Welcome to our LSE community

YOUR NEW STARTER GUIDE
Welcome from the Director

Congratulations on your appointment and a very warm welcome to the School. As a proud LSE alumna, I was delighted to return to an institution whose values and ethos have had such a significant impact on my life, both professionally and personally.

LSE is one of the world’s leading universities for social sciences, and is second in the QS World University Rankings (2017/18). We are renowned for both our outstanding research and our world-changing graduates – a unique academic community with a positive, international outlook woven into our DNA. All this is made possible by the exceptional people we recruit, who work hard to further enrich the School with their expertise, energy and commitment.

LSE was founded in 1895 by four prominent Fabian Society members: Beatrice and Sidney Webb, George Bernard Shaw and Graham Wallas, with an objective to “understand the causes of things, for the betterment of society.” Since then, we have strived to attract the brightest minds from across the globe to study and research all aspects of social sciences, in order to make the world a better place. This ethos is the beating heart of LSE – to act as a leading “agent of change”, and thereby make a positive impact on the lives of others.

Our campus is located in the centre of London, surrounded by a rich culture, dynamic atmosphere, and key government and financial districts. Make the most of your time here, as well as taking full advantage of working with some of the world’s leading academics, researchers and professional services staff and meeting inspirational students from across the world.

This guide is intended to help you to navigate your way around the School, provide you with useful information to help you settle in, and tell you about all the services available to you. As an employer, we are committed to the professional training and development of our staff. We also offer a range of first class contractual benefits including an occupational pension scheme, generous annual leave, and a host of other benefits – we are proud to be recognised as a “Top Employer for Working Families” too.

I hope you enjoy your first weeks at LSE, and that you find your time here both stimulating and rewarding in many different ways.

Best wishes,

Minouche Shafik
Director, LSE
Your guide

### Who we are
- How we act
- Our commitment to equity, diversity and inclusion
- Our staff
- Our students
- Our campus
- How we work

### What to do before you arrive
- If you’re joining us from overseas
  - Your visa sponsorship
  - Your accommodation
  - Your National Insurance (NI) number
  - Your bank account
  - Your medical care

### When you arrive
- Your first days
- Go over your induction schedule with your manager
- Book onto your School induction
- Your key contacts
- Get to know your campus
- LSE cafes, bars and restaurants
- Term dates

### Being part of LSE
- Your pay, annual leave and personal information
- Your pension
- Your health and safety
- Your wellbeing
- Your lifestyle and benefits
- Your data
- Your library
- Your learning and development
  - For everyone
  - For academic, teaching and research staff
  - For professional services staff

### Getting involved
- Communications
- Staff networks
- Trade unions
- LSE Events
- Sustainability at LSE
- Celebrating our community

### A few extras
- Our structure
- Useful links
- Comments, questions or suggestions?
Who we are

How we act

The whole LSE community are expected to act to the highest standards of ethical integrity, in accordance with the ethical principles set out in our Ethics Code.

1. **Responsibility and Accountability:**
   Take responsibility and raise concerns.

2. **Integrity:**
   Be honest and truthful, consistent and transparent and declare interests.

3. **Intellectual Freedom:**
   Protect freedom of expression.

4. **Equality of Respect and Opportunity:**
   Treat all with dignity and respect.

5. **Collegiality:**
   Promote an inclusive and participatory working and social environment in which we encourage, support and behave appropriately to one another.

6. **Sustainability:**
   Minimise any negative impact on natural and built environment by effectively managing our resources.
The Ethics Code is supported and embedded by two frameworks: the **Ethics Framework** and the **Effective Behaviours Framework**.

### The Ethics Framework

**Annual Declarations of Interest Survey:** you should complete this whether or not you feel that you have anything to declare. The survey includes a commitment to abide by the Ethics Code, which means that any conflicts of interest should be declared as they arise, such as during committee meetings or appointment panels.

**Gifts and hospitality:** these should be recorded on local registers in line with the [Gifts and Hospitality Policy](#).

**Anti-fraud and anti-bribery:** the School has a zero tolerance approach to fraud and bribery. You will be provided with training if your role involves high potential exposure to fraud and bribery, for example if you work in a high risk area such as finance or travel abroad as part of your role and may be asked to make a facilitation payment. You can access this training by contacting ethics@lse.ac.uk

**Seek advice and raise any concerns:** please email ethics@lse.ac.uk if you would like any further advice or are aware of any unethical practices across the School. You can also use our anonymous and confidential “Whistleblowing” service to raise any concerns.

**Grants and Donations:** the Ethics (Grants and Donations) Panel decide whether the sources of funding coming into the School are ethically acceptable. If you receive any grants or donations in your role, you should make LSE Advancement aware by emailing advancement.duediligence@lse.ac.uk

### Research Ethics Policy

This policy aims to promote a culture in which researchers conscientiously reflect on the ethical implications of their research. All research which involves human participants, or involves data relating to directly identifiable human subjects, should undergo ethical review. Please see the guidance on the [Research Division webpages](#) and email research.ethics@lse.ac.uk if you have any queries.

### The Effective Behaviours Framework

The Effective Behaviours Framework has examples of the kinds of behaviour that are expected of all School staff. Each department should identify how it can help to deliver the Ethics Code via the behaviours that are most relevant to its area of work.

The Framework is designed to support a number of activities:

**Recruitment:** to help staff involved with selection to have a clear understanding of the behaviours that are required for a role.

**Learning and development:** the core course programme shows the type and level of Effective Behaviour supported by each course.

**Career development review (CDR):** the behaviours have been integrated into the CDR process.

**Annual performance review:** the behaviours can be used to support the annual performance review for academic staff.

You can find more, including guidance, policies and training, at the [Ethics webpages](#), or email ethics@lse.ac.uk if you have any questions. Also, make sure that you complete the Ethics online training module during your first three months.
Our commitment to equity, diversity and inclusion

The Equity, Diversity and Inclusion (EDI) Office acts to promote and further equity, diversity and inclusion across the School community. The School has adopted an EDI strategy for 2017-22 which focuses on our key priorities.

- The School is working towards an institutional Bronze Athena SWAN award, which recognises the advancement of gender equality in Higher Education.
- In 2019, the School was placed in the Top 100 UK Employers in the Stonewall Workplace Equality Index.
- The School is advancing work on race equality. In 2018, we ran our most ambitious series of events for Black History Month.
- We’ve been working with a number of key internal and external stakeholders to improve the provision of dedicated resources and support for addressing harassment and sexual misconduct. This includes LSE’s online reporting tool, “Report It. Stop It”

Visit the EDI webpages for the latest news and get in touch at edi@lse.ac.uk if you have any questions. Also, make sure that you complete the EDI online training module which you’ll be sent after you start with us.
Our staff

Staff have a major say in shaping both our present and future.

In 2018, we came together to set out the path we will take as a School to 2030. Staff shared their experiences, opinions and ideas using a digital form, and over 600 colleagues took part in face-to-face town halls and focus groups with our School Management Committee, directly helping to shape what the LSE of tomorrow would look like.

The strategy is now in its final stages of development, and we will continue to update the School community on its progress.

We also welcome staff to take an interest in celebrating the School’s past and present achievements, whether it’s commemorating inspiring LSE women, showcasing our transformative research, or sharing the latest Staff News. Check out our Staff Calendar for a full list of key dates.
Our students

We’re committed to putting students first so that they can make the most of their time with us. Whatever your role, what you do day to day at LSE impacts the student experience.

Before a student even starts their course of study, they can access a wealth of resources through the *Your First Weeks* webpages so that their welcome to the School is as smooth and straightforward as possible. We also provide a wide range of student services to support and enable students during their time with us.

Together, students and staff are collaborating across the School to create change, lead improvements and innovate the student experience at LSE. Find out more on our *Creators, Innovators and Leaders webpage*.

- **The Student Hub**: this new app allows students to join up their day-to-day activities and make the most of our networked community.
- **The redesign of Moodle, our virtual learning platform**, to provide students with improved academic resources to support their studies.
- **The creation of a learning community across the School through LSE LIFE**, so that students can find one-to-one academic support and connect with others to enhance their development.
Our students’ input is vital to understanding what we are doing well and what we need to do better. Students can share their ideas for positive change via “Comments, Compliments and Concerns”, either by using the online feedback tool or by submitting one of the branded postcards in one of the post boxes around campus.

There is also an active Students@LSE blog with articles on everything from revision tips to student trips abroad, as well as some wise words on living and studying in London today.

This is just a sample of how we’re working to put students first. Visit the webpages for current students to see more.

Our campus

A world-class university needs a world-class campus. Right now, we’re developing ours with some hugely exciting projects. With our Centre Buildings Redevelopment, we’re creating a state of the art academic and teaching building, designed by renowned architects Roger Stirk Harbour & Partners. A little further down the road, the Marshall Building on Lincoln’s Inn Fields will host some of our key departments as well as a teaching and learning hub, multipurpose sports centre and rehearsal rooms for our musicians. These projects are just part of our vision to create the highest quality built environment for our staff and students.
How we work

We imagine that you’ve already seen a few facts and figures about the School – if you haven’t, you can find the latest on our LSE at a glance page. We also thought it worthwhile to explain a little about how we work beyond the data.

Our governing body is called the Council, which meets three times each term. The Council is comprised of independent, academic and student members. Together, their role is to:

- Oversee decisions about the educational character and mission of the School.
- Ensure the School’s financial and operational viability.
- Act as arbiter in strategic matters concerning our values.
- Safeguard the School’s reputation.

The Council also has a number of committees that focus on different areas, such as the Finance and Estates Committee which advises on matters relating to the School finances and estate.

Visit the Council’s webpage for more about how it works and about our governance in general.

Below the Council, we have the Director of the School and the School Management Committee (SMC). You can find a simple structure chart showing how all of this fits together in Our structure.
What to do before you arrive

1. Make sure that you have signed and returned a copy of your offer letter to Human Resources at hr.admin@lse.ac.uk.

2. Complete your onboarding form via the online recruitment system within five days of receiving your contract, so that we can set you up on the School’s systems correctly and your first salary payment isn’t delayed.

3. Familiarise yourself with the Terms and Conditions of Employment for your role.

4. Read the Reward and Benefits webpages to find out what’s available to you as a School employee.

5. Familiarise yourself with the key Policies and Procedures that are part of your core terms and conditions of employment.
If you’re joining us from overseas

Your visa sponsorship

If you are not a British citizen or a European Economic Area (EEA) or Swiss national, you may need to apply for a visa before you can start work in the UK. HR’s Immigration and Compliance team coordinates visa checks and ensures that the School is compliant with UK Visas and Immigration Regulations so that the School maintains its Sponsorship Licence. If you require sponsorship, it will be stated in your offer letter and one of the team will contact you with further information about the application process and answer any queries you may have.

Please feel free to contact a member of the Immigration and Compliance team at hr.visas@lse.ac.uk if you have any questions.

Your accommodation

We highly recommend that you arrange accommodation before you arrive in London. Get started by taking a look at the short and long-stay options on our faculty accommodation webpage.

All of our new and current staff (as well as visiting researchers, teachers and lecturers) are eligible for School accommodation. If you are unsure of your eligibility, please contact the Faculty Accommodation Team at faculty.accommodation@lse.ac.uk – or take a look at our FAQs.
If you’re joining us from overseas

Your National Insurance (NI) number

A National Insurance (NI) number is a unique number issued by the UK government’s Department for Work and Pensions (DWP) and is used:

- To record your personal NI contributions;
- As a reference number for the whole social security system – for example if you need to access public healthcare services.

If you are a UK citizen, you will have been provided with an NI number at the age of 16. If you’re from overseas and have not had an NI number before, you must apply for one as soon as you start work at the School – if you don’t, your salary payments may be suspended until the School receives confirmation of your application.

You don’t need to apply if you already have an NI number, or if one is printed on the back of your Biometric Residence Permit (BRP), or if you’re from the EU and qualify for an exemption under the E101 National Insurance (NI) arrangements.

Applying for an NI number

You can apply for an NI number in one of two ways – the process to follow will depend on your circumstances.

1. If you are not an EU or EEA national and hold a valid UK Visa or a Biometric Residence Permit giving you the right to work in the UK, you need to request an application form by calling 0800 141 2075.

2. If you are an EU/EEA national or have applied for a Visa or BRP Card within the UK, you can call the Jobcentre Plus Office direct on 0345 6000 643 to arrange an appointment to register for an NI number.

You can find more information about NI numbers on the UK government’s website.
If you’re joining us from overseas

Your bank account

Before you come to the UK
To save time, we highly recommend that you select a bank before you arrive in London. Check in advance whether your bank at home has a branch near LSE, or whether they have a special relationship with any banks in London. If you intend to transfer money into your new account, remember that the transfer will depend on your home bank’s procedures and can take more time than you expect. Discuss this with your home bank before you leave and remember to bring sufficient funds (such as cash, travellers’ cheques or credit cards) to cover any delays. Always avoid travelling with large amounts of cash. It’s also worth asking your home bank if you can use your cash card in UK bank machines, and if there is any charge for this.

Opening a bank account in the UK
To open a UK bank account, you need to present ID at a branch of the bank you wish to join. It can take a few weeks to set up an account so we recommend doing this as soon as you arrive in the UK. The rules and regulations for opening an account in the UK are very strict, so please make sure that you take with you all of the documentation that you need. Each bank can ask for different documents and their requirements often change, so take a look at the bank’s website for the current list.

To open a bank account, you normally need to bring the following with you to the branch:

An original document which has your photo and proof of immigration status: such as a passport.

An introduction letter from HR which confirms your name, date of birth, job role and salary: just email Humanresources@lse.ac.uk before you’re due to start to arrange this.

Proof of address: if the School assisted you in finding accommodation, this should be stated in the letter from HR. Otherwise, the bank will accept a tenancy agreement or a utility bill. Keep in mind that all UK banks require your current address, so you must arrange your accommodation in the UK before you try to open an account. If the address you provide is temporary, please bear in mind that the bank will forward your confidential bank information to this address, and you will need to ensure that this information is forwarded on to you if you move address.

Confirmation of your address in your home country: if you don’t have a tenancy agreement at the time you wish to open the account.
If you're joining us from overseas

Your medical care

If you are joining us from overseas, we recommend that you check your eligibility for medical treatment as soon as possible – don’t wait until you are ill!

Medical treatment in the UK is usually provided by the National Health Service (NHS). Access to the NHS is universal, although you may be charged for accessing certain services depending on your immigration status.

You are not charged for accessing the NHS if:
• You are “ordinarily resident” in the UK (you can find a full definition here) or
• You are an EU resident with a European Health Insurance Card (EHIC) or
• You are a non-EEA national and have paid the NHS surcharge when making your visa application.

You are usually charged for accessing the NHS if:
• You are a non-EEA national visiting the UK and have not paid the NHS surcharge. You may also be charged for accessing some services if you are a British citizen/EEA/Swiss national and are visiting the UK. The final decision to charge rests with the healthcare provider. If your circumstances fit into one of these scenarios, we recommend that you are covered through private medical insurance for the duration of your visit, even if you are a former UK resident. Should you need NHS treatment and have not arranged insurance, you will be charged above the standard NHS rate.

If you aren’t familiar with the NHS, visit the NHS website for an overview of common services (such as pharmacies, hospitals, eye care and dental surgeries) and how to access them. You usually need to register with a local General Practitioner’s (GP) practice before you can book an appointment. Bear in mind that, even if you are eligible for free treatment at the point of delivery, you may still need to pay for certain types of services, such as prescriptions, dental treatment and eye tests.

How to register with a GP

1. Find your local GP practice: the NHS typically requires you to select a local GP within your postcode catchment area. For convenience, some GP practices will also register patients who live outside the practice’s normal catchment area. To choose your GP and find their contact details, visit the NHS website.

2. Ask if your preferred GP is currently accepting new patients, and find out the procedure for registering at the practice.

3. When you visit the practice to register, remember to take with you any required documentation, such as:
• Proof of your identity (such as your passport or driving licence)
• Your visa (if applicable)
• Proof of your UK address, such as a bank statement or utility bill

You can look for private healthcare if you aren’t eligible for NHS treatment.
When you arrive

Your first days

As a UK employer, we have a duty to ensure that all staff have the right to work in the UK before they start. So it’s really important that you come along to HR for a right to work check no later than 9.30am on your first day. You can find HR on the 5th floor of the Lionel Robbins Building.

**To complete the right to work check, you need to present one of these:**

- Either a UK passport or a full UK birth certificate showing both parents’ names and an official document from either HMRC or your previous employer which shows your National Insurance (NI) number;
- A passport or national identity card of a European Economic Area (EEA) state and, if relevant, any worker registration or other supporting documentation which support your right to work in the UK;
- A current passport from a non-EEA state which contains a visa stamp, or a current passport with a valid Biometric Residence Permit. If your visa stamp is in an expired passport, please be aware that you need to transfer this visa to a Biometric Residence Permit before you can start work.

Please also bring your P45 – if you don’t have a P45, make sure that you complete the necessary section on your Onboarding form so that you are taxed correctly. Don’t hesitate to get in touch at Humanresources@lse.ac.uk if you are unsure about what to bring on your first day.

1. After you have completed your right to work check, come to the badging office in the Old Building between 9am and 5pm to have your photo taken and collect your staff ID card. This office is next to the waiting area in the Old Building’s foyer on the Houghton Street side. If your role involves access to a computer, you will also be provided with an envelope which contains your log-in details for IT access.

2. Familiarise yourself with your department environment including your desk, office facilities, stationery, toilets, layout of department, fire exits, tea/coffee facilities, etc.

3. Your line manager will go through your department’s induction with you, including introductions to your colleagues and any regular meetings that you are expected to attend.

4. If you are in professional services staff, book yourself onto the next Flying Start Induction through the Training and Development system. If you are a member of academic or research staff, email tlc@lse.ac.uk to book yourself onto the New Academic Induction Programme (NAIP). If you are a Graduate Teaching Assistant, contact tlc@lse.ac.uk to book onto the GTA Induction.
Go over your induction schedule with your manager

Inductions are a key part of your welcome to the School. The first one is a local department induction, which your manager will go through with you when you arrive and which is designed to introduce you to your team and any other colleagues whom you’ll be working with in your role. As well as this, we also feel that it’s important that you’re properly introduced to the wider School, which brings us to...

Book onto your School induction

As well as your local department induction, we offer School level inductions that are specifically designed for your particular staff group: the **Flying Start Induction** for professional services staff, the **New Academic Induction** for academics and researchers, and the **Induction for Graduate Teaching Assistants**. We highly recommend that you book yourself onto one of these – they’re a great introduction to how different areas of the School work together, are full of useful tips and information, and (of course) they’re also great networking opportunities!

Remember to complete the training which you’re asked to do about data protection and health and safety, as well as the EDI and ethics modules.
Your key contacts

Here are some key contacts during your time with us.

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergencies on campus</td>
<td>666 (or 020 7955 6555 from a mobile or external phone)</td>
</tr>
<tr>
<td>Emergencies off campus</td>
<td>999 in the case of emergencies or 111 (NHS Direct) in the case of non-emergency situations</td>
</tr>
<tr>
<td>LSE main switchboard (8:30am to 5:30pm, Monday to Friday)</td>
<td>020 7405 7686</td>
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<tr>
<td>24 hour security control room</td>
<td>020 7955 6200 / 7111</td>
</tr>
<tr>
<td>Estates Help Desk (8:30am to 4:30pm)</td>
<td>020 7831 8713 or ext. 2444, or 6244 (from communal phones) General enquiries ext. 7956 / 6415</td>
</tr>
<tr>
<td>Dental Practice</td>
<td>020 7404 8600</td>
</tr>
<tr>
<td>Human Resources (HR)</td>
<td>020 7955 6659 (or extension 6659)</td>
</tr>
<tr>
<td>DTS Service Desk</td>
<td>020 7107 5000 (or extension 5000)</td>
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<tr>
<td>Lost Property Office</td>
<td>020 7955 7988</td>
</tr>
<tr>
<td>LSE Accommodation Office</td>
<td>020 7955 7531</td>
</tr>
<tr>
<td>LSE Nursery</td>
<td>020 7107 5966</td>
</tr>
<tr>
<td>Porters</td>
<td>020 7955 6760</td>
</tr>
<tr>
<td>Postroom</td>
<td>020 7955 7989</td>
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<tr>
<td>Reprographics</td>
<td>020 7955 7986</td>
</tr>
<tr>
<td>Staff Counselling Service</td>
<td>020 7955 6953 (or extension 6953)</td>
</tr>
<tr>
<td>St Philips Medical Centre (Pethick-Lawrence House)</td>
<td>020 7611 5131</td>
</tr>
<tr>
<td>Treatment Clinic</td>
<td>lsetreatmentclinic.co.uk</td>
</tr>
</tbody>
</table>

You can find contact numbers for all current staff in our [Telephone Directory](#).
Get to know your campus

Although our campus in central London is quite compact, we appreciate that it may take a while to get your bearings. This map can help you to navigate during your first few days. As part of your induction, you’ll be offered a spot on one of our campus tours. This is a great way of seeing some key places on campus as well as learning about the past, present and future of the School.

Disabled Access

After 6.30pm, please call Security Control on 020 7955 6200 to ensure that any disabled access doors are open. For access to 20 Kingsway, please call security staff on 020 7955 6200 to set up the portable ramp in the entrance foyer.

Access Guides to LSE Buildings

Accessible have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These access guides, and route maps, are now available online.
LSE cafés, bars and restaurants

We also think it’s important that you know where to go to eat, drink and relax. Our campus eateries cater for all tastes, dietary needs and budgets. This map can help you to explore what’s on offer.

1. 3 Tuns: ground floor, SAW
2. Bean Counter: basement, 32 Lincoln’s Inn Fields
3. Café 54: ground floor, New Academic Building
4. Daily Grind: Pankhurst House / Fawcett House Reception
5. Denning Learning Café: first floor, SAW
6. Fourth Floor Restaurant: fourth floor, Old Building
7. George IV Pub: Portugal Street
8. LSE Garrick: ground floor, Columbia House
9. Plaza Café: John Watkins Plaza
10. Senior Common Room and Dining Room: fifth floor, Old Building
11. Shaw Vegetarian / Vegan Café: ground floor, New Academic Building
12. Weston Café: sixth floor, SAW

Term dates

As you’d expect, we’re busiest when our students are with us during the three terms of our School year (Michaelmas, Lent and Summer). You can find our latest term dates here.
Your pay, annual leave and personal information

You can find details of your pay in your offer letter as well as the relevant booklet for your terms and conditions of employment. You are paid on the last working day of each month, except for December when you are paid before the Christmas break – see the Finance Division’s webpages for this year’s payment dates.

So that your pay details are processed correctly and promptly, you must provide Finance Division with your current UK bank or Building Society account details, home address, emergency contact and personal email address no later than the first day. As you’ll see below, you can make your own updates if any of your details change later. If you’re joining us from outside the UK, you should also read Opening a UK bank account in the “If you’re joining us from overseas” section.

You also need to provide Finance Division with your P45 or, if you don’t have a P45, complete the Tax Code Information declaration on your Onboarding form – this will help to ensure that the right tax deductions are made.

Annual Leave

The School offers a generous holiday entitlement which amounts to 41 days a year for full-time staff, pro-rated for part-time. This total is made up of 25 days’ annual leave, eight public holidays, and School closures at Christmas (five days) and Easter (three days). If you are joining us part-way through the year, HR has created an annual leave calculator which you can use to calculate your entitlement for the rest of the year. If your role is in professional services, you can also book your annual leave via employee self-service, as described below.

See the annual leave webpage for more information.
Your pension

Your pension contributions are automatically paid via a salary sacrifice arrangement, unless you elect to opt out when you start employment with the School. A salary sacrifice arrangement means that a deduction is made to your monthly salary equal to the contribution due to the pension scheme. The School then pays the contribution amount directly to the scheme on your behalf, meaning that not only do you receive immediate tax relief but you also don’t pay National Insurance contributions on the pension contribution paid.

SAUL (Superannuation Arrangements of the University of London)

You are eligible for SAUL membership if you are in salary bands 1-5.

The main benefits of SAUL are currently:

• A pension calculated as 1/75th of your pensionable salary for each year of service, revalued to retirement.
• A tax free cash lump sum of three times your total pension at retirement, including revaluation.

Contributions

• Your contributions are currently 6 per cent of your pensionable salary.
• The School contributes an amount equal to 16 per cent of your pensionable salary to SAUL.
• You can increase your retirement benefits by paying more money into your pension in order to buy units of additional pension and lump sum entitlement.

Other SAUL pension benefits

• Flexibility: depending on the circumstances, you can start receiving your pension before the scheme’s Normal Pension Age, subject to a reduction for early payment.

Employee and Manager Self-Service: MyView

MyView is the self-service HR portal which interacts directly with the HR/Payroll system. You’ll be sent log-in details for self-service on your first day. You can find detailed guidance and FAQs about using MyView as an individual and/or manager on the webpage.

In Employee Self-Service, you can use MyView to:

Update your personal information:
• Personal Details
• Bank Details (via an eForm)
• Next of Kin
• Contact Details
• Emergency Contact
• Equal Opportunities.

View your pay documentation
• ePayslips: Access your payslips online (access available 24 hours a day, seven days a week), including full details of how your pay is made up
• eP60s: P60s are available online in the same way as ePayslips

Record your absence, including any sick leave

Book your annual leave (if you’re in professional services)
• Check your annual leave allowance for the year
• Request and book annual leave which is approved by your manager

If you’re a manager, you will also receive requests from your direct reports, and you can also access real time information about the structure of your team.
• Job move simplicity: it is relatively straightforward to move from one SAUL member institution to another.

• Long-term illness cover: you can get immediate access to your benefits if you can’t go on working because of long-term illness.

• Immediate life cover: your dependant(s) will receive a lump sum of four times your salary, together with a pension, in the event that you die before retirement whilst in employment.

You can find more detail about SAUL on the scheme’s website.

USS (Universities Superannuation Scheme)

You are eligible for USS membership if you are in salary bands 6 or above.

You can see the current main benefits of the USS Retirement Income Builder below. If your annual salary exceeds the Salary Threshold (£57,216.50 for 2018/19), you also automatically qualify for the USS Investment Builder.

**USS Retirement Income Builder:**

• A pension calculated as 1/75th of your pensionable salary for each year of service and revalued to retirement.

• If your annual salary exceeds the Salary Threshold, your salary will be capped at this level for the purposes of building up benefits within the Retirement Income Builder.

• A tax free cash lump sum of three times your total pension at retirement, including revaluation.

**USS Investment Builder:**

• If your salary exceeds the Salary Threshold, you automatically participate in the Investment Builder in respect of your salary over the Salary Threshold. Contributions will be paid into an investment fund within the range available for selection.

• At your retirement, the value of benefits from this part of the USS scheme will depend upon the value of the contributions paid and the investment return achieved by your chosen fund(s).

**Contributions**

• Your contributions are currently 8 per cent of your pensionable salary.

• The School currently contributes an amount equal to 18 per cent of your pensionable salary to USS.

• If your salary exceeds the Salary Threshold, contributions totalling 20 per cent (8 per cent from you and 12 per cent from the School) on that part of your salary in excess of the threshold will be paid into your USS Investment Builder account.

You can elect to pay additional contributions into the USS Investment Builder, if you wish.

**Other USS pension benefits**

• Flexibility: you can, depending on the circumstances, start receiving your pension before the scheme’s Normal Pension Age, subject to a reduction for early payment.

• Job move simplicity: it is relatively straightforward to move from one institution to another.

• Long-term illness cover: you can get immediate access to your benefits if you can’t go on working because of long-term illness.

• Immediate life cover: your dependant(s) will receive a lump sum of three times your salary, together with a pension, in the event that you die before retirement whilst in employment.

You can find more detail about all elements of USS on the scheme’s website.

Please note that the details provided here are correct as of 2018/19 and that nothing in this summary overrides the rules of each pension scheme. All rates and benefits quoted are subject to change.

You can find a more detailed explanation of each scheme on the Pensions webpage. Contact HR.Pensions@lse.ac.uk if you would like to clarify anything or have any other questions about pensions.
Your health and safety

We take your health and safety seriously. We have arrangements in place to enable managers to fulfil their responsibilities in this area. As a new starter, you’ll be asked to complete online workstation training and a risk assessment using a system called Cardinus. You are strongly encouraged to complete the modules on Fire Safety and Health and Safety Induction.

Local Arrangements

Your manager will discuss the local health and safety arrangements with you as part of your induction. This includes things like how to report any accidents and near misses and the location of your department’s fire assembly point. They will also give you the names of your nearest fire wardens and first aiders.

Emergencies (First Aid and Fire)

Our community includes many First Aiders who are there to provide assistance to anyone on campus. If you or someone else needs first aid, contact the nearest First Aiders. If no First Aiders are available, call Security on ext.666 (internal) or 020 7955 6555 from a mobile. If you call the emergency services directly, let Security know so that they can direct the ambulance crew to the correct location.

When a fire alarm sounds, leave the building using the nearest stairs and fire exit and go to the assembly point. Follow instructions from the Fire Wardens or Security. If you are unable (permanently or temporarily) to evacuate using the stairs or have difficulty hearing the alarm, tell your line manager or fire warden: they will arrange for a Personal Emergency Evacuation Plan (PEEP) to be developed for you.

Overseas Travel

You must notify the School using the online notification form at least three weeks beforehand if you are due to undertake any work-related overseas travel. You need to notify the School at least 2 months in advance of travel to high or extreme risk destinations. All travellers to high or extreme risk destinations are expected to go on training. You can find full details of what is required of travellers and of those who supervise travel on the Overseas Travel page of the Health and Safety website.

Keeping safe on campus

The main School reception in the Old Building is staffed 24 hours per day. The School’s halls of residence have their own support teams. Estates Division maintain a webpage of the services that help to keep the School campus a safe environment for everyone.
Your wellbeing

Your happiness and wellbeing at work is vital to everything which we do, and we can support you in a number of ways.

First, we’re happy to talk flexible working. Whether it’s an informal arrangement to cover a temporary situation or a more formal work pattern, you can ask for flexible working to improve your work-life balance. There’s no qualifying period and you don’t need to be a parent or carer.

If you are a parent, our full range of family leave policies are designed to support you whatever your circumstances. We also have our own LSE Nursery which is just yards away from campus and open to all staff.

If you fall ill, our comprehensive sickness absence toolkit is full of useful tips and guidance to support you during your absence and return. If you have a disability or an ongoing medical condition, we can offer various levels of support, including reasonable adjustments to your job and to your work environment. We can also offer reasonable adjustments to make your return to work easier if you’ve been away because of sickness or because you’re taking on new parenting responsibilities. Just raise this with your manager or HR if you would like to know more.

In addition, we offer a range of wellbeing-related benefits, as well as a programme of wellbeing events throughout the year which you’ll hear about in Staff News and other channels.

Counselling support

We have an in-house counselling team for all staff. The team offers confidential one-to-one counselling on both personal and professional matters as well as other support and contacts.

Spiritual wellbeing

The LSE Faith Centre runs a programme of events throughout the year to promote religious literacy and interfaith wellbeing. Everyone is welcome. The Faith Centre also runs sessions on mindfulness as well as Tai Chi, Hatha and Ashtanga Yoga; you can find further details on their webpage.

Clubs and activities

Visit the Staff Wellbeing webpages for details of a whole host of clubs and activities – from leather making classes to knitting club, roof-top gardening to book clubs, and much more!
Wellbeing and fitness

If you’re feeling active, the fourth floor of Saw Swee Hock has a superb range of fitness equipment and qualified instructors in the Student Union Gym. The gym is open from 7am-10pm Monday to Friday, and 10am-6pm on weekends. As part of the School community, you can sign up for a discounted annual membership or, if you prefer, just a small termly fee buys an ‘Active Lifestyle’ Pass which gives you access to all of the gym’s classes.

At the same time, we appreciate that not everyone wants to work out on campus, which is why we’ve arranged a heavily discounted membership with Fitness First for staff. Just contact Staffwellbeing@lse.ac.uk if you’d like more details.

Volunteering

We support active engagement in volunteering by offering you up to five days of volunteering leave each year, in addition to your other leave entitlements. See the webpage to learn more.

Wellbeing events

As part of their focus on staff engagement, HR’s Policy team run a number of wellbeing events throughout the year, including themed wellbeing days and activities that are open to all staff. Take a look at the staff wellbeing pages for the latest updates as well as an archive of what’s happened before. You can also email Staffwellbeing@lse.ac.uk if you have any wellbeing ideas or suggestions.

Your lifestyle and benefits

Your time with us is about more than just the hours you work or the objectives you meet, which is why we offer a range of discretionary benefits for you to enjoy while you work with us.

You’ll be able to find out much more of what’s available in our dedicated lifestyle and wellbeing benefits platform – LSE Offers.

LSE Offers is smart device enabled and open to all staff, allowing you to:

- Explore all of your LSE benefits in one place, from season ticket loans and our cycle to work scheme to eye care, dental and much more.
- Access discounts and savings on everyday expenditure, from groceries and weekly shopping to cinema tickets, weekend activities and holidays.
- Get cashback on over 50 premium retailers.
- Discounted restaurant, café and coffee shop options.
- Access competitive healthcare schemes and affordable cash plans.
- Enjoy discounted gym memberships.
- Earn and redeem great deals through the new Food Club app.

You can access the platform shortly after you start with us, simply by visiting the LSE Offers webpage and registering with our name and payroll number. We’re continuing to expand LSE Offers so watch this space for further developments - in the meantime, here’s a rundown of the benefits that you can access as a member of our staff community.
Cycle to Work

Get fit, save money and help the environment by buying a bike through salary sacrifice. Simply choose a bike, hire it for an agreed length of time, and then you can buy the bike for a fraction of its original value. We use Cyclescheme, who cover a huge number of bike shops and models. Visit the cycle to work webpage and see how you could save up to 30 per cent!

Also take a look at our dedicated webpage for the best ways to get around London and the LSE campus, including a map showing our bicycle parking and shower facilities.

Eye Tests

If viewing display screens is a regular part of your work, you can claim a free eyesight test through Optical Express or your own optician. You can claim a free test every two years (or more often if it’s recommended by your optician). What’s more, we’ll also contribute £60 towards the cost of any new glasses. Visit the webpage for full details.

Season Ticket Loans

We offer an interest-free Season Ticket Loan to cover your annual commute. You can even request a loan if you’re on a fixed-term contract! See the webpage for full details.
Gym Membership

Whether you’re a regular gym goer or just looking to fit some exercise into your life, we have some great options for you! Take a look at our ‘Wellbeing and fitness’ section for details of our gym membership offers and more.

Money off at local businesses

Get money off purchases at a number of local businesses, just by showing your LSE ID card! This includes the Delaunay Counter, Espresso Room in Lincoln’s Inn Fields, Fields Bar and Kitchen, and many more. Just ask at the counter if you’re unsure.

Give as You Earn

Give As You Earn (GAYE) is a tax efficient way of enabling you to donate to a registered charity via the Charities Aid Foundation – this can be any charitable or voluntary organisation in the UK, from national charities to local community groups. Just follow the link above for more information.

NUS Extra Card

As a School employee, you can sign up for an NUS Extra Card which gives you a range of fantastic discounts on books, clothes, travel, music events, eating out, and much more – all for as little as £12 a year! You can buy the card online through the NUS website or pick it up direct from the Students’ Union in the Saw Swee Hock Centre.

Apple Store Discount

You can save up to 15 per cent at the Apple Store for Education on most Apple hardware, software and accessories (except for the iPhone). Simply present your staff ID or acceptance letter at the checkout. You can also buy online at the same discounted rate if you sign up to UNiDAYS, using your School email address.
Fee Remission

LSE benefits aren’t just short-term. If you’ve been continuously employed with us for at least one year before registering as a part-time student on a School course, we can pay up to 90 per cent of your tuition fees and, for MPhil or PhD students, your examination fees too. For more information, including terms and conditions, see the webpage.

Medical and childcare provision on campus

These services are available to support your health and wellbeing during your time with the School.

St Philips Medical Centre

The St Philips Medical Centre is an NHS general practice staffed by doctors and nurses who provide primary medical and nursing care to registered patients.

The nearest NHS Walk-In Centre to campus is in Soho at 1 Frith Street, London W1D 3HZ, which treats a range of minor injuries (cuts, bruises, burns, strains) through to fractures.

Expectant and New Mothers Room

Pethwick-Lawrence House, 1.02c (accessible from FAW lift lobby)

This room is set aside so that expectant mothers can rest, and new mothers who are still breast-feeding can express and store milk. Both students and staff are welcome to use the room. Please note that this room does not contain baby-changing facilities. Please speak with the reception desk at Pankhurst and Fawcett House for access to the room.

LSE Nursery

8a Wild Street, WC2B 5TB
020 7107 5966
nursery@lse.ac.uk

The LSE Nursery offers full childcare provision to the children of School students and staff, as well as (where space allows) parents living or working nearby who are not connected with the School. It provides care for children up to the age of five years old and is open from 8.45am to 6.15pm. The nursery was rated “Good” by OFSTED in 2018.
Sardinia House Dental Practice
Sardinia House (SAR), fourth floor
020 7404 8600
info@sardiniadental.com

Sardinia House Dental Practice is an independent practice which offers discounts to School students and staff of up to 30-40 per cent on most routine treatments.

LSE Treatment Clinic
Fawcett House, first floor
enquiries@lsetreatmentclinic.co.uk

The LSE Treatment Clinic is open Monday to Friday for School students and staff. The clinic offers a range of treatments, including acupuncture and reflexology, sports massage and injury rehabilitation, and osteopathy.

Private Medical or Dental Insurance
As a School employee, you can take advantage of excellent discounts on BUPA health insurance, healthcare products and other benefits via Eduhealth. Visit the Eduhealth webpage to find out more.

These are just some of the most popular discounts and benefits that are available. For a full list, please visit the Staff and benefits webpage.
Your data

Our **IT Service Desk** is your first point of contact if you would like to report an issue, ask a question or request a new service.

By phone: **020 7107 5000** | **x5000** (24 hour service)

By email: [it.servicedesk@lse.ac.uk](mailto:it.servicedesk@lse.ac.uk)

In person: DTS Walk In Centre, Library First Floor / Mon-Fri, 9.30am – 5.30pm

For most roles, you’ll receive log-in details for your computer when you collect your ID badge on your first day. The first time you log in, you’ll be prompted to change your password. Our **guidance** shows you how to create a more secure password so that your data is protected. We also highly recommend that you set up your own security questions: simply log into the LSE for You portal, select “Account Management” from the menu, and choose “Update Security Questions”. Once you’ve done this, you can reset your password yourself if you forget it, without needing to contact the Service Desk.

We take your information security very seriously. Our **Information Security webpages** cover all things security-related, including how best to store and handle data, the best ways to protect your devices and how to spot a phishing attempt. Our key services include:

**Assistive Technology**: If you have a disability, we have a range of specialised equipment and software to support you in your role. Visit the **IT Accessibility webpage** for more details.

**Anti-Virus Software**: As well as the support available to you when you’re on campus, we also offer free anti-virus software which you can download for your personal computer.

**Remote Access**: Whether you’re on or off campus, you can access files and folders on the School network using Remote Access. Simply follow the [link](#) and log in with your usual LSE credentials.

**Webmail**: You can access your LSE email from anywhere, simply by entering the webmail address ([mail.lse.ac.uk](mailto:mail.lse.ac.uk)) and logging in as normal.

**Free Wi-Fi**: Our Wi-Fi network eduroam allows secure connectivity across the School and many other institutions in the UK and abroad.

**Free Microsoft Office Downloads**: You can get free copies of Microsoft Office software on up to five desktops (PC and Mac) as well as up to five mobile devices. Find out more [here](#)

**Telephone Guides**: Our in-depth guide will help you to get the most out of your telephone's functionality.

For details about this and more, visit the **Data and Technology Services webpages**.
Your library

Our Library holds one of the most important social science collections anywhere in the world. Whether it’s part of your role or just personal interest, you are welcome to use the Library as a School employee.

The items are split into two collections to help you find what you are looking for:

- The Course Collection is located on the first floor and holds multiple copies of essential textbooks for the School’s taught courses.
- The Main Collection is housed across three floors and holds wider research and learning items for the social sciences.

You can also access many books, articles and data online, both on and off campus.
Borrowing books

Use Library Search to search across print and online collections for the books you’re interested in. You can borrow books (up to 40 at a time!) simply by using your LSE ID card at the self-service machines on the ground floor. Books from the Main Collection can be borrowed for 90 days and books from the Course Collection for seven days. Please make sure that you return books on time. You can renew books online by logging into your account from the Library homepage.

Archives and special collections

The Women’s Library Reading Room is located on the fourth floor and is where all of our archives and special collections material can be accessed. Highlights include:

- The Women’s Library, including the history of women’s suffrage and the campaign for the vote.
- LGBT+ collections, covering LGBT rights campaigning over the years.
- LSE History, from the School’s founding to today.
- Charles Booth’s 19th century Survey of London.

The Library also hosts a changing programme of exhibitions, public events and activities.

Meet your librarian

All departments have a dedicated librarian to offer specialised support and guidance about using the Library and its resources. Visit the webpage to find out who your Academic Support Librarian is and contact them for advice or to arrange a meeting.

For all general Library enquiries and information, contact us at library.enquiries@lse.ac.uk or 020 7955 7229.
Your learning and development

Learning and development is at the very heart of what we do. No matter what stage of your career you are at, we provide a full range of learning to support your personal and professional development. At the same time, we expect you to be pro-active in managing your own career.

For everyone

As well as specialised training for particular staff groups, we also offer the following to all of our staff.

Equity, Diversity and Inclusion (EDI)

We ask you to complete the online EDI training module during your first three months with us. This module is an excellent introduction to EDI issues and how they can impact on your role. Get in touch with hr.learning@lse.ac.uk for more details.

Ethics

You'll be asked to complete the online Ethics training module during your first three months with us. This only takes 20 minutes to complete and is designed to increase understanding of ethics policies and principles across the School community, so that people can and do raise any ethical concerns that they may have. Contact ethics@lse.ac.uk for more details.

Health and Safety

You can use Health and Safety’s online training system, Cardinus, to access training on the safe use of your computer workstation or laptop, fire safety awareness, general health and safety, manual handling in an office and more. The Health and Safety team can also help if you are interested in becoming a First Aider in your department. You can also search the Training and Development system for health and safety courses for managers and risk assessors. Find out more by contacting Health.And.Safety@lse.ac.uk

Digital Skills Lab (DSL)

You can get free and hands-on practical training in Microsoft Office, web development, and basic coding during term time, as well as access to online self-study resources throughout the year. Drop-in advice sessions to help you use software more effectively are also available every two weeks. For more, including how to book sessions, see the Digital Skills Lab pages. The DSL also provides Microsoft professional certifications at a reduced rate to staff. Contact digital.skills.lab@lse.ac.uk for more details.
For academic, teaching and research staff

LSE Teaching and Learning Centre (TLC) and Learning Technology and Innovation (LTI)

The Teaching and Learning Centre supports the development and delivery of excellent teaching and learning in the social sciences. Each academic department has its own dedicated TLC departmental adviser, who has a wide range of expertise and is available to work with colleagues on any teaching or learning related matter. Whether you are a member of academic or research staff, you have full access to the TLC’s career development offerings. This includes Atlas, our academic development programme which offers workshops and practice exchange forums on education-related topics, as well as a range of useful developmental teaching related resources on open access on its website.

If you are teaching, you are welcome to undertake LSE’s Postgraduate Certificate in Higher Education, which is accredited by Advance HE/Higher Education Academy. The TLC can also provide or help to fund the development of education related initiatives at an individual, department or team level, with the approval of your Head of Department or Research Centre Director.

Learning Technology and Innovation (LTI) provide advice and support in the use of technologies to enhance and innovate teaching and learning at LSE, working with academics, students and other professional services teams to develop an engaged, innovative and critical use of technology for education. LTI work closely with the TLC to support the induction of new academic staff, including enhancement of the digital capabilities of staff. LTI provide advice, professional development and lead on the technology and pedagogical design aspects of new and refurbished teaching and learning spaces. LTI manage the School’s VLE (Moodle), the lecture recording capability (ECHO) and support the use of a number of other systems such as personal response systems, e-assessment, web conferencing for teaching online and social media. LTI provides grants of money and learning technologist time to work with staff on innovative enhancements to teaching and learning with technology.

The TLC publishes a newsletter outlining TLC and LTI’s latest events and activities. Please get in touch if you would like to be added to the mailing list.

For more information on any of the initiatives offered by the TLC, please contact tlc@lse.ac.uk or Dr Claire Gordon, Head of Teaching and Learning Centre at c.e.gordon@lse.ac.uk. For further information on LTI activities please contact lti.support@lse.ac.uk or your LTI departmental adviser.
For academic, teaching and research staff

Developing Your Career

We expect that all academic, research and teaching staff will receive good advice on progressing in their careers from their Head of Department or other senior colleagues. There are two distinct approaches that structure these career development conversations:

• A Mentoring scheme provides teaching staff and education career track staff at the School with constructive advice from senior colleagues about how they can develop their career.

• A Career Development Review (CDR) scheme provides constructive advice to teaching staff and education career track staff about developing their careers.
For professional services staff

Managing Your Career

We offer a wide range of opportunities and resources to enable you to proactively plan and manage your career in professional services, including:

- **Apprenticeships**: training available to everyone over the age of 16, whatever your role, to support you in your current job or prepare you for the next one.
- **Career Development Review (CDR)**: the annual review enables you and your manager to set objectives, explore development needs and discuss your career aspirations.
- **Career Pathways**: show the skills and experience that can help you to progress to particular roles within the School.
- **Leadership and Management Development**: a full range of courses and programmes to develop new and existing managers and leaders.
- **Mentoring Scheme**: brings together two individuals to enable the more experienced person to share their knowledge and skills.
- **Projects as Learning (PAL) days**: a less formal way of getting some new experience in a short-term role elsewhere in the School.
- **Secondments**: give you the opportunity to broaden your skills and knowledge by undertaking a fixed-term role in another part of the School.
- **Shadowing Scheme**: gives you an opportunity to work alongside a colleague and gain an insight into their role.

**Personal Effectiveness**

Our learning and development isn’t just about progressing your career – it’s about providing the right support so that you can develop yourself to the full as an individual. This includes a range of **internally run courses**, **one to one coaching**, the Professional Services Seminar Series, the **Learn for You scheme**, **funding for external courses** and qualifications and (a recent innovation) our Learning at Work Week. As you can see, it’s quite a list!

All of this is supported by the online **People Management Toolkit**, which has a wide range of useful information, practical resources, hints and tips, and much more. For further details, just contact a member of the Organisational Learning team at hr.learning@lse.ac.uk or visit the webpage.
Getting involved

Our community thrives when everyone feels that they can contribute to what goes on at the School. Here are just some of the ways in which you can get involved.
Communications

Staff webpages
Our staff webpages are a home for information and news about our departments, divisions and research centres. From the staff home page, you can find quick links to day-to-day services and sites, including MyView, (payslips and annual leave), LSE Offers (lifestyle and wellbeing benefits), policies and procedures, the School directory, Human Resources, information on upcoming events, and how to connect and contribute to the LSE community.

Staff News
You’ll receive the latest on what’s happening across our School community in our weekly Staff News e-newsletter (fortnightly outside term time). The newsletter includes updates from the Directorate, training and development opportunities, wellbeing activities, upcoming events, campus developments, staff awards, interviews with colleagues, and the latest in research. Get involved by sharing your news and achievements, or nominate a ‘Star of the Week’, by contacting Internal Communications.

LSE news and media
You can see the latest articles, announcements and media stories from LSE on the News and Media pages. Please contact the Media Relations team to share your own news, if you are approached by the media for a comment, or to contribute to a discussion.

LSE on social media
Social media enables us to connect with students, scholars and the public in new and exciting ways. The School has accounts with Facebook, Twitter, Instagram, LinkedIn, YouTube, and SoundCloud. Our internal LSE Student Hub app enables students to chat to one another, get campus news and see their timetables on their phones.

If your role involves working with social media, we provide guidelines and tutorials on best practice.

Keep up to date with LSE research and impact
Check out the LSE Blogs, which contain cutting-edge thinking and commentary from across the social sciences and are read by more than 100,000 every week. You can see our latest videos and listen to our podcasts on LSE Player, and see images of campus events on our Flickr account.
Digital Communications

The Digital Team develops and manages digital projects across the School. They give guidance on digital content, user experience and delivering new digital initiatives, provide CMS support to the community of website and blog editors, and give training on both CMS and digital best practices.

Design and brand

You will be able to find templates for commonly produced materials, such as presentations and posters, on LSE’s brand portal that is coming online in early 2019. The Design Unit can help with the design of new materials, from prospectuses to exhibitions and displays. If you need strategic advice and practical support for departmental/divisional marketing and communications initiatives, get in touch with our Corporate Marketing team.

The Film and Audio team, made up of filmmakers and audio experts, also supports professional services, academic departments and research centres at LSE to create, produce and distribute high quality film and audio content for internal and external audiences. The team also helps to produce podcasts and provides consultancy on podcast development and distribution.

Public Affairs

The Public Affairs team works in Westminster, Whitehall and City Hall and with policy-makers and opinion-formers to raise the profile of priority issues for LSE. The team can advise on how academic research can have maximum impact on policy and on political scrutiny, and offer advice on influencing opportunities such as submitting consultation responses and giving evidence to committees.

We work to make sure that LSE’s public affairs activities are joined up, and are always available to help maximise engagement, so do let us know how we can help with ideas for political engagement or sign up to our weekly newsletter by contacting the team.

Find out more about what Communications do and how we can help you on our webpage.
Staff networks

The staff voice is very important to our community. If you want to make yourself heard, why not get involved with one or more of our networks? Each one gives you the opportunity to have your say on what goes on. You can find out more about all of these on the Staff Networks webpages.

Gender Equality Forum

The Gender Equality Forum is a virtual network of academic women across the School who are committed to addressing gender inequality in pay, access and culture. genderequalityforum@lse.ac.uk

LSE Power – professional women’s network

LSE Power aims to engage with professional services staff of all gender groups within the School to encourage and champion behaviour change and development of School policy and practice towards gender equality. The Power network also provides professional development opportunities including training, networking and termly events. Professional.Womens.Network@lse.ac.uk

EMBRACE

EMBRACE (Ethnic Minorities Broadening Racial Awareness and Cultural Exchange) is the School’s black and minority ethnic group for staff. EMBRACE exists to raise awareness of and influence change around culture and diversity issues which affect staff. It seeks to promote mutual understanding through equality, transparency, respect and recognition. EMBRACE also provides development and networking opportunities for all members, including at events where everyone is welcome. embrace@lse.ac.uk

Supporting disabled staff

EDI are currently developing a new network focusing on disability, accessibility and wellbeing. Contact edi@lse.ac.uk if you would like to find out more.
Spectrum

Spectrum is the network for Lesbian, Gay, Bisexual and Trans (LGBT) and other minority sexual orientation and gender identities in the School. Spectrum’s main aims include lobbying and representation, culture and education, and social networking and support on issues relating to LGBT+ equality and staff. spectrum@lse.ac.uk, @LSESpectrum.

The Parents Network

The Parents Network aims to give parents and carers at the School a way of getting together in an informal environment. The network provides peer-to-peer support for parents, parents-to-be and others with caring responsibilities, and holds regular events open to all. The network also has a long-term aim to influence School policy to improve the working lives of parents and other carers, which will be of benefit to the whole School. Parents.Network@lse.ac.uk

Trade unions

Trade unions are an important way for staff to raise issues and have their say on what goes on. The School formally recognises three trade unions: UNISON, Unite, and the Universities and Colleges Union (UCU). You can choose to pay your union direct or as a deduction from your salary. For more details, including how to sign up, just visit the union membership webpages.

LSE Events

The School hosts over 200 public lectures a year that attract some of the most influential figures in the social sciences and beyond. Nearly all events are free to attend (although you need to sign up in advance for any that are ticketed). Even better, everything on the public lecture programme is open to anyone, whether or not they are linked with the School!

The LSE events leaflet – covering public lectures, talks and seminars – is published at the start of each term. You can pick up a copy from the receptions of most buildings on campus, download a PDF from the website, or receive a copy in the post by emailing events@lse.ac.uk

The public lecture programme is just part of our vibrant cultural side. Many other events are hosted by academic departments, research centres and student societies. We also have free music concerts in the Shaw Library, an LSE orchestra and choir with their own professional conductors, student societies (including art, film and photography), and much more. See LSE Arts for full details. If you have any access requirements, please contact the event organiser as far as possible of the event you are planning to attend (and before tickets are released if it’s ticketed).

Visit the Events webpages for a complete picture of what’s on offer. You can also sign up to receive updates about the events programme or follow @LSEpublicevents on Twitter. And, if you’re interested in seeing what the wider School is up to, take a moment to look at the student webpages.
Sustainability at LSE

LSE is a sustainability leader, consistently appearing near the top of People and Planet’s ‘green’ university league tables. LSE’s Strategy and Ethics Code commit to continually improve our sustainability, and we work in partnership with staff, students and the wider community to achieve this.

• We conduct world-leading research on a wide range of sustainability issues including climate change, cities, inequality and more.
• We educate the next generation of global citizens with the skills to address the key challenges of our era.
• We’ve cut our carbon footprint by 33 per cent since 2005.
• All new buildings achieve sustainable consultation certification BREEAM “Excellent” or “Outstanding”.
• The School sends no waste to landfill.

Our Sustainability Team also coordinates a range of green initiatives that you can get involved in!

• “Green Impact”, where staff take part in team projects and practical actions to enhance their environmental impacts and promote sustainable living.
• The Sustainable Projects Fund, which awards funding to student and staff projects that improve sustainability.
• Rooftop gardening.
• The LSE Beekeeping Society.

How can you play your part?

• Switch off PCs, lights and other electronic equipment when you aren’t using them.
• Report any faults you see (such as dripping taps) to the Estates Helpdesk.
• Recycle anywhere on the campus or halls of residence.
• Buy responsibly with the School’s Sustainable Procurement Policy.

Visit the Sustainability webpages to find out more.
Celebrating our community

Here at the School, we believe that hard work breeds success, and that success should be recognised and celebrated. That’s why we have all kinds of ways of bringing our community together.

Academic and research departments host their own celebratory events throughout the year. Both the Values in Practice Awards and the Professional Services Staff Conference bring professional services staff together to mark the year’s achievements in fine style. In 2018, we also launched our first Beveridge 2.0 Festival. Named after a former Director, this was an opportunity to bring together a series of public engagement activities, open to all staff and focused on some of the biggest challenges facing societies today.

Our community bonds over more than our work. Join us at any time of the year and there’s a chance you’ll see your new colleagues heading off to a yoga or bootcamp session as part of our annual fitness programme (free to all staff), or one of our many clubs and wellbeing activities that run year-round. In 2018, we went one step further and organised a Staff Summer Festival to bring staff together in a whole summer of development, wellbeing and networking events.

Through our Events office, we also organise staff parties throughout the year, whether it’s Afternoon Tea with the Director, the Children’s Christmas Party, Director’s Christmas Party for staff, or the Party on the Plaza (our summer extravaganza).
A few extras
Useful links

MyView
Click on the MyView homepage to access the School’s self-service portal.

Webmail
You can access your work email anytime that you’re off-site by visiting mail.lse.ac.uk and logging in with your username and password.

Remote Access
To access School resources when you’re off-site, just go to remote.lse.ac.uk and log in with your username and password.

Comments, questions or suggestions?
We hope that you find this booklet useful and that it’s the start of a fantastic time with us. We always like to hear feedback about your welcome to the School, or anything else about your time here, at humanresources@lse.ac.uk