



**Welcome to
Aberystwyth University**



Welcome to new colleagues

Llongyfarchiadau a Chroeso i Brifysgol Aberystwyth!

Congratulations on your appointment and welcome to Aberystwyth University.

I hope that you have a rewarding and enjoyable time here at Aberystwyth University. We're a community that innovates, inspires and supports.

Since 1872, Aberystwyth University has built a global reputation for teaching excellence and ground-breaking research. Fast forward 150 years, today our mission is clear to deliver inspiration education and research in a supportive, creative, and exceptional environment in Wales.

In this booklet, you will find useful information regarding your employment at Aberystwyth University.

Over the next few weeks, you will be contacted by various teams from Human Resources and the Department of Information Services.

Your line-manager will also contact you prior to start date to ensure that you have everything you need in advance of your first day.

In the meantime, if you have any questions or require any assistance, you're welcome to contact the Resourcing and Compliance Team on [+44 \(0\) 1970 628555](tel:+441970628555) or hr@aber.ac.uk.

We're delighted to welcome you to Aberystwyth University and look forward to working with you.

Cofion cynnes

Nick Rogers
Director of Human Resources & Organisational Development
Aberystwyth University





Our Strategic Plan

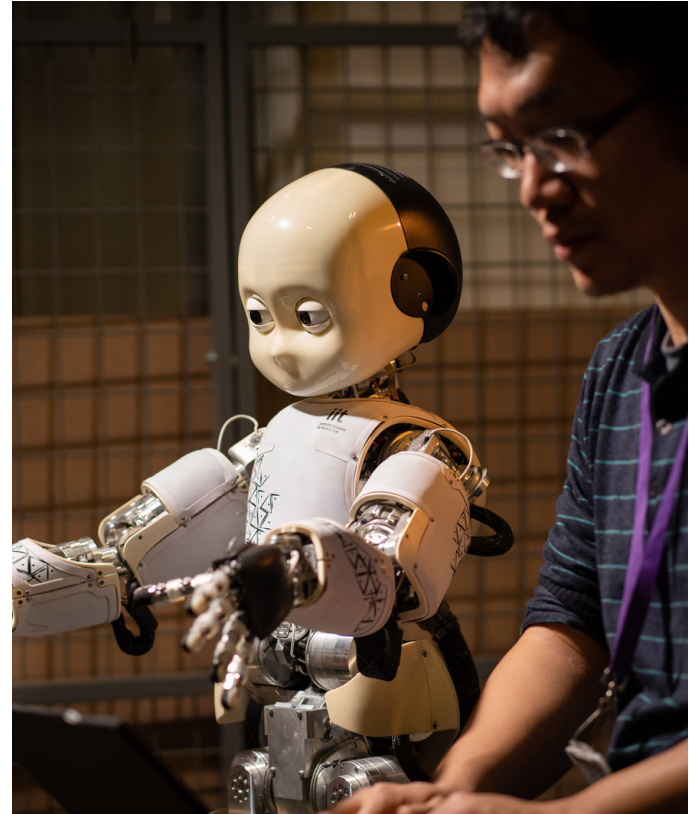
Towards the next 150 years.

Our Mission

To deliver inspirational education and research in a supportive, creative and exceptional environment in Wales.

Our Vision

Building on our historical strengths and our reputation for excellence, we will contribute to society in Wales and the wider world by applying our knowledge to local and global challenges. Working within a supportive, welcoming and bilingual community, we will use our expertise to cultivate critical thinking, independent questioning and skills that equip our learners for lives of success.



Our Values

Transformational

We develop enduring personal strengths that facilitate people's future success. Our community of staff and students drive positive change by addressing local and global challenges. We encourage innovation from new ideas and actions, within an entrepreneurial context. We strive to unlock individual potential.

Inclusive

We promote openness and generosity of spirit and cherish the strong sense of community that exists across the University, Aberystwyth and our wider world. We listen and respond to each other's honest opinions with respect. We take pride in the richness of the diversity of cultures, opinions and backgrounds of our staff and students.

Creative & innovative

We encourage imaginative, free and critical thinking. We generate unique outcomes by drawing on our distinct Welsh culture, history, exceptional environment and facilities. We foster the ingenuity of staff and students in problem solving, adaptation and versatility.

Collaborative

Our academic community is engaged externally, contributing to civic debate, the promotion of the Welsh language and culture, and to the local and wider economy. We work with our students, as individuals and collectively, to ensure the continuous improvement of the student experience and learning environment at Aberystwyth. We communicate the work and worth of the University to the wider world and engage people in the delivery of our vision.

Ambitious

We work to enhance our global reputation in discovery, educational quality and innovation. We are committed to excellence in research, teaching and engagement. We celebrate the attainments, achievements and contributions of our staff, students and alumni.





Meet the Executive Team

About the Executive Team

The University Executive group is the senior management team of the University. It is responsible for developing and implementing strategy, operational plans, policies and procedures, setting budgets, and monitoring operating and financial performance.



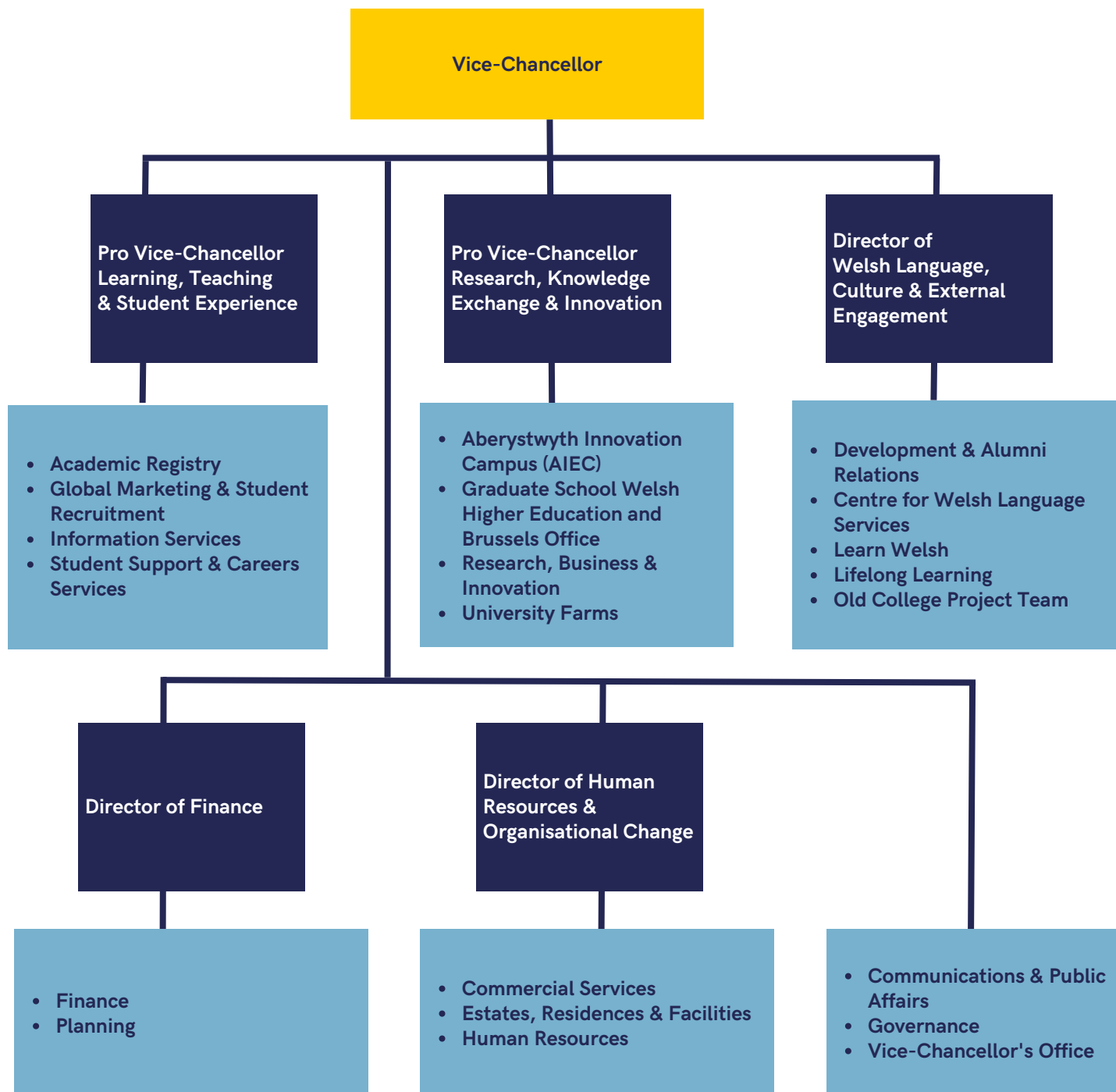
Academic Structure

Aberystwyth University has developed into a strong community of over 2,000 staff and 6,000 students from across the globe.

We have 19 academic departments, organised into three faculties across the sciences, social sciences, and arts and humanities. Our professional services community is made up of 21 departments. At the heart of our mission is effective and impactful teaching; this is why we are consistently ranked amongst the best universities in the UK for teaching quality and student satisfaction.



Professional Services Structure





Welsh Language & Culture

Welsh is a living language in Aberystwyth and many other parts of Wales. Did you know that according to the 2021 Census, 538,300 people spoke Welsh (in Wales)?

In Wales, Welsh is an official language and has equal status meaning that you will see and hear the language used in many contexts.

The Welsh Government have a Cymraeg 2050 strategy that aims to have a million Welsh speakers by 2050 and is working closely with all sectors and communities in Wales to raise awareness, promote and encourage the use of Welsh.

Ceredigion is one of the traditional strongholds of the Welsh language. The language is widely used in the workplace, in education, at home, and is also a vital part of local communities' social and cultural activities.

Families will find that the majority of schools and early years settings are Welsh-medium or bilingual and are very experienced in supporting children to learn the language as well as giving friendly advice to parents. More information on Welsh in Schools can be found on Ceredigion Council's website.

Welsh at Aberystwyth University

Aberystwyth University is a bilingual institution where Welsh is used routinely in its administration and in its academic activities.

We operate a bilingual policy to ensure that the Welsh language is treated no less favourably than English. For example, general correspondence to students will be bilingual as well display material, telephone services, websites, and online services. Students also have the right to use Welsh in meetings and if needed 'simultaneous translation services' will be provided to facilitate this. Students also have the right to submit assessed work and to sit exams in Welsh even on English modules (except where language is assessed). For further information on the Welsh services we provide please see <https://www.aber.ac.uk/en/cgg/bilingual-policy/>

'Addewidion Aber' (the Aber Pledge) highlights the University's commitment to supporting our students' Welsh language experience and the University also has a Welsh-Medium Academic Strategy setting out how we will develop Welsh-medium provision.

Learn Welsh

Did you know that Welsh is one of the fastest growing languages in the UK, according to Duolingo?

Our Dysgu Cymraeg / Learn Welsh team offer various courses for learners at all levels.

Courses can be undertaken during the day or in the evening, through an online virtual class, an in-person class or a blended course.

Centre for Welsh Language Services

The Centre for Welsh Language Services is a team of specialist staff that promote the use of Welsh and supports the University in operating bilingually.

The Centre's work includes supporting academic departments to develop Welsh-medium projects, providing a translation service, offering a comprehensive support service for staff and students through the medium of Welsh and ensuring that the University is compliant with the Welsh Language Standards.

If you have any questions on how Welsh is used at Aberystwyth University, please contact canolfangymraeg@aber.ac.uk



Equality, Diversity & Inclusion

At Aberystwyth we are proud of our close-knit community within the University and the town. The University was founded on the principles not only of academic achievement but also of inclusion, of opening its doors to all irrespective of their background, for example, becoming one of the first institutions to admit female students.

We're committed to valuing and celebrating diversity, and to advancing equality and inclusivity in all our practices and activities. We aim to provide an inclusive culture which is free from discrimination, harassment and victimisation, and where all our staff and learners are valued, respected and supported to realise their potential. Inclusion is a value at the heart of the University's Strategic Plan, where all members of our community are treated with respect and dignity.

Through our policies and practices we take a pro-active approach to advancing equality regardless of age, disability, sex and sexual orientation, gender reassignment, race, religion and belief (including non-belief), marriage and civil partnership, pregnancy and maternity, and to embrace intersectionality and raise awareness between and across different groups.

We have a range of staff-led networks and groups for colleagues sharing particular circumstances or characteristics to connect, share experiences and promote awareness, (for example, LGBT; Black, Asian, and Minority Ethnic; Menopause Support Group; Women in Research Network; and Equality Champions Network).

We strive to ensure that students, staff and visitors embrace equality and diversity as an essential part of how we operate and to embed this way of working in everything we do.





Life on Campus

Aberystwyth University's Penglais Campus is a short stroll uphill from the historic seaside town of Aberystwyth, often described as the cultural capital of Wales. With University staff and students from over 100 countries, Aber is a friendly cosmopolitan hub. Familiar high street names jostle with independent shops, cafes and an award-winning Farmers' Market.

Health & Wellbeing

The Sports Centre offers a range of equipment and facilities to support your wellbeing. From the basics, including a gym, treadmills and a swimming pool (including a sauna).

If you don't fancy exercising on your own, you could always join one of the wide range of classes which include HIIT, Yoga, Pilates, Step and Tone, Circuits to name a few.



Hospitality & Retail

Aberystwyth University offers a wide selection of food and drink options that support every dietary requirement including dairy-free, vegetarian and vegan friendly, gluten free, etc.

We offer food and drinks across the campus in many different locations including The Food Hall, Aberystwyth Arts Centre, the Students' Union and IBERBach.



Life on Campus

Learning & Research Facilities

Aberystwyth University offers a range of services and facilities specifically for students. We provide these services and facilities to support students' socially, to support their wellbeing and future lives.

The library facilities and study spaces on campus are all located within a close proximity of each other. Hugh Owen Library is situated at the heart of Penglais Campus, The Physical Science Library further down the campus and even The National Library of Wales is just a minute walk away.



Arts & Culture

The Arts Centre is the perfect place to see a show, watch a film, enjoy some treats and socialise with friends.

There is something here for everyone whether it's a London West End show or the ballet on tour, the latest film releases, specialist films, a range of festivals, some of the biggest names in comedy, or the annual Christmas craft and gift fairs. In addition, our galleries regularly host exhibitions.



Useful Information

Salary Payment & Pensions

You will be paid monthly in arrears and your pay will go directly into your nominated bank account on the final working day of the month.

There are various deductions (tax, national insurance, pension contributions etc.) that will show up on your payslip, which can be found on AberPeople. If you have any queries concerning your payslip please contact payroll@aber.ac.uk.

Aberystwyth University offers two pension schemes. Staff on Grades 1 - 5 can join the Aberystwyth University Pension Plan (AUPP). For staff on grades 7 and above can join the Universities Superannuation Scheme (USS). Further information is available on:

<https://www.aber.ac.uk/en/hr/info-staff/employment/pensions/>

Can I claim expenses?

If you are required to travel on official business you will be eligible for reimbursement of reasonable travel costs, meals and accommodation. Please visit the Finance Department's webpages for further information:

<https://www.aber.ac.uk/en/finance/information-for-staff/expenses/>

How to book leave

All leave requests are facilitated and managed on AberPeople.

What to do when ill?

If you are not well enough to come into work, you should notify your manager by phone by 10:00am on your first day of absence. Write down their contact number now just in case! Your line manager can record your first day of absence on AberPeople.

After seven days you will need a certificate from your doctor. All the information regarding sick absences can be found in the Sick Absence Procedure.

Trade Union Recognition

We recognise the important role of trade unions in ensuring effective consultation and involvement of staff in all aspects of their employment. At Aber, we recognise three Trade Unions which are: UCU, Unison and Unite. Ask your manager about who your local reps are.

Policies & Procedures

Our policies and procedures apply to everyone equally and are fully inclusive; for example same sex partners in our family leave policies and some even specifically mention protected characteristic groups such as those undergoing gender reassignment in our sick leave procedure. You can access all policies on our webpage:

<https://www.aber.ac.uk/en/hr/info-staff/>



Useful Information

What is AberPeople?

AberPeople is the way people-related services are accessed and delivered across Aberystwyth University. It provides access to:

- payslips
- booking holiday leave
- recording personal development.

Individual members of staff can view their own personal data, make some changes or make requests such as holiday leave and track its progress online. We can see exactly where our request is, whether for holiday, for time-sheets or for a contractual change, and what its status is.

Employee Assistance Programme

With ever increasing pressures at work and home, there are times when we all need some extra support to balance the demands of everyday life.

Care First are an independent, leading provider of professional employee support services.

Care First employ professionally qualified Counsellors and Information Specialists, who are experienced in helping people to deal with all kinds of practical and emotional issues such as Wellbeing, family matters, relationships, debt management, workplace issues, and much more.

Do I need to learn Welsh?

At Aberystwyth, we encourage all staff to learn Welsh and our free classes are available to attend during and after work hours.

You should know from your contract and job description if there is a requirement for you to learn Welsh. Your line-manager will discuss the available options with you.

Health & Safety

All employees have a legal duty to ensure the health, safety and wellbeing of themselves and others affected by the way in which they perform their duties. Further information can be found on Wellbeing, Health and Safety page:

<https://www.aber.ac.uk/en/staff/home-working-hub/healthy>

Staff Networks

Staff networks are run by staff for staff and bring together people from all areas of the workplace who identify with a group relating to one of the protected characteristics.

Staff networks fulfil various functions including providing opportunities for social interaction, peer support and personal development. They can also contribute to the development of our policies and working practices.

Useful Information

What to do if I've got problems?

For any work related issues your manager will probably be the first person you speak to or your trade union representative.

If you are having problems outside work, or something you want to keep confidential, we have an employee assistance programme which provides confidential counselling and advice on all sorts of personal, work related, legal and medical issues.

Probation & Effective Contribution Scheme

All new staff at Aberystwyth University are appointed with a probationary period.

Shortly after commencing your role, your line-manager will walk you through the Effective Contribution Scheme (ECS) .

The aim of the ECS is to allow discussion to ensure that each individual can maximise the quality and impact of their contribution whilst considering their training needs and giving appropriate support to develop staff to be able to perform their role and manage their workload.

During the ECS meeting, personal goals and training needs should be clearly linked to the aims and objectives in the Department / Faculty Planning and Budget round submission and to the University's three core aims; Recruitment, Reputation and Sustainability.

Mandatory Training

All new staff are required to undertake various mandatory training during their first few weeks. These include:

- Equality, Diversity & Inclusion
- General Data Protection Regulation
- Unconscious Bias
- Prevent

Any additional mandatory training will be communicated to you by your line-manager.

Getting started with your IT

The Department of Information Services will contact you directly to collect your work device.

At Aberystwyth University, we use Microsoft Office 365. E-mails can be accessed using the Outlook application or via outlook.aber.ac.uk.

Four things to action:

1. Create your branded Outlook signature:
<https://www.aber.ac.uk/en/gmsr/email-signature/>
2. Populate your Online Staff Profile on myadmin.aber.ac.uk. Once logged in select 'Online Staff Profiles.
3. Get familiar with myadmin.aber.ac.uk - this is where you can request Graphic Design & Printing support or utilise the translation service.
4. Download the University's Corporate Teams Background:
<https://www.aber.ac.uk/en/gmsr/brand/stationery/#corporate-background-for-teams>

The First Few Weeks

Every Academic and Professional Services department will have their own unique induction programme to ensure that you have the best onboarding experience. The below four-week plan is an indicative suggestion on how best to spend your first few weeks at Aberystwyth University.

Week 1

- Department Induction
- Campus Tour
- Collect your ICT and Staff Card from the Hugh Owen Library
- Meet colleagues in your department
- If your line-manager isn't the Director / Head of Department, book a 10 minute welcome chat to get to know them
- Health & Safety Induction with your line-manager
- Complete and download your university-branded Outlook signature & Corporate Background for Teams
- Apply for parking permit (if required).


Week 3

- Meet your mentor
- Continue to complete the mandatory training required by all staff
- Take the time to explore our campus, get to know where departments are located
- Join one of our staff networks. Speak to your line-manager about the range of networks available
- Visit the Sports Centre and explore its facilities
- Take the opportunity to try out one of our hospitality outlets located across Penglais Campus.

Week 2

- Departmental Induction to your role
- Complete your mandatory training
- Read the University's Strategic Plan, note how the objectives outlined there align to your role
- With your line-manager, find a suitable mentor
- Start thinking about your short and long-term goals in preparation for your ECS.

Week 4

- Complete all mandatory training
 - Populate and publish your Online Staff Profile
 - Prepare for your first ECS meeting.
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Important Contacts

Information Services (Technical and Library Support):

is@aber.ac.uk / 01970 622400

Human Resources Recruitment and Compliance:

hr@aber.ac.uk / 01970 628555

Human Resources Business Partners:

hr@aber.ac.uk / 01970 628555

Payroll & Pensions:

payroll@aber.ac.uk / 01970 628555

Employee Assistance Programme (Care First):

0800 174319

Username: abu001

Password: pa1872au

Organisation code: wf1

