



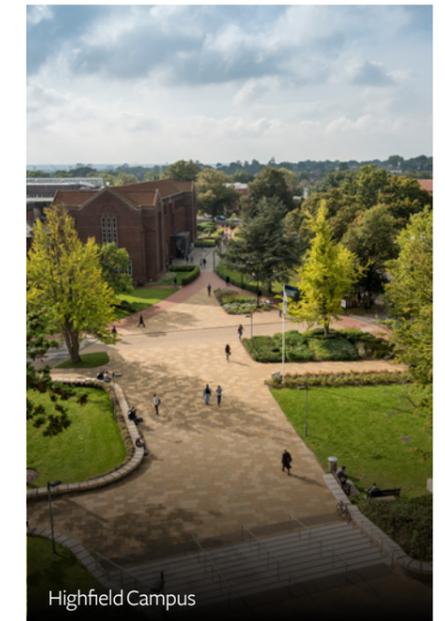
University of Southampton
Malaysia Campus



National Oceanography Centre
Southampton



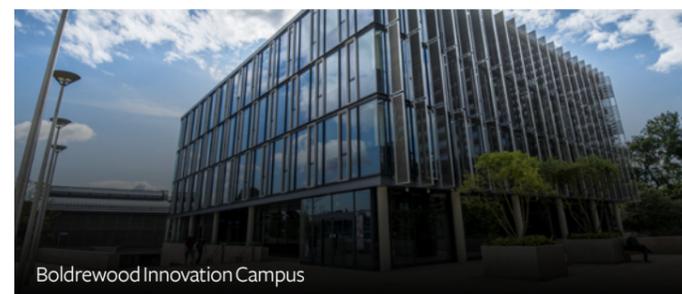
Avenue Campus



Highfield Campus



Winchester School of Art



Boldrewood Innovation Campus

Winchester School of Art

Close to Winchester City centre, our internationally-renowned Winchester School of Art is made up of studios and workshops, alongside an extensive specialist library and well-stocked supplies shop. The Winchester Gallery is also based on campus.

Southampton Science Park

Based in Chilworth on the outskirts of Southampton, the Science Park is home to the Wessex Institute, an enterprise unit in the Faculty of Medicine. As part of the Wessex Institute, the NIHR Evaluation, Trials and Studies Coordinating Centre (NETSCC) manages evaluation research programmes and activities. Approximately 20 per cent of the companies based at the Science Park have originated from the University, either as spin-outs or as the brainchild of our academic staff.

University of Southampton Malaysia Campus

Our Malaysia Campus is set within the EduCity development in Johor, based in the heart of Malaysia's economic zone and less than an hour away from Singapore. Offering courses in engineering, the campus has an open-air courtyard with terraces and tropical palms, creating a pleasant space for students and staff to work in. The campus is also home to excellent recreational facilities, including an Olympic-size swimming pool and 6,000 capacity sports stadium.



[Click here to find out more](#)

UNIVERSITY LIFE



Here at the University, we offer a caring environment for our staff and students. We value our diverse workforce, utilising the experience of staff who come from a wide range of backgrounds.

We are fully committed to supporting, developing and promoting equality and diversity across all of our practices. Our inclusive culture is based on the values of dignity, courtesy and respect, and we treat every member of staff in accordance with these values.



Work-Life Balance

At the University of Southampton, we understand the importance of having a good work-life balance. We are committed to fostering an environment where a good work-life balance can be achieved.

The University is a very family-friendly place to work.

We even have a dedicated Early Years Centre; an on-site nursery which provides high-quality childcare for staff and students with children.

Click here to find out more

Throughout the year, we host a number of family events, including:

- Kids camps - run by our Jubilee Sports Centre, kids camps offer fun-filled activity days in the Easter and Summer holidays for children aged five to 14 years
- Family Christmas – a dedicated event for staff and their families to enjoy an afternoon of Christmas activities, including meeting Father Christmas and watching a magical firework display

Health and Wellbeing

Highfield has a strong café culture, with Pret a Manger, Costa Coffee and Starbucks all on-site, alongside a number of restaurants and bars. A weekly food market is held on Highfield Campus during term-time, allowing you to buy fresh produce. There is also a Post Office and a number of banks on-site, as well as a pharmacy nearby.

We recognise the importance of health and wellbeing, offering easy access to lush green spaces at many of our worksites, as well as breakout facilities which support our commitment to mental health.

Staff are able to join the University's Jubilee Sports Centre, featuring gym facilities, exercise classes and a 25m swimming pool.

Click here to find out more



Staff Groups and Networks

There are a number of diverse groups that you can join as a member of University staff, whether you want to socialise, develop a new hobby or meet with like-minded people. Getting involved with a new group can help you feel like part of the University community

Examples include:

- Parents and Carers network
- Pulse LGBT network
- Black, Asian and Minority Ethnic Staff network

Many student societies also welcome staff to join as affiliate members.



The city of Southampton

Southampton is one of the most lively and dynamic cities in the south of England. From bustling shops and marinas to areas of outstanding natural beauty, the city and region have lots to offer.

Located on the south coast in the county of Hampshire, Southampton is a friendly and diverse city. The region enjoys the UK's mildest climate.

It was also voted the ninth happiest city in the UK for work/life balance by The Guardian*.

Travel

The University is committed to encouraging staff, students and visitors to travel to our campuses sustainably. Our Travel Plan includes a range of measures which reduce the environmental impact of our travel behaviour, and enhance the sustainable transport options that we provide.

Highfield Campus is home to our transport interchange, a major transport hub where you can catch Unilink buses to destinations across the city (including our other campuses), as well as Southampton airport and major train stations. We also offer interest-free loans for staff to purchase bus, train or ferry season tickets.

We provide secure cycle storage across our campuses and halls of residence. We support cyclists through our Cycle to Work scheme, which offers tax savings on the purchase of a bike and regular bike maintenance drop-in sessions.

Staff can apply for car parking permits for our Highfield, Avenue, Boldrewood and Winchester School of Art campuses. Parking permits are chargeable based on your earnings, but we offer a significant discount for those who lift-share into work.

*The 10 happiest cities to work in the UK, The Guardian, 2016

ARTS AT SOUTHAMPTON

Arts at Southampton is your gateway to experiencing a wealth of arts and culture, from sculpture, music and visual arts at the University's world-class venues, alongside an exciting array of activities and events across the city.



Image: Thierry Bal



Christian Scott Atunde Adjuah performed at Turner Sims in 2017. Image: Keil Scott, 2017



Tom Rhys Harries and Tom McKay in Dedication at NST, 2016. Image: Luke MacGregor

- A unique blend of jazz, classical, folk and world music is performed by leading artists at Turner Sims concert hall
- A programme of new and touring theatre productions, comedy and writer's talks are presented at Nuffield Southampton Theatres (NST Campus), whilst a developing programme of dance, music and film is on offer at NST City, based in the city-centre
- Contemporary art is on show at the John Hansard Gallery located in Studio 144, Southampton's new purpose-built arts centre based in Guildhall Square
- Special Collections Exhibitions are hosted at Hartley Library on Highfield Campus, drawing on the University's extraordinary collections
- An annual programme of free exhibitions featuring student and staff work are held at Winchester Gallery (part of Winchester School of Art)



Image: Thierry Bal



Image: Thierry Bal



[Click here to find out more](#)

EMPLOYEE BENEFITS



We have
9 gyms
6 on campus and
3 in the city



Flexible working

The University supports flexible working opportunities and encourages a work-life balance



Staff Discounts

Extensive range of staff discounts available for University staff



Quality occupational
pension schemes



Access to green space



Cycle scheme

Save money to spread the cost of a bike for commuting



3 arts venues



Healthcare scheme

The opportunity to purchase private healthcare cover



Dental cover

Cover the cost of routine dental treatments by joining a dental plan



Occupational Health

Promotes a holistic approach to health and wellbeing



Generous holiday entitlement

as well as University closure days



Give as you earn

You can make monthly, tax-free donations direct from your salary via our charitable giving scheme



Family Friendly

Maternity / paternity and Family leave policies



Employee Assistance Programme

The University provides access to information, advice and support to help with life's difficulties and challenges



[Click here to find out more](#)



Members of the Boldrewood cleaning team, winners of the 2017 Vice-Chancellor's award for Collegiality.

Staff Awards

The University is passionate about celebrating the achievements of our exceptional staff. Each year, the Vice-Chancellor's Awards provide an opportunity for the University to recognise staff whose creativity, passion and unique skills bring the strategy to life by making the University 'Simply better' and enhancing our reputation.

The categories span both academic faculties and professional services, covering areas such as career achievement, collegiality, student experience and service to the University. Shortlisted nominees are invited to attend an awards dinner, where the awards are presented between courses.

“It remains very important to recognise the key contribution our colleagues make across the University, both individually and collectively.”

Professor Mark Spearing

President and Vice-Chancellor (Interim)

Staff Survey

The University is committed to running a Staff Engagement Survey every two years, to gain employee feedback and find out where improvements can be made.

The purpose of the survey is to help understand how employees feel about their relationship with the University and their managers. Once completed, both faculties and professional services analyse the results and prioritise the areas which need development, to bring about positive change.

Unions

We will only achieve our strategic goals if staff feel committed and connected to the University.

We recognise and work with three trade unions - UCU, UNISON and Unite:

- UCU represent staff at Level 4 or above, and negotiate on behalf of all employees in the USS pension scheme
- UNISON represent support staff in all areas, from clerical, administrative and secretarial staff to finance and computing staff
- Unite represent technical and experimental staff at all levels, including manual trades, security, catering and cleaning staff

We also participate in the New Joint Negotiating Committee for Higher Education Staff (New JINCHES), made up of trade union and University representatives who negotiate on behalf of their members across the sector on matters relating to conditions of employment.

INVESTING IN YOU

We recognise the importance of continued professional development, enabling our staff to be the best they can be and achieve the University strategy. We will empower you to take control of your professional life, take advantage of development opportunities and build a sustainable career.

Development begins with the Welcome Induction you receive and continues with the regular development opportunities on offer through annual appraisals. We encourage all staff to take an active part in their own development, and to have regular discussions with their line managers to identify opportunities for progression.

Personal Development

We have many learning and development initiatives to help you improve existing skills or develop new ones, including workshops, development groups, eLearning and lectures. Once you've started work at the University, these opportunities can be accessed by logging on to your Induction Portal.

Appraisals

Our annual appraisal process is fair and transparent. Built on honest, two-way discussion, appraisals are consistently carried out and aligned to the University's equality and diversity policies. We treat appraisals as a shared responsibility between employee and line manager.

Career Pathways

All University staff are aligned to one of four career pathways, designed to help staff map out their career path during their time at the University. The pathways define the expected contributions of staff at each level, helping you to plan your development and work activities in order to maximise your potential.

Induction

All new staff will receive a practical induction to their role and University life during their first weeks of employment. This includes local induction activities, as well as a University-wide new staff induction. This takes place every two months and is aimed at those who have recently joined the University.

At the University induction, a member of the University Executive Board will welcome you and introduce the University strategy. You will learn how your role contributes to the strategy, look at ways to embed collegiality and hear about our ambitions, exploring what makes the University of Southampton an exciting place to work. There will also be an opportunity for you to network with other new staff members.

EFFECTIVE COM

FEEL

IMPROVE

BEFORE YOU START



1. Complete and return the pre-employment checks listed in your conditional offer



2. Sign and return a full copy of your contract



4. Access SUSSED, the University's intranet site



6. Register for a staff card and apply for a parking permit (if applicable)



8. Familiarise yourself with the University and plan your journey to work

Click here for information about getting to our campuses

TIMELINE

3. Read your 'Welcome' email and subscribe to your University IT account



5. View our "I'm New" webpages and any policies relating to your employment **here**



7. Check your contract cover letter for details of when and where to report to on your first day



9. You may want to arrive early on your first day and grab a drink from one of our cafes, so you feel relaxed before you head to your building





Find out more

Recruitment

Contact Recruitment for any questions leading up to your employment.

02380 597 547
recruitment@soton.ac.uk

Ask HR

Contact Ask HR with any queries once you have started employment at the University.

02380 597 547
ask_hr@soton.ac.uk