



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

#PartofLSE



Welcome to our LSE community

YOUR NEW STARTER GUIDE

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Welcome from our President and Vice Chancellor

Congratulations on your new role at LSE, and a very warm welcome. Having been at universities for most of my career, I can say with confidence that LSE is a very special place – a view I hope and expect you'll come to share.

Among the world's leading universities for the study of the social sciences, LSE attracts extraordinarily talented students from nearly 150 countries – making it the world's most truly global institution of higher education. These students are taught by an equally multinational faculty of scholars, all at the forefront of their fields. They are experts whose research is relied upon, and whose advice is regularly sought by governments, businesses, and media. But a truly great university is only as good as its operations, and our professional services staff are equally exceptional, working collaboratively with commitment and creativity.

Our institutional mission is simple and clear: to “understand the causes of things, for the betterment of society.” Fulfilling that mission is possible only because of the exceptional people we recruit. People like you. People we want to take pride in their work and its importance.

Although more than 125 years old, LSE never rests on its laurels, and we seek continuously to respond to the fast-changing world in which we now live. On everything from sustainability and the advance of new technologies to freedom of expression, the role of the social sciences, and more, we look to help achieve global impact and shape the world's future. We do this through our teaching, our research, and the accomplishments of our graduates, who go on to remarkable careers in virtually every field. To make this happen, you also must be able to do your best work, and we are determined to make LSE a supportive and innovative workplace – one in which you feel included and comfortable on our team and can take

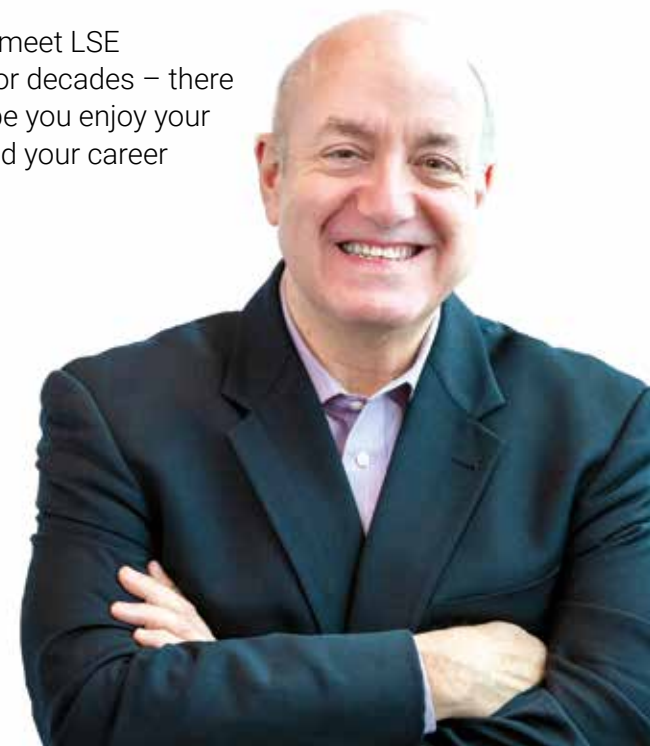
pride. That isn't always easy, and we're far from perfect. But the effort to continuously improve is itself a part of LSE's culture and something we hope you will make part of your experience here too.

This guide is intended to help you navigate your way around LSE by providing useful information to help you settle in, inform you about services available to you, and show how you can contribute to our community.

As an employer, we are committed to the professional advancement and development of our staff. I encourage you take advantage of the many opportunities we offer to maximise your potential. Please also make sure you avail yourself of our range of first-class contractual benefits, including an occupational pension scheme and generous annual leave.

If you haven't already, you will soon meet LSE colleagues who have worked here for decades – there is a reason for that. I very much hope you enjoy your initial weeks at LSE, and that you find your career here stimulating and rewarding.

Larry Kramer
LSE President and Vice Chancellor



Who we are

How we work

The LSE community is 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 your 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 towards one another.
- 6 Sustainability**
Minimise any negative impact on natural and built environments by effectively managing our resources.





Ethics at LSE

Declaration of Interests

You should complete the declaration of interest form as part of your induction through [MyHR](#) and as and when any of your interests change. You should also declare any conflicts of interests as and when they arise through your work, in line with our [Conflict of Interests Policy](#). This helps us to ensure integrity and transparency in decision-making at LSE.

Gifts and Hospitality

All gifts and hospitality should be recorded on the [central register](#) in line with the [Gifts and Hospitality Policy](#). Further guidance on decision making in relation to gifts and hospitality can be found [here](#). Acceptance of gifts and hospitality should not constitute an actual or perceived conflict of interest. Please contact ethics@lse.ac.uk if you have questions regarding the acceptance of gifts and hospitality.

Seek Advice and Raise Concerns

Report and Support: Violence, discrimination and harassment of any kind have no place at our School. If you experience or witness such behaviour, you can report it online through the School's [Report and Support system](#). Reports can also be made on behalf of someone else. If you're unsure if you want to make a report, you can speak to a [Safe Contact](#) for guidance. They will be able to offer further information and support to help you decide if you would like to report your experience to LSE. You can choose to report informally or anonymously and can also request that follow-up action is taken.

Whistleblowing: The School's [Whistleblowing Policy](#) confirms our commitment to ensuring the School has an open culture where individuals feel supported in raising concerns. To facilitate this, the School has appointed EQS, an independent whistleblowing organisation, to provide a free, anonymous and confidential service for all members of the School community. EQS's [Integrity Line](#) allows you to submit a confidential report online from any device. If you choose to report anonymously, you will receive a unique code to provide additional information if needed or track the status of your query. Please email ethics@lse.ac.uk if you would like any further advice or are aware of any unethical practices across our School.

External Funding

If you receive any grants or donations in your role, please make LSE Philanthropy and Global Engagement (PAGE) 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, user-generated data, and data relating to directly identifiable human subjects should undergo ethical review. Please see the guidance on the [Research and Innovation Division](#) webpages and email research.ethics@lse.ac.uk if you have any queries.

Freedom of Speech

Free speech underpins everything we do at LSE. Our School is a place where we come together to effect change and challenge through education practices, academic research and rigorous debate. As a global community of people and ideas, we are committed to encouraging and supporting students, staff and visitors to engage in lawful debate on the most pressing issues around the world. We will always do this as a community, within a framework of tolerance for different points of view. The School, as an institution, does not take a formal position on political or international issues. This includes the units that together make up the School such as Departments, Institutes, Research Centres and Divisions. Instead, the School endeavours to provide a platform to facilitate discourse on contemporary matters by encouraging critical debate, within the law, where the views of all parties are treated with respect. LSE has **clear policies** in place to protect individual's rights to freedom of speech within the law, ensure the facilitation of debates and enable all members of our community to refute ideas.

We ask you to review the School's **Ethics Code and familiarise yourself with the accompanying policies** within your first three months with us. This will increase your understanding of our ethics policies and principles, and enable you to raise any ethical concerns that you may have.

Ethics Contacts

School Secretary:
secretary@lse.ac.uk

Head of Governance Services:
lse.governance@lse.ac.uk

Governance and Ethics Manager:
ethics@lse.ac.uk

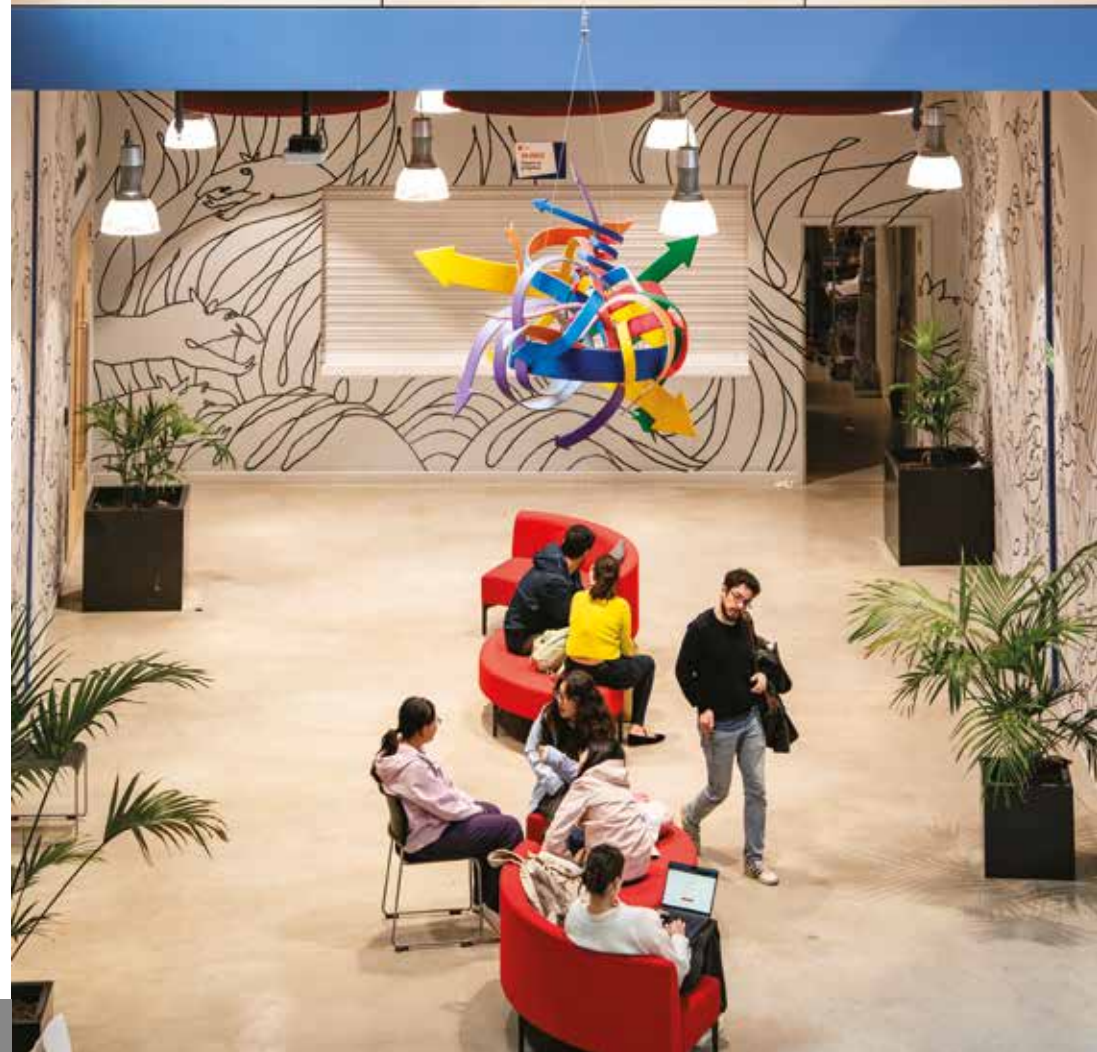
Data Protection Officer:
lse.info.rights@lse.ac.uk

Senior Research Ethics Manager:
research.ethics@lse.ac.uk

Report and Support: edi@lse.ac.uk
(for queries relating to the system)
hr.partners@lse.ac.uk (for queries
related to a report you have
submitted)

Finance (fraud and bribery):
finance.division.frc@lse.ac.uk

For more information, as well as additional guidance and policies, see the **Ethics webpages**.





LSE at a glance

Take a look at our most informative facts and figures.



LSE's Library is **one of the largest social science libraries in Europe**. It has designated status as the British Library of Political and Economic Science from Arts Council England.

Rankings



The Times and Sunday Times Good University Guide 2025 ranked LSE the top university in the UK and named LSE University of the Year 2025.



We are ranked the top university in London by The Times and Sunday Times Good University Guide 2025, Guardian Best UK Universities Guide 2025 and, for the 13th year running, by the Complete University Guide 2025.

Geographic spread of alumni



68,155 – UK
 33,278 – Rest of Europe
 3,510 – Africa
 2,182 – Middle East
 5,486 – Central and South America

6,875 – Central and South Asia
 30,046 – East and South East Asia
 28,263 – North America
 1,781 – Oceania

Academic facilities



LSE has **29 academic departments** and institutes



19 research centres

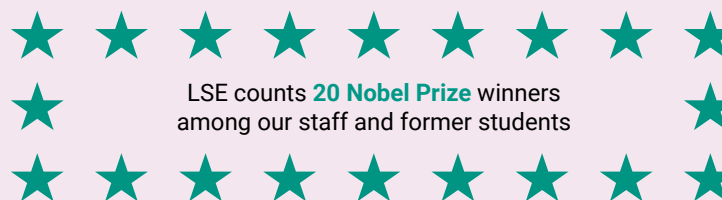


Nine academic partnerships with universities across the world



In 2021 LSE became the **first Carbon Neutral verified university** in the UK.

People



LSE counts **20 Nobel Prize** winners among our staff and former students



Over **40 world leaders** have studied or taught at LSE



We have **233,000 alumni** across the world

Student numbers

LSE received **14.3 applications per undergraduate place** and **5 applications per taught postgraduate place** for the academic year 2023/24.

During that year, LSE had **11,884 full time students: 5,346 undergraduates, 5,498 taught postgraduates and 540 postgraduate researchers.**

Our commitment to equity, diversity and inclusion

A key part of LSE's strategy is to sustain excellence through an inclusive and diverse community. We work to build a School – and a society – in which everyone is able to fulfil their potential, and everyone's contribution is valued. As members of LSE, we are all responsible for interacting with mutual respect and for valuing the multicultural and diverse community that we share.

In support of this, LSE has a number of important initiatives that are designed to lead to equity, diversity and inclusion for us all:

- Our **Race Equity Framework** – Developed to ensure students and staff benefit from a diverse and equitable education, research and work environment, fostering attainment and development opportunities for ethnic minorities.
- **Our Athena Swan Action Plan** has been developed for the advancement of gender equity at LSE. The plan includes actions to embed EDI in departmental culture, support the professional development and pay equity for women on all levels from PGR students to senior leadership, as well as increase support for parents and carers. The School was Awarded the **bronze award for Athena Swan**. The Mathematics and Statistics departments have been awarded the silver and bronze awards, respectively.



- Our **LGBTQ+ Role Models and Allies Directory** provides a network of informal contacts for the LSE community to share experiences, and support and learn from each other.
- The EDI team is taking forward our **LGBTQ+ Action Plan** focusing on community engagement, improving and streamlining our harassment and bullying support and supporting student and staff members of the LGBTQ+ community through initiatives such as the Gender Expression Fund and LGBTQ+ inclusion training for staff.
- LSE is a **Disability Confident Employer** (Level 2) and has a membership in the **Business Disability Forum** (BDF), a not-for-profit organisation that supports other organisations in becoming fully accessible to disabled people. Anyone with an LSE email can access guidance on disability from BDF. **AccessAble** also provides accessibility guides of all buildings on LSE's Campus. A Disability Working Group has been recently established to progress equity of access across the School.
- **Report and Support** is our new case management system to address bullying, discrimination, harassment, sexual misconduct and any incidents motivated by hate or prejudice:





- **Safe Contacts** – LSE Safe Contacts are trained members of staff offering confidential support and guidance to individuals who have experienced bullying or harassment that is homophobic, transphobic, biphobic, racist, sexist or discriminatory in any nature.
- **Report + Support platform** – If you have experienced or witnessed an incident, tell us what happened (this can be done anonymously if you would prefer) and access support online via the platform. All staff are encouraged to use the platform to report any incidents of bullying and harassment.
- **Consent.ed** – LSE's educational programme focused on consent, fostering respectful and inclusive behaviours on campus. All students are expected to participate, though opting out is respected for personal reasons. Staff are encouraged to support students to attend.
- **LSE's Independent Sexual Violence Adviser (ISVA) Service** provides free, confidential, and independent emotional and casework support for any student who has experienced any form of sexual violence, and/or wishes to report this. Staff can signpost students to self-refer into the service for support.
- **EDI Representatives network** – Representatives from each academic department and service unit constitute the network, which plays a leading role in encouraging departments and service units to plan, take action and monitor the development of inclusive, welcoming and equitable study and work environments at local level.
- On the **EDI website** you can find out more about our training and workshops, plus:

- Inclusive EDI **policies** and resources – Find out about LSE EDI Policies; EDI legislation protecting against discrimination; the support available to members of minority groups at LSE, and expert EDI resources from our external partners.
- **EDI News and Events** – Find out about upcoming EDI cultural events and history month activities; and our new space on campus for students to hold gatherings, events, discussions and initiatives that promote inclusivity and intersectionality.
- Supporting departments and service units to undertake **Equality Impact Assessments (EIAs)** of policies and practices; to ensure that they do not inadvertently disadvantage anyone with a protected characteristic and proactively advance equity, diversity and inclusion where possible.

We ask you to complete the following online training during your first three months with us (found on **LSE's learning platform**):

- Equity, Diversity and Inclusion (EDI) Essentials for all staff
- Bullying and Harassment: Effective Interventions (within the EDI all staff learning pathways)
- Addressing Harassment and Sexual Misconduct Affecting Students in Higher Education.

If you would like to find out more about these and other initiatives, and the information and support available to you, please contact EDI via **email**, or visit our **website**.



Get to know LSE

Our Strategy

This is an exciting time to be joining LSE.

The School was founded with the purpose “to understand the causes of things for the betterment of society” and it has been delivering world-leading research and education to that end ever since.

With the arrival of our new President and Vice Chancellor, Larry Kramer, we have refreshed our School strategy – **Shaping the World** – focused on achieving our ambition to be the leading social science institution with the greatest global impact.

The strategy builds on LSE’s exceptional history and sets out our priorities across research, education and student experience, as well as how we will invest in our people, our campus, and our technology and systems. It is built around four core strategic areas:

- Research
- Education and Student Experience
- People and Talent
- Enabling Success

Of course, no organisation can deliver its ambitions without good people.

Each of us has an important role to play in making LSE a great place to work and helping us to progress towards our strategic goals.

You will find out more about our **strategy** and how you can contribute as you get settled in at the School. We look forward to working with you!



Our brand

LSE is a highly reputable and world-leading university with an ambition to be the foremost social science institution with the greatest global impact. In joining the LSE community, you are part of this ambition.

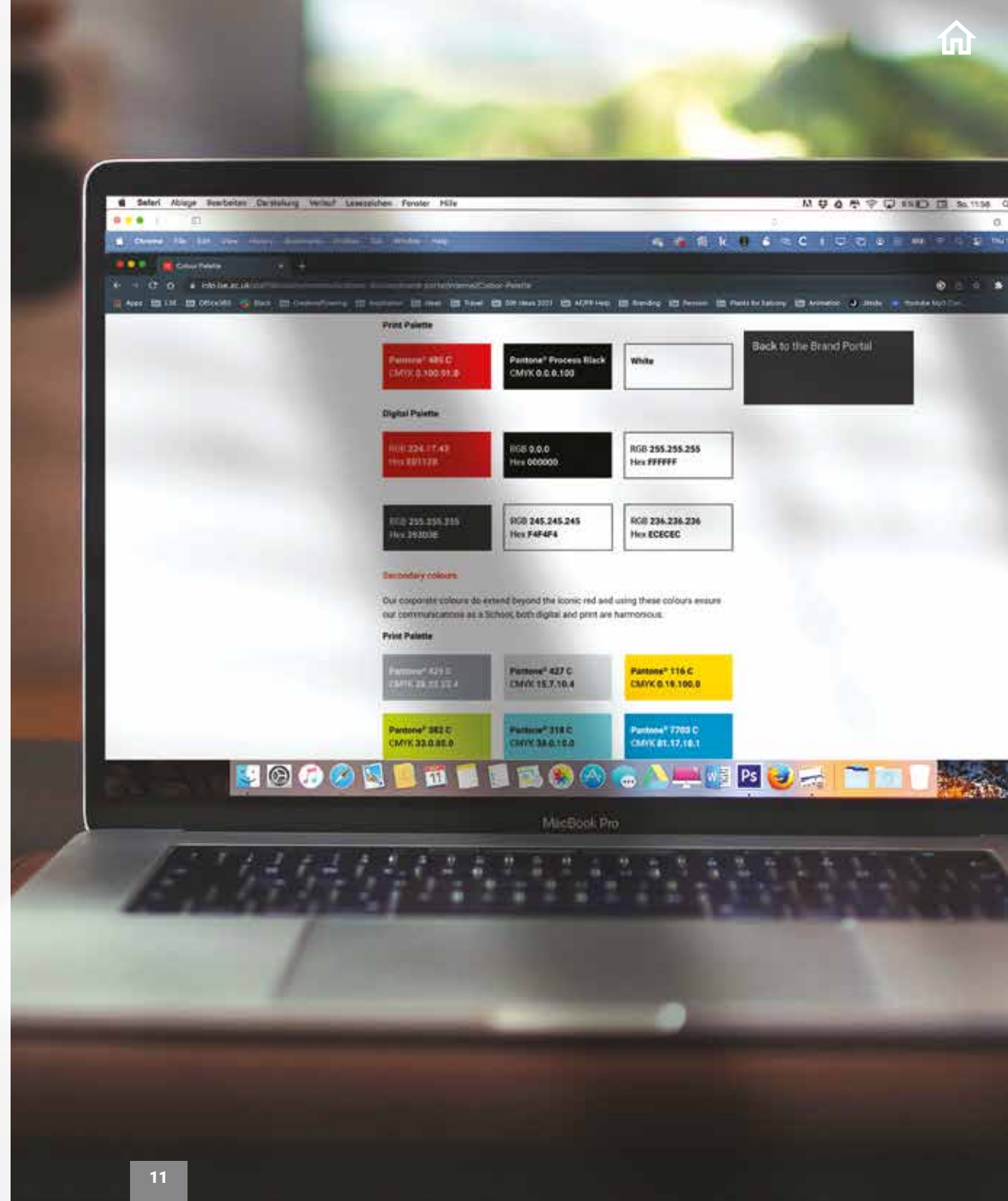
At the heart of our work is a common purpose that explains who we are and why we matter: to transform people and societies by understanding the causes of things.

These motivations come together to form our brand identity. As a world-leading university we interact with thousands of individuals, every single day. It's important to make it easy to understand who we are and what we do, and to represent LSE with accuracy, consistency, and personality. We can do this through our brand values – including our strong visual identity and tone of voice.

If you want to know more about our messaging pillars, house style, and our LSE logo, visit the [Brand Portal](#) and take a look at our quick guide. You can [download your email signature](#) here, too.

We are:

- A world-leading university
- Specialising in social sciences education and research
- People and ideas that transform the world
- An international community rooted in London.



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 [Welcome site](#) 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 how our students can be [Part of LSE](#).

We are enhancing the student experience through a number of collaborative projects, including:



- The introduction of our [Student Communications Identity](#), a framework to support everyone communicating with students, which provides a cohesive look, feel and tone of voice for a more engaging student experience with easy to identify opportunities.
- The [Student Hub](#): this 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 have a number of outlets to engage and share experiences, including our Student Q&A sessions with School leadership, our annual surveys like the Undergraduate and Postgraduate Student Surveys, our consultative forums and more – you can explore these online at [Student Voice](#). Students can share their ideas for positive change via "[Comments, Compliments and Concerns](#)", either by using the [online feedback tool](#) or by scanning the QR code on the branded table tents at receptions and cafes 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 our [Current Students webpage](#) 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.

Opened in 2019, the Centre Building is a state-of-the-art academic and teaching building, designed by renowned architects Roger Stirk Harbour and Partners. The Marshall Building on Lincoln's Inn Fields opened in 2022 and hosts some of our key departments, a teaching and learning hub, multipurpose sports centre, and rehearsal rooms for our musicians.

Our next major project, designed by David Chipperfield Architects, is the Firoz Lalji Global Hub, located at 35 Lincoln's Inn Fields, which will be LSE's first net zero carbon building.

These projects are part of our vision to create the highest quality built environment for our staff and students.

As you'd expect, we're busiest when our students are with us: during the three terms of our School year (Autumn, Winter, and Spring). See our latest [term dates](#) online.



THE MARSHALL BUILDING





What to do before you arrive

1

Make sure that you have received your offer letter via the e-recruitment system which should be signed through this as well. No need to email an additional copy through.

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

Make sure you know how to undertake a right to work check **before** you start work (this includes any training, induction or working remotely) so that you can plan accordingly (please read Point 1 on [page 18](#) carefully). If you require any further guidance or assistance with this, please email humanresources@lse.ac.uk

4

Familiarise yourself with the [Terms and Conditions of Employment](#) for your role.

5

Visit the [Staff Benefits webpage](#) to find out what's available to you as a School employee. Visit the [Welcome for New Staff webpage](#) to access this guide, as well as other information you may find useful, during your first days and weeks.

6

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, you may need to apply for a visa before you can start working in the UK. If you require sponsorship, it will be stated in your offer letter and the Immigration Compliance 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 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 suggested by LSE.

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 Faculty Accommodation at residences.faculty.accommodation@lse.ac.uk, or take a look at our [FAQs](#).

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 a NI number at the age of 16. If you're from overseas and have not had a 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 a 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 a NI number

Please go to the [GOV.UK website](#) for further details and to apply for a National Insurance number online.



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 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

There are several ways to open a bank account in the UK but, most of the time, you will need two documents: one to prove your identity and one to prove your address.

Some online banks, such as Revolut, will accept applications without proof of address. Monzo and Starling are also popular online banks accepted in the UK, but will require you to have a UK mobile number and can only be opened once you have touched down in the country. Monzo and Starling Bank also require proof of address.

A Wise account will allow you to be paid into a UK bank account; many newcomers start off being paid on Wise, as it can be opened immediately over your phone, wherever you are. This is usually only a temporary measure before opening an official bank account in the UK, once you have a set home address.

To open a UK bank account from a physical branch, 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 make sure that you take 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.

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 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, use the [NHS Find GP services](#) tool.
- 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 apply for private healthcare if you aren't eligible for NHS treatment.

When you arrive



Your first days

1

As a UK employer, we have a duty to ensure that all staff have the right to work in the UK before they start. It's really important that you complete your right to work check with HR no later than 9.30am on your first day. You can find HR on the 5th floor of the Lionel Robbins Building; please contact humanresources@lse.ac.uk if you are unsure, or if you will be working for LSE remotely.

Right to work

The way you prove your Right to Work depends on the documents you have. If you have a UK or Irish passport, or a vignette (entry sticker) in your passport, you will need to bring your documents into the HR Division in person to complete your right to work check. Regrettably, we cannot accept scanned copies of documents. If you have an eVisa, or a BRP card you can request a sharecode from the Home Office so that we can conduct your right to work check online. Please send the sharecode to humanresources@lse.ac.uk. Then, we will need to check the image on the Home Office's online service looks like you. We do this by inviting you to join a video-call session with us via Zoom. We hope that you will find the right to work process quick and easy, however if for any reason you are unable to provide proof of your right to work, please do contact us immediately so that we can advise you.

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.

2

After you have completed your right to work check, come to the badging office in the Old Building (Central Badging Office Location: OLD 1.03c) between 9am-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.

3

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

4

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

5

Book yourself onto the next Flying Start Induction through the **Training and Development system**. Flying Start welcomes all staff groups, and is mostly attended by Professional Services staff. If you are a member of academic or research staff, email eden@lse.ac.uk to book yourself onto the New Academic Induction Programme (NAIP). If you are a Graduate Teaching Assistant, contact eden@lse.ac.uk to book onto the GTA Induction.

6

Complete your personal details data and declarations of interest on **MyHR**. This helps us to ensure integrity and equality of opportunity at LSE.





Your induction

Go over your induction schedule with your manager

Inductions are a key part of your welcome to our School.

Local division/department induction: Your manager will go through this with you when you arrive and 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** which is open to all staff groups, the **New Academic Induction** for academics and researchers, and the **Induction for Graduate Teaching Assistants**.

We highly recommend that you book yourself onto the induction(s) relevant to your role – 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!

As well as booking your induction, remember to complete your training modules – see [page 34](#) for details.



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/weeks.



- LSE Building
- LSE Building Development
- Information
- Cycle Hire Station
- Pedestrian Passage

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

AccessAble 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](#).


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. Book your campus tour [here](#).

- 61A 61 Aldwych**
Aldwych
- CBG Centre Building**
Houghton Street
Wheelchair access, lifts
Accessible toilets on all floors
- CLM Clement House**
Aldwych
Wheelchair access, lifts
Accessible Toilets: floors B, 3, 4, 6;
male accessible toilet floor 2
- CKK Cheng Kin Ku Building
(formerly New Academic Building)**
Lincoln's Inn Fields
Wheelchair access, lifts
Accessible toilets: all floors
- COL Columbia House**
Aldwych
LSE Garrick, second floor
Wheelchair access, lifts
Accessible toilets: ground floor
- CON Connaught House**
Aldwych
Wheelchair access, lifts
Accessible toilets: floors 1, 3, 5, 7
- COW Cowdray House**
Portugal Street
Wheelchair access, lifts
- FAW Fawcett House
(Access via Pankhurst House)**
Clement's Inn
Wheelchair access, lifts
Accessible toilets: floors G, 6, 10;
male accessible toilet floor 3
- KGS King's Chambers**
Portugal Street
Student Common Room,
ground floor
- KSW 20 Kingsway**
Wheelchair access, lifts
- LAK Lakatos Building**
Portugal Street
Wheelchair access, lifts
Accessible toilets: ground floor
- LCH Lincoln Chambers**
Portsmouth Street
- SAL Sir Arthur Lewis Building**
Wheelchair access, lifts
Accessible toilets: floors B, LG,
G, 1, 2, 4
- 35L 35 Lincoln's Inn Fields**
Lincoln's Inn Fields
- 49L 49 Lincoln's Inn Fields**
Lincoln's Inn Fields
Wheelchair access
- 50L 50 Lincoln's Inn Fields**
Portsmouth Street
- LRB Lionel Robbins Building,
Library and The Women's Library**
Wheelchair access, lifts
Accessible toilets: all floors
- MAR The Marshall Building**
44 Lincoln's Inn Fields
Wheelchair access, lifts
Accessible toilets: all floors
- OCS Old Curiosity Shop**
Portsmouth Street
- OLD Old Building**
Houghton Street
Wheelchair access, lifts
Accessible toilets: floors B, G, 1, 2, 4
- PAN Pankhurst House**
Clement's Inn
Wheelchair access, lifts
Accessible toilets: floors 1-11
- PAR Parish Hall**
Sheffield Street
Wheelchair access, lifts
- PEA Peacock Theatre**
Portugal Street
Wheelchair access, lifts
Accessible toilets: all floors
- PEL Pethick-Lawrence House**
Clement's Inn
Wheelchair access, lifts
Accessible toilets: floors 4, 6, 8, 10
- POR The Gilded Acorn Bookshop**
1 Portsmouth Street
Wheelchair access, lifts
- SAR Sardinia House**
Sardinia Street
Wheelchair access, lifts
- SAW Saw Swee Hock Student Centre**
Sheffield Street
Wheelchair access, lifts
Accessible toilets: floors B, G, 1-5
- SHF Sheffield Street**
Sheffield Street
- STC St Clement's**
Clare Market
Wheelchair access, lifts
Accessible toilets: floors 1,2,4

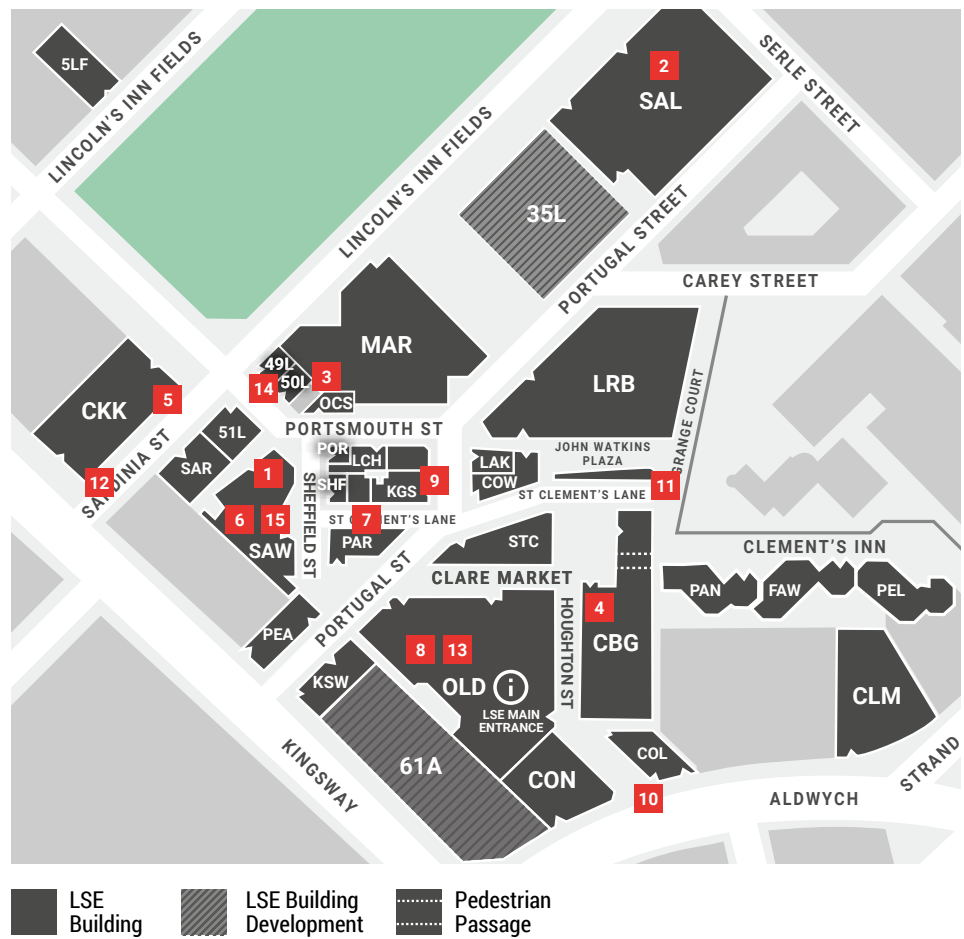


LSE cafes, bars and restaurants

There are plenty of **options** on and around campus for eating, drinking, relaxing or socialising. Our eateries cater for all tastes, dietary needs and budgets. This map can help you to explore what's on offer.



Earn and redeem great deals through downloading our **Food Club app**.



- 1 3 Tuns:** ground floor, Saw Swee Hock Centre
- 2 Bean Counter:** basement, Sir Arthur Lewis Building
- 3 Beaver's Brew Cafe:** ground floor, Marshall Building
- 4 Beveridge Cafe:** ground floor, Centre Building
- 5 Cafe 54:** ground floor, Cheng Kin Ku Building
- 6 Denning Learning Cafe:** first floor, Saw Swee Hock Centre
- 7 Ye Olde White Horse Pub:** St Clement's Lane
- 8 Fourth Floor Restaurant:** fourth floor, Old Building
- 9 George IV Pub:** Portugal Street
- 10 LSE Garrick:** ground floor, Columbia House
- 11 Plaza Cafe:** John Watkins Plaza
- 12 Shaw Cafe (vegetarian/vegan):** ground floor, Cheng Kin Ku Building
- 13 Staff Dining Room and Coffee Bar:** fifth floor, Old Building
- 14 Coopers Restaurant:** 49 Lincoln's Inn Fields
- 15 Weston Cafe:** sixth floor, Saw Swee Hock Centre. This is an event space only.

Being part of LSE



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 – please click on the [Payroll deadlines](#) for this year's payment dates.

So that your pay details are processed correctly and promptly, you must provide our 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 the earlier section about "[Opening a UK bank account](#)".

You also need to provide Payroll 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 you are taxed at the correct rate.

For all payroll enquiries, please email: fin.div.payroll@lse.ac.uk

Annual Leave

The School offers a generous holiday entitlement which amounts to 287 hours (41 days) a year for full-time staff on a standard working pattern, pro-rated for part-time. This total is made up of 175 hours (25 days' annual leave), 56 hours of (8) public holidays, and 56 hours of School closures at Christmas (five days) and Easter (three days). If you are a salaried member of staff, you can book your holiday on [MyHR](#).

Please see our [Annual leave guide webpage](#) for more information.

If you use [MyHR](#) as a new starter, we'd encourage you to use the system to:

- Complete your personal details check: making sure we have your correct personal information, contact details, and relevant data
- Check your work pattern: among other things, having the right work pattern in [MyHR](#) will mean that your annual leave entitlement is calculated correctly
- Submit any Declarations of Interests which may be relevant to your role, in My Requests and Surveys.

MyHR for staff and managers

MyHR is the self-service HR portal which interacts directly with the HR/ Payroll system. You can log into **MyHR** through single sign on with your LSE log in details.

You can find detailed guidance and FAQs about using **MyHR** as an individual and/or manager on our **MyHR support pages**. In **MyHR** for staff, you can use **MyHR** to:

View and update your personal information:

- Personal details (certain fields can be updated)
- Bank details
- 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 on a salaried contract)

- 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 access real time information about the structure of your team.

Submit your declarations of interest, or declare a personal relationship.





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.

From 1 April 2023, SAUL has two membership sections. The section in which you will be enrolled is dependent upon whether you already have any period of membership within the SAUL scheme prior to 1 April 2023.

For individuals who have any period of SAUL membership prior to 1 April 2023, you will be eligible for the Defined Benefit (DB) section of the scheme. This means the benefit you receive at retirement is calculated using a pre-determined formula. You will build up a retirement pension and lump sum with reference to your pensionable pay each year.

For staff commencing employment with the School on or after 1 April 2023 and who do not have any previous period of membership within SAUL, you will be enrolled into the SAUL Start section of the scheme.

This section of the scheme is a Defined Contribution (DC) arrangement (also referred to as a "money purchase" arrangement), which means that contributions from both yourself and the School are invested in your chosen investment fund(s). The value of your fund at retirement will be directly dependent upon the amount of contributions paid in and the investment performance of the underlying fund(s).

After three years of membership within the SAUL Start section of the scheme, members will be automatically moved to the Defined Benefit section of the scheme for future service, unless you make an active choice to remain in the SAUL Start section of the scheme at that point.

The main benefits of the SAUL DB scheme 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.

The main benefits of the SAUL Start scheme are currently:

- Your own individual pension pot into which contributions are paid by yourself and the School
- A choice of investment funds in which to invest your pension pot
- Flexibility at retirement about how to use your pension pot to provide a retirement income or cash sum.

Contributions

- Your contributions are currently 6 per cent of your pensionable salary
- The School currently contributes a rate of 19 per cent of your pensionable salary to the SAUL DB scheme
- The School currently contributes a rate of 16 per cent of your pensionable salary to the SAUL Start scheme. A 15 per cent contribution is invested into your pension pot and 1 per cent is used to provide the Death in Service benefit cover and fund the administrative expenses.

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 for DB scheme members)
- 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 immediate benefits in the event that you die before retirement whilst in employment.

Find more detail about the scheme on the [SAUL website](#) and more information regarding the Defined Contribution section of the scheme on the [SAUL Start](#) area of the 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 (£70,296 for 2024/25), you also automatically partake in 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

- As of January 2024, your contributions are 6.1 per cent of your pensionable salary
- As of January 2024, the School contributes an amount equal to 14.5 per cent of your pensionable salary to USS
- If your salary exceeds the Salary Threshold, contributions totalling 20 per cent 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.

Find more detail about all elements of the scheme on the [USS website](#).

Please note that the details provided here are correct as of January 2025 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.



Health and Safety

We have a range of health and safety policies, procedures and guidance, as well as arrangements in place to enable managers to fulfill their responsibilities in this area.

If you use a computer for a significant part of your work, you will be sent a link to complete an online workstation risk assessment. If you experience pain or discomfort or have had workstation adjustments in the past and have not received a link, contact the **Health and Safety Team**.

Local arrangements

If you are working on LSE premises, 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, the location of your department's fire assembly point, and what to do in a first aid or fire emergency.

Emergencies (First Aid and Fire on Campus)

Our community includes First Aiders who are here to provide assistance to everyone on campus. If you or someone else needs first aid, contact your nearest First Aider (as listed by your department). If no First Aiders are available, call Security on **ext.666** (internal) or **020 7955 6555** from a mobile. In a life-critical emergency, please call **999**. If you call the emergency services directly, let Security know so that they can assist 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: 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 two 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 will 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**. If you have visa sponsorship, you must also let **HR.Visas@lse.ac.uk** know the details of your travel in case it needs to be reported to the Home Office as a change in circumstances.

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 services** that help to keep the School campus a safe environment for everyone.



How we support you at LSE

We strive to support you so that you find the right balance between your role at LSE and the other responsibilities in your life. The next few pages set out some of the key ways in which we do this.

Blended working at our School

We've adopted blended working, which means that many of our staff work remotely for part of the week. It's one of the ways in which we're building and sustaining a culture that is both collaborative and supports a healthy work-life balance. Just visit the **Blended Working** webpages for more detail about blended working and how it can work for you.

Flexible working at our School

Blended working enables many teams to be more flexible in how, when, and where they carry out their work. At an individual level, staff can also request and agree with their manager other changes to their working pattern. You can request a flexible working pattern from your first day at LSE – our **Flexible Working Toolkit** contains everything you might need to explore your options, so you can make an informed choice.

Supporting working parents

LSE's approach to blended and flexible ways of working is complemented by the ways in which we support working parents and carers through enhanced policies and ongoing campus improvements. In particular, we'd highlight the following:

Our maternity leave includes:

- 22 weeks at full pay
- No qualifying period

Our paternity/partner's leave includes:

- 4 weeks at full pay
- No qualifying period.

Also, employees whose babies are born prematurely are entitled to paid neonatal leave for every week that their baby is in neonatal leave care prior to the Expected Week of Childbirth (EWC), up to a maximum of 12 weeks.

Our comprehensive **Toolkit for Parents and Carers** contains policy links and guidance about all of the ways in which we're supporting working parents, as well as how LSE can support you if you have other caring commitments outside work.

Our refurbished New and Expectant Mothers Room provides a comfortable and confidential space on campus so that expectant mothers can rest and new mothers can express and store milk. You can find the room on the first floor of Pethick-Lawrence House (1.02c) which is accessible from the FAW lift lobby – just [click here](#) to see where you can find the building on campus. Visit [this webpage](#) for more details about the **New and Expectant Mothers Room** as well as other useful information, including health and safety support.

We also have a partnership scheme with three local nurseries so that our staff (and students) can access discounted childcare close to campus. Please see our [nursery partnerships](#) webpage for more information about how the scheme works.

More broadly, we're also helping all staff with a range of leave options – including generous compassionate and dependants' leave – through our [Special Leave Policy](#).

Supporting disabled staff

At LSE, we're committed to removing barriers so that our disabled staff can thrive in their role and fully participate in our School community. Awareness raising workshops and training events are arranged throughout the year to support line managers and employees. A range of resources are also available to support staff and managers, including a comprehensive [Disability Policy, Access to Work toolkit](#), and the [Reasonable Adjustments Pocket Guide](#).

The School encourages staff to disclose any disabilities, especially if workplace adjustments are needed to perform their role effectively. Staff may request an adjustment discussion with their line manager directly or via the [MyHR](#) system. The [HR Partnering team](#) and the [Staff Disability and Mental Health Adviser](#) are available for support and advice.



How LSE prioritises your wellbeing

We understand that it's more important than ever that our staff feel able to balance their roles with looking after their own wellbeing. To support our staff, we offer wide-ranging wellbeing resources that are accessible throughout the year, as well as seasonal events and activities that we promote through Staff News and other channels.

You can help to shape what staff wellbeing looks like at LSE. Many of the wellbeing resources that we've developed over the years are the direct result of staff telling us what they'd like to see more of in the School – whether that's expressed in our staff surveys, emailed to our staffwellbeing@lse.ac.uk email address, or just passed on by word of mouth. We are always interested in fresh ideas so please don't hesitate to get in touch.

Our [Staff Wellbeing webpages](#) are your first port of call for what's available when it comes to wellbeing. You'll see that, at LSE, we focus especially on six types of wellbeing. Just click on the links below for a more in-depth look at each category. Alternatively, read on for a quick summary of some of the main highlights when it comes to wellbeing.

- [Mental wellbeing](#)
- [Physical wellbeing](#)
- [Professional wellbeing](#)
- [Financial wellbeing](#)
- [Social wellbeing](#)
- [Environmental wellbeing](#)

Mental wellbeing

Mental wellbeing is a very important priority for LSE and the School invests in a range of resources that all staff can access, as well as encouraging an open and supportive culture when it comes to talking about mental health.



We have an in-house [Staff Counselling service](#) which can provide a confidential source of support for either work-related or personal matters. Alternatively, all staff can access trained counsellors and support specialists 365 days a year through our [Employee Assistance Programme \(EAP\)](#).

We appreciate that peers can sometimes be as helpful as specialists when it comes to talking about our mental health and wellbeing, which is why our [Mental Health First Aid \(MHFA\) Network](#) is so important. The MHFAs are volunteers from around the School (more than 200 at the last count) who have been trained to understand the factors that can affect mental health, as well as to signpost to relevant resources. The network is supported by our [Mental Health Champions](#) who act locally to promote initiatives and encourage conversations.

These are just a few of the key resources when it comes to mental wellbeing. Visit the webpage for more details, which also covers mindfulness (with the [10 Minute Mind](#)), training, guidance and much more. Further on in these pages, the [Professional Wellbeing](#) section also covers some practical tools related to better mental wellbeing.



Physical wellbeing

As you'd expect, LSE's wellbeing resources include ways to support your physical wellbeing. Here are a few suggestions for how you can be fitter and healthier when you're on and off campus.

Support your health with a range of benefits and treatments

Whatever your role, as an LSE employee you can support your physical wellbeing in a number of ways, including:

- **Support with eyecare** for Visual Display Unit (VDU) users.
- **Private Medical and Dental Insurance:** As a School employee, you can take advantage of discounts on health insurance, healthcare products and other services with EduHealth, which is underwritten by Bupa. Just visit the [EduHealth webpage](#) to find out more.
- **St Philips Medical Centre (Pethick-Lawrence House, second floor):** 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.
- **LSE Treatment Clinic (Fawcett House, first floor):** The LSE Treatment Clinic is open Monday to Friday for LSE staff and students. The clinic offers a range of treatments, including acupuncture and reflexology, sports massage and injury rehabilitation, osteopathy and more. Contact enquiries@lsetreatmentclinic.co.uk.
- **Sardinia House Dental Practice (Sardinia House, fourth floor):** Sardinia House Dental Practice is an independent practice which offers discounts to LSE staff and students on most routine treatments.

Access cheaper gym memberships

If you're looking for a regular dose of exercise when you're on campus, the fourth floor of the Saw Swee Hock building has a superb range of fitness equipment and qualified instructors in the Students'

Union Gym. As a member of our 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. What’s more, free guest passes are offered periodically throughout the year so that staff have the opportunity to try out the facilities at no expense, so keep an eye out!

Beyond campus, **ClassPass** offers a hugely flexible way to meet your fitness needs – through the platform, you can buy credits at a special rate to exchange at thousands of studios, gyms, salons and spas. Alternatively, you can sign up via direct debit for a discounted gym membership with Fitness First; full details are available on the **Physical Wellbeing** page.

Professional wellbeing

“Professional wellbeing” covers quite a few different areas – as a general guide, you can think of it as a measure of how staff wellbeing is prioritised throughout LSE’s workplace culture, at both a team and individual level. In practice, this means that you can expect to see wellbeing embedded in both everyday life and formal processes, including ways of working and professional development.

To take one example of what this looks like, the updated **Career Development Review (CDR)** process includes guidance on how to include wellbeing discussions and actions as part of your regular catch-ups and one-to-ones with your line manager. A focus on “professional wellbeing” is also reflected in our training – LSE’s Core Programme includes courses on resilience, working from home, how to cope (and thrive) with change, and much more.

Wellbeing is also built into the documents that support staff whether you’re working on or off campus. For instance, the **Etiquette Guidance for Email and other Online Communication Tools** includes good practice advice about how you can combine using online communications with a healthy work-life balance. More broadly, our **Dignity at Work Statement** contributes to an enabling and inclusive environment, including clarifying conduct expectations and providing examples of positive behaviour.

Practical tools are another way in which we’re embedding a deeper sense of professional wellbeing, such as through our **Wellness Toolkit**, which provides plenty of good practice advice and templates (such as **Wellness Action Plans**) to enable both staff and managers to address wellbeing issues and maintain work-life balance. We also offer a range of menopause support, including our **Menopause Toolkit** and a Menopause Café (run by LSE Power, one of our staff networks) which provides staff with an opportunity to share experiences and raise awareness.

Financial wellbeing

“Financial wellbeing” can mean different things to different people. For some of us, it’s about having a sense of security and feeling that you have the means to cover your needs. It might also be about being in control of your day-to-day finances and developing the financial freedom to make your own choices.





See how you can save with LSE Extras

LSE Extras is the School's lifestyle and benefits platform for staff. As well as allowing you to explore your LSE benefits in one place, LSE Extras enables you to:

- Access discounts and savings on everyday expenditure, from groceries and weekly shopping to weekend activities and holidays
- Get cashback with many premium retailers
- Take advantage of discounts at restaurants, cafés and coffee shops
- Access competitive healthcare schemes and affordable cash plans
- Save even more with seasonal discounts and pop-up offers, and much more!

LSE Extras is smart device enabled. You can create an account shortly after you start with us, simply by visiting the LSE Extras webpage and registering with your name and payroll number. Contact Staffwellbeing@lse.ac.uk if you have any questions.

Empower your financial planning

Working with reputable external partners, we arrange financial awareness webinars throughout the year that are completely free to staff and cover a range of key topics, including pensions, navigating cost of living challenges, mortgages, budgeting and more.

This is just a brief summary of how LSE supports financial wellbeing. For many more ways to save as a member of our staff community, you might like to explore our [Staff Benefits webpage](#), which covers in one place the many perks of being at LSE as well as the weightier policies that support your work-life balance.



Social wellbeing

As you might expect, much of what we mean by “social wellbeing” is about the benefits of bringing people together. If you visit the [Social Wellbeing](#) webpage, you'll find some ideas for getting to know the LSE community. We'd especially highlight [LSE Tree](#), the School's Teams group for casual networking and non-work conversations – it only takes a moment to join and is a great way to keep in touch with what people are up to. The webpage also has details for a whole range of clubs and communal activities. And we'd be remiss if we didn't mention our generous volunteering leave benefit, which allows staff to take up to 5 paid days a year (pro-rated for part-time staff) to actively engage in their communities.



Environmental wellbeing

We're always looking for ways to make LSE's culture, campus and benefits more environmentally sustainable. We'd especially highlight the ways in which you can go green with a cleaner commute. One two-wheeled option is to buy a bike through the School's [Cycle to Work Scheme](#). Simply choose a bike, hire it for an agreed length of time, and – once the hire period ends – you can decide to buy the bike for a fraction of its original value. Take a look now and see how you could save up to 30 per cent! If you're planning on cycling to and from campus, you might also wish to take a look here at the [facilities we have onsite](#), including showers and dedicated cycle parking.

Alternatively, our [Walking for Wellbeing webpage](#) contains plenty of inspiration and guidance if you're investigating clean air routes or are just interested in exploring the local area.

Your data and technology

Our Tech Support 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: tech.support@lse.ac.uk

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

We take your information security very seriously. Our [Cyber 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 [Assistive Tech webpage](#) for more details.

Multi-Factor Authentication (MFA): For an extra layer of security, you will be required to set up Multi-Factor Authentication on your LSE account. We provide guidance on [how to set it up](#).

Remote access: Whether you're on or off campus, you can access files and folders on the School network using our remote desktop, which is available via a VPN service. Visit the [VPN webpage](#) for more details.

Webmail: You can access your LSE email from anywhere, simply by visiting mail.lse.ac.uk and logging in as normal.

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

Cyber security training: We provide a [short, mandatory training course](#) which helps you spot phishing attempts, keep data secure and know who to contact if you have concerns.

Free Microsoft Office downloads: You can get [free copies of Microsoft Office](#) software on up to five desktops (PC and Mac) and mobile devices.



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.

There are two main print collections that you can borrow from:

- 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 titles in 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 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 Library account](#).

Archives and special collections

The Women's Library Reading Room is located on the fourth floor and is where 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.
- LGBTQ+ collections, covering LGBTQ+ 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. Find out who your [department 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 via [Library chat](#). Additionally, you can call us on 020 7955 7229 between 9am – 5pm Monday to Friday.



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 proactive in managing your own career.

For everyone

Over the next few pages, you'll see the specialised training we offer categorised by staff groups. First though, here's a checklist of the e-modules and important actions that all staff need to complete.

Please complete the following e-modules within your first three months at LSE:

- ✓ [EDI training module](#)
- ✓ [Health and Safety workstation training and risk assessments](#)
- ✓ [Cyber Security Awareness](#)
- ✓ [Introduction to Sustainability module](#)
- ✓ [Addressing Harassment and Sexual Misconduct Affecting Students in Higher Education](#)
- ✓ Complete your personal data and declare your interests on [MyHR](#)

✓ Remember to book your induction See [page 18](#).

If you are interested in becoming a First Aider or Fire Warden in your department, you can search the [Training and Development system](#) for these training courses provided by Health and Safety.

Digital Skills Lab (DSL)

The [Digital Skills Lab](#) Lab supports students to gain the digital skills they need now and in their future careers. Our aim is to enable students to become digitally confident social scientists. We offer training and support through our practical, in-person workshops covering Excel, R, Python, Power BI, Stata, Copilot, Tableau, SQL, LaTeX, PowerPoint and more. We also support staff with tailored training, as part of our paid-for service. If your team or department would like to explore this option to support your digital journey, please get in touch! Email digital.skills.lab@lse.ac.uk for more details.

For academic, teaching and research staff

LSE Eden Centre for Education Enhancement

The [Eden Centre](#) is the School's centre of education expertise with a focus on academic staff development, curriculum enrichment, digital innovation, inclusive education and student partnership. We offer a range of development and funding opportunities to all staff at LSE who teach and support student learning, enabling them to develop and share their practice in on-campus and online education, work towards appropriate qualifications, and foster quality teaching in the social sciences.

Every September, the Eden Centre runs the [New Academic Induction Programme \(NAIP\)](#), a four-day welcome and introduction to LSE, institutional life and education at the School for academic, education career track, research and policy staff. Any staff members who miss the NAIP or parts of it are encouraged to contact us at eden@lse.ac.uk for one-to-one guidance from their Eden Centre departmental advisers.

If you are teaching, you are welcome to undertake [LSE's Postgraduate Certificate in Higher Education](#), which is accredited by AdvanceHE at Full Fellowship level. The PGCertHE is designed to support the development of good education practice at LSE in line with the School's strategic ambitions around education and student experience, and includes modules on disciplinary teaching, course design and assessment and feedback.



All academic departments have dedicated **Eden Centre departmental advisers** with a designated senior academic developer and a senior learning technologist attached to each department. Informed by an evidence base of scholarly practice, departmental advisers meet regularly with leadership and academic staff in departments, one-to-one or in small or large groups, to discuss any aspect of teaching practice and education provision in your department (the design and implementation of education-strategy related activities, planning for the start of the academic year, preparations for Annual Monitoring, programme and course design, assessment and feedback and the use of technology in enhancing education, etc.).

The Eden Centre runs **Atlas**, a comprehensive programme of events and development opportunities for all academic and research staff covering key thematic areas: developing teaching, inclusive practice, course development and review, academic mentoring and the use of technology in teaching and learning. Our Atlas events are designed to advance formal progression and informal development through:

Workshops on innovative teaching practice in the classroom, simulations, and the connections between education and research. Eden also offers the opportunity to participate in networks and practice exchange forums for education career track **staff** and **academic mentors**. In addition, bespoke workshops can be arranged aimed at supporting department-specific needs.

- The Eden Fellows HEA scheme is a supported route to Fellowship of the Higher Education Academy (HEA). The Eden Fellows HEA scheme supports you in the process of reviewing your experience in teaching and supporting learning, and to plan further professional development. Experienced Academic staff who have a track record over at least three to five years of excellence in teaching and/or pedagogical innovation might wish to consider applying for Senior Fellowship (SFHEA).

The Eden Centre also has an ever-expanding range of online **resources**, including:

- **Eden resources** on course and programme design, pedagogies and strategies, and feedback
- **LSE Assessment Toolkit**
- **LSE Academic Mentoring Portal**
- **LSE GTA Portal**
- **LSE Undergraduate Research Portal**
- **Inclusive Education at LSE**
- **LSE Higher Education Blog**.



The **Eden Digital team** provides advice and support in the use of technologies to enhance and innovate teaching and learning at LSE. They work with academics and professional staff to encourage and support the engaged, innovative and critical use of technology for education. They also manage the School's VLE (Moodle), the lecture recording capability (ECHO), Zoom for online lectures, seminars and classes and the use of a number of other systems such as personal response systems, e-assessment and social media.

The Eden Centre is responsible for several **education enhancement funds** for staff interested in curriculum enrichment, inclusive education, digital innovation and student partnership initiatives.

We publish a newsletter outlining education events and activities. Please get in touch at eden@lse.ac.uk if you would like to be added to the mailing list.

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, research 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, research and education career track staff about developing their careers.

The School is also actively engaged with The Concordat to support the career development of researchers, setting out the expectations and responsibilities of researchers, their managers, employers and funders in managing the career development of the researcher. Please see **The Concordat and Action Plan webpage** for further information.

Research and Policy Staff Development

LSE recognises the importance of personal and career development for research and policy staff at all stages of their career.

The **Research Information Sessions (RISe) programme** is the Research and Innovation Division's training and development programme. It provides a range of workshops, seminars and panels that support staff in realising their research and innovation goals. The programme covers a broad range of topics including research funding development and management, innovation and intellectual property, and knowledge exchange and impact. Workshops are delivered by professional services and academic support staff from across LSE, led by Research and Innovation. As your research career develops, and the research and innovation funding landscape evolves, you may use the sessions to build and develop the skills you need to flourish.

Further knowledge exchange sessions are run by the **KEI Integrated Service (KEIIS)** team through their training programme. The sessions are primarily aimed at researchers of any level. View upcoming sessions **here**.

Key contacts

For further information on research and policy staff resources, please visit the Research and Policy Staff Development website. For RISe, please contact rescon@lse.ac.uk. For KEIIS, please contact research.kei@lse.ac.uk



For professional services staff

Managing Your Career

At LSE, we are not only passionate about your role and career development with us, but also overall upskilling and professional growth. We like to reflect this in the wide range of growth opportunities and services that we offer, including:

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

Apprenticeships: a variety of apprenticeship programmes are available, giving you the opportunity to gain professional qualifications and the skills required to assist you with preparing for a future role, or to thrive within your current role.

Career Development Guide: full of advice, guidance and practical steps to help you navigate and advance your career. Learn from case studies of LSE staff who have successfully developed their careers and explore the many hints and tips to equip yourself with the skills to help develop your career in the way you choose.

Career Development Review (CDR): the annual review enables you and your manager to set objectives, explore development needs and discuss your career aspirations.

Leadership and Management Development: a full range of courses and programmes to develop new and existing managers and leaders.

Mentoring: being part of the **Mentoring Scheme** gives you the opportunity to learn from the knowledge, skills and experience of a mentor, on a one-to-one basis.

The **BAME Mentoring Scheme:** supports career progression for BAME staff members through one-to-one mentoring or mentoring circles.

Coaching: Coaching aims to provide a safe space for you to discuss your professional and growth issues in a confidential setting, one-to-one, with a coach.



We also offer **Secondments** to give you the opportunity to broaden your skills and knowledge by undertaking a fixed-term role in another part of the School. Our Job Shadowing Scheme gives you the opportunity to work alongside a colleague and gain an insight into their role.

Personal Effectiveness

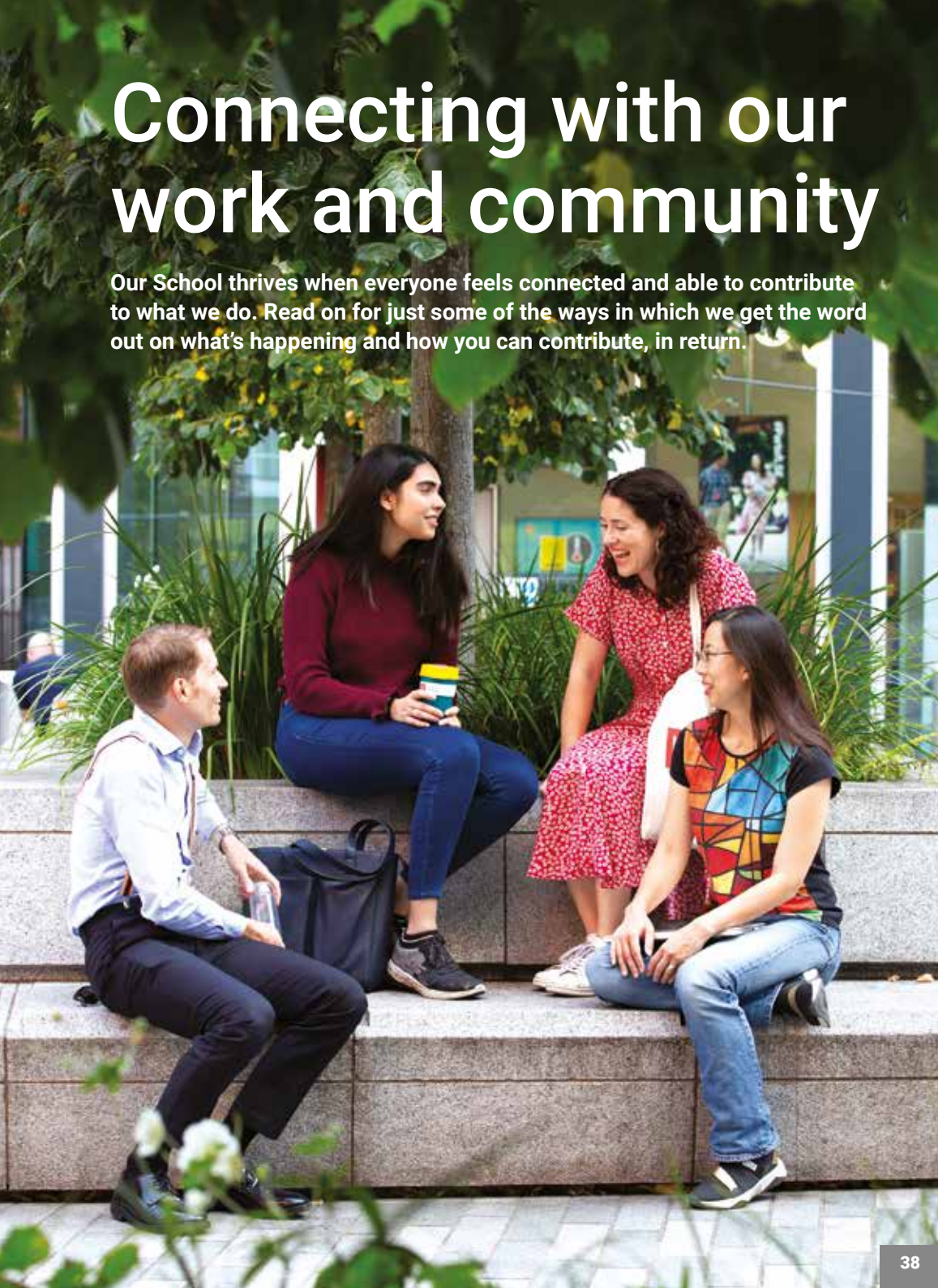
Our learning and development offerings are not just about progressing your career, they are about providing the right support to enable you to develop yourself to the full as an individual. They include our **Career Development Programme**, one-to-one coaching, our **Learn for You scheme**, and funding for **external courses** and qualifications.

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.

To find out more, please visit our **Organisational Learning webpages** and get in touch with us at: hr.learning@lse.ac.uk

Connecting with our work and community

Our School thrives when everyone feels connected and able to contribute to what we do. Read on for just some of the ways in which we get the word out on what's happening and how you can contribute, in return.



Find out what's happening at LSE

LSE Staff News and staff webpages

We publish a regular newsletter called Staff News featuring the latest across LSE, with updates, news, achievements, training opportunities, wellbeing activities, upcoming events, campus developments, staff awards, interviews with colleagues, research and more. This is emailed to all staff on a Thursday – weekly during term time and fortnightly outside of term. You can explore the [Staff News archive](#) if you've not yet started receiving your copy directly to your inbox. Keen to nominate a "Star of the Week" or share some news? Submit your content to the [Newsletter Submissions Form](#).

From our [staff home page](#) you can find quick links to day-to-day services and sites, including [MyHR](#) for booking holiday and finding payslips), LSE Extras (lifestyle and wellbeing benefits), policies and procedures, the School directory, Human Resources, information on upcoming events and more.

Sharing your views and taking part

Playing an active role in the community is an important part of keeping LSE's values alive. Throughout the year there will be opportunities to engage in discussions, share your views, take part in consultations, attend Town Hall events with members of the School Management Committee and more. These will be shared in Staff News and through email.

In addition to using your voice, we hope you'll also make the most of some of the fantastic opportunities LSE offers, including:

- Our world-class public lecture programme with over 150 events, where you can hear from world-leading experts and [join the global debate](#)
- Our Thursday concert series, running during term time
- Our staff social engagement opportunities and celebrations.



More ways to connect with our work and 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 at media.relations@lse.ac.uk 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. LSE has accounts with Facebook, X, Instagram, LinkedIn, YouTube and TikTok. If your role involves working with social media, we can provide guidelines and tutorials on best practice.

Keep up to date with LSE research and impact

Our award-winning online [Research for the World](#) magazine brings you social science research and expertise from LSE that tackles some of the most pressing issues facing us today – [subscribe here](#). You should also check out [LSE Blogs](#) which contain cutting-edge thinking and commentary from across the social sciences and are read by more than 100,000 every week. Listen to [LSE iQ](#), the award-winning monthly social science podcast from LSE. Plus, you can see our latest research videos and listen to our podcasts on [LSE Player](#).

Supporting your communications

If your role involves communicating either inside or outside our School, we have experts across our Communications Division who can help. Join the [Communications Network on Teams](#) to link up and hear the latest news.

Internal Communications

The Internal Communications team is here to help make LSE a great place to work and study – connecting our community and bringing our work to life. We

also equip staff and students with the information, tools and resources to navigate our School, so you feel empowered to contribute and work in partnership with each other. Get in touch at communications.internal@lse.ac.uk

Digital Communications

The [Digital Communications 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.

Brand, Design, Film and Audio

You can find templates for materials such as presentations, posters and reports, along with the LSE Style Guide, on [LSE's Brand Portal](#). If you need professional design work, get in touch with our [Design Unit](#).

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 with policymakers 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.

They work to make sure that LSE's public affairs activities are joined up, and are always available to help maximise engagement, so let them know how they 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 [LSE Communications webpages](#).

MyHR

Please ensure you complete and keep your personal data up to date on [MyHR](#). This will help us to build a more accurate picture of our diverse staff community and allow us to identify inequalities and opportunities.

Your data allows the School to put in place appropriate measures that enhance the employment experience for everyone.

Staff networks

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 [staff networks](#)? Each one gives you the opportunity to have your say on what goes on, to advocate for change, support others and be supported yourself.

LSE EmbRace



EmbRace champions a “no decision about us, without us” approach because decisions about Black, Asian and minority ethnic staff and students should be well informed. EmbRace also provides development and networking opportunities for all members. EmbRace is proud to work with the entire LSE community to enable progress within the School and beyond, and to champion racial equity and diversity. Stay connected and informed by [subscribing to our newsletter](#) and joining our [Teams channel](#).

Contact: embrace@lse.ac.uk

LSE Power – Professional Women’s Network

[LSE Power](#) aims to engage with professional services staff of all gender groups within LSE to encourage and champion behaviour change and development of School policy and practice towards gender equity. The Power network also provides professional development opportunities including training, networking, and events. Stay connected and informed by [subscribing to our newsletter](#) and joining our [Teams channel](#).

Contact: professional.womens.network@lse.ac.uk

The [Gender Equity Allies programme](#), within LSE Power, is open to all who identify as male, to give all staff the opportunity to advocate for gender equity. To find out more, join [LSE Power](#) on [Teams](#) and contact the [Gender Equity Allies team](#).

Parents and Carers Network

The [Parents and Carers 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 work with the School to improve policies and the working lives of parents and other carers; which will be of benefit to the whole School. Stay connected and informed by joining our [Teams channel](#).

Contact: parents.and.carers.network@lse.ac.uk

Spectrum

Spectrum is the network that supports and represents staff from lesbian, gay, bi, trans and queer (LGBTQ+) and other minority sexual orientation and gender identities. Spectrum's main aims include visibility and representation, culture and education, social networking and support on issues relating to LGBTQ+ equality and staff.

Stay connected and informed by [subscribing to our newsletter](#), joining our [Teams channel](#) and following us on X (previously known as Twitter).

Contact: spectrum@lse.ac.uk

Disability and Wellbeing Staff Network (DAWN)

DAWN is LSE's Disability and Wellbeing Network for Disabled staff and interested non-Disabled staff. DAWN works to promote inclusion and accessibility at LSE and provide support and guidance to Disabled staff members. We aim to provide a truly inclusive environment in which no Disabled member ever feels excluded or unable to participate due to their disability, is able to network and engage with other Disabled staff members and allies to discuss disability-related issues, and can enjoy fully inclusive social events. Stay connected and informed by joining our [Teams channel](#).

Contact: dawn@lse.ac.uk

Gender Equality Forum (GEF)

The Gender Equality Forum is an independent staff network that works as an advocacy and support network for academic staff at LSE. The GEF is committed to addressing all aspects of gender inequality in pay, access and culture. The GEF meet once a term to discuss items raised by members; they use online email consultation on specific topics of concern.

Contact: s.c.ali@lse.ac.uk, k.m.millar@lse.ac.uk, e.k.knott@lse.ac.uk

Other networks

Early Career Researcher Network

The **LSE Early Career Researcher (ECR) Network** is open to all staff who identify as early-career with regards to their research and are typically within 10 years of their PhD award date. The Network encourages LSE Fellows, and Policy and Research Staff as well as Faculty to join.

The ECR Network aims to:

- Build a community for peer-to-peer learning, support and interaction
- Empower ECRs to co-develop training and events at LSE
- Contribute to the Researcher Development Concordat and amplify ECR voices and representation.

Stay connected and informed by joining our Teams channel. If you would like to discuss your membership, please get in touch with Dr Magdalena Walbaum (M.Walbaum@lse.ac.uk) or Dr Jasmine Virhia (J.Virhia@lse.ac.uk).





LSE Events

Everyone is welcome to attend [LSE's public events](#), where some of the most influential figures in the social sciences can be heard. We work with academic departments to put on high-profile events, every evening (Monday to Thursday) during term time. All events are free, open to all and are ticketed when demand is high.

Join us in-person on campus or on [LSE Live](#), our online streaming LSE events experience that allows audiences across the world to tune in and join the global debate at LSE. All events are free and open to all. Browse our LSE Events leaflet to find out what's on each term. Published at the start of each term, you can download a copy from the [LSE Events website](#) or pick up a copy from the receptions of most buildings on campus.

LSE also has a vibrant [Arts and Music programme](#), with a series of lunchtime concerts on Thursdays in the Shaw Library. These concerts regularly showcase an impressively international spectrum of musicians, and now rightly enjoy a reputation for both their quality and popularity. The annual Spring and Christmas Concerts are held in the beautiful surroundings of St Clement Danes Church. We also have an LSE orchestra and choir with their

own professional conductors, various film, art and photographic student societies and regular public exhibitions held in the Atrium Gallery. [LSE Chill](#) is LSE's performance night for staff and students on the last Friday of every month (in term time).

The [LSE Festival](#) is an intellectually stimulating series of events, which engages a wide public audience with LSE research and expertise. It brings together global leaders, innovators and change makers to investigate how we can learn lessons from the past, tackle the challenges of today and shape the future. The Festival draws on key thinkers as well as world-class LSE academics. All events are free to attend and open to all.

[Sign up to our e-newsletter](#) to be the first to know about newly announced events. Follow us on [X](#) and join the debate using hashtag [#LSEEvents](#). Catch up on podcasts and videos of most LSE events, available online at [LSE Player](#) and [LSE's YouTube channel](#).



Sustainability at LSE

Creating a sustainable LSE is one of the key commitments of our School strategy, but it also requires us all to play our part.

LSE's commitment to sustainability is stronger than ever. You are joining a university that looks to embed sustainability throughout every part of its operations – from your course content to the research we publish and the way we run our campus. In 2021, we became the first UK university to be verified Carbon Neutral and we are working hard towards achieving a net-zero campus by 2050. On top of that, we sell healthy and sustainable food on campus, work in partnership with organisations outside LSE to progress the sustainability agenda and explore ways to enhance biodiversity at LSE (Zac Efron has even visited the bees on LSE's rooftop for a Netflix documentary!).



Doing your bit

Exemplify LSE's sustainability mantra: Reduce, reuse, recycle!
Embrace being **Digital Smart**:

- 1 Keep it on the screen – only print if it is absolutely necessary.
- 2 Collaborate online – could you organise an online meeting rather than travelling?

For local travel, adopt public transport. If you need to travel abroad, consider if the journey can be taken by train. Taking the Eurostar from London to Paris reduces the carbon impact by 90 per cent! If you do need to fly, please always book economy as this releases lower emissions.

- 3 Rationalise
- 4 Think before you buy – could you borrow or rent instead? If you are buying, think about sustainability factors, such as: can an item be recycled, is it made of recycled materials, is it made of sustainable materials (eg, FSC wood), is it locally sourced, etc.

Think about small changes you could make at work for big impact, including:

- Avoid using disposable items and switch to reusables eg, coffee cups and water bottles

- Recycle your waste correctly using our **available recycling facilities**. Consider how you can keep items in use for as long as possible to avoid waste in the first place
- Switch it off! Save energy by turning equipment and lights off when not in use. Check out **this article on energy saving tips** – hopefully saving us all some money, too! To help reduce need for heating and cooling, adapt your clothing to the season (winter jumpers!) and report faults to the **Estates Helpdesk**.

Learn more and get involved

- Take the **Sustainability training module** on Moodle
- Familiarise yourself with and put into practice the principles of our **Sustainability Strategic Plan**
- Join or start a **Green Impact team** to improve sustainability within your division, department, office, hall of residence
- Contact us at **sustainability.team@lse.ac.uk**
- Visit us at **lse.ac.uk/sustainablelse**
- Subscribe to our monthly newsletter, **Green Flash**, for updates, news and opportunities
- Follow us on **Twitter, Instagram, Facebook**.

#SustainableLSE


Creating a Sustainable LSE is a key commitment of LSE's strategy and a guiding principle of our Ethics Code. LSE works to continuously reduce the environmental impacts of its operations and embed sustainability in everything it does.



in 2020 we released our [Sustainability Strategic Plan](#) in consultation with the LSE community. Using the plan as a guiding force, LSE Sustainability team works with stakeholders across the School to continuously reduce our environmental impacts and educate stakeholders.



Education
Embedding sustainability across our teaching and learning experiences



Research
Shaping the global sustainability debate through our research experiences




Engagement and Leadership
Deepening public discussion on sustainability across the world



Investment
Making sustainability a key part of our investment decisions



Collaboration
Working in partnerships within LSE and externally



Our School
Reaching net-zero carbon and reducing our direct environmental impacts



At least 99% electricity sourced from renewables



40% Carbon reductions since 2005 scope 1 and 2



62% waste reused, recycled or anaerobically digested



We all have a part to play in our roles to improve sustainability efforts. Please see [page 42](#) for more information on how to get involved with sustainability at LSE.

Celebrating our community

At LSE, 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 and enhancing the experience of everyone who works at LSE.

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.

The LSE Festival, held annually, brings together global leaders, change makers and world-class LSE academics to investigate how we can learn lessons from the past, tackle the challenges of today and shape the future. Visit the [LSE Festival webpage](#) to see the programme of events for the current LSE Festival and to experience those held in recent years.

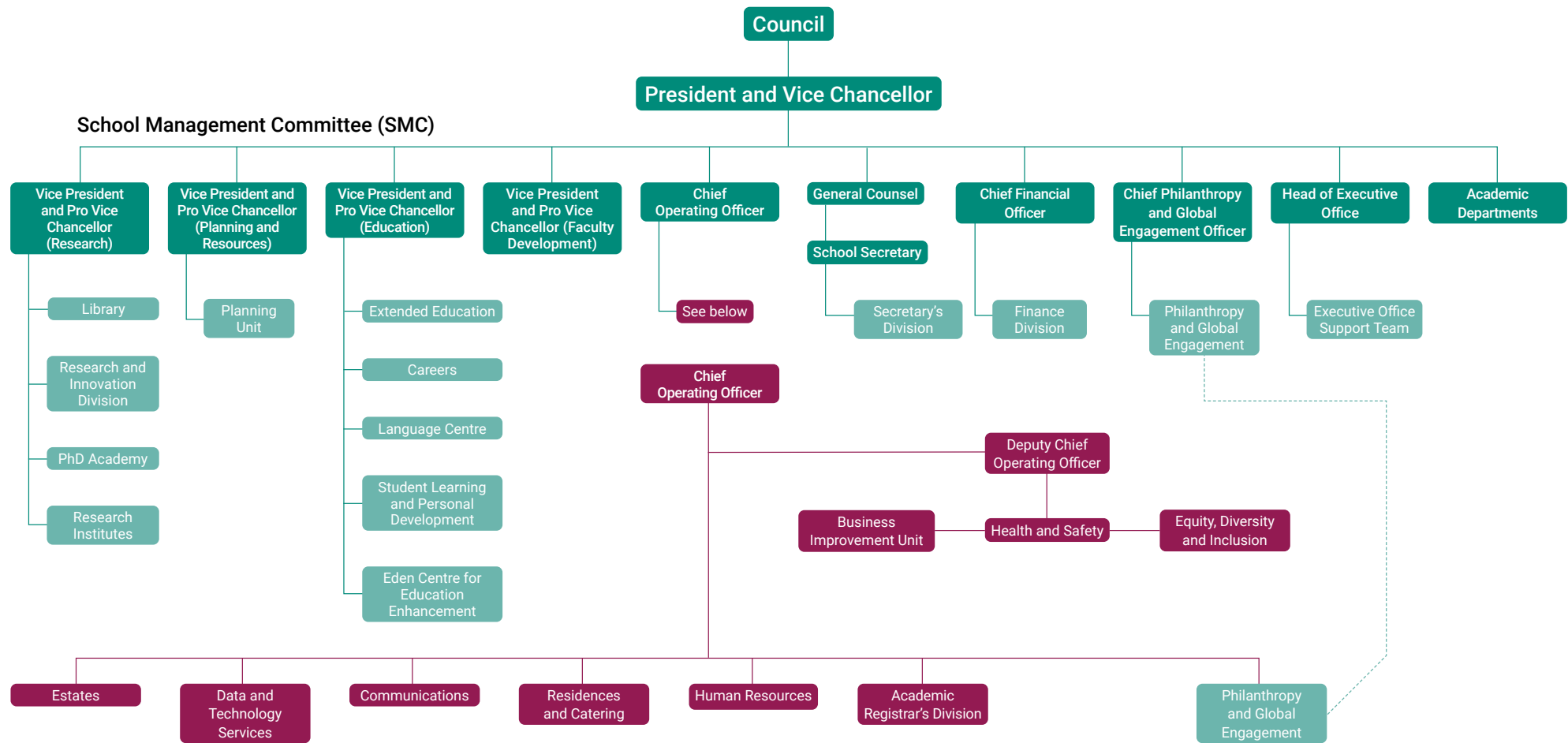
Through our Events office, we also organise **staff parties** throughout the year, whether it's Afternoon Tea with the Director, the Children's Christmas Party, Director's Christmas Party for staff, or the Party on the Plaza (our big summer event!).

These are just some of the ways in which celebrate our unique community. Visit the [We are part of LSE webpages](#) to find out more.





Our structure





Useful links

[Welcome for New Staff](#)

[LSE Staff](#) Quick links and School news

[Key information for staff](#)

[Finding your way around LSE](#)

[MyHR](#) Self-service portal

[Webmail](#) Work email

[Remote Access](#) School resources

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 hr.learning@lse.ac.uk



Your key contacts

Here are some key contacts during your time with us.

Emergencies on campus	666 (or 020 7955 6555 from a mobile or external phone)	
Emergencies off campus	999 in the case of emergencies or 111 (NHS Direct) in the case of non-emergency situations	
LSE main switchboard	020 7405 7686 (8.30am to 5.30pm, Monday to Friday)	
24-hour security control room	020 7955 6200 (or extension 7111)	
Estates Help Desk (general enquiries)	020 7955 7956 (8.30am to 5pm) (or extension 7956)	
Estates Help Desk (emergency)	020 7831 8713 (8.30am to 5pm) (or extension 2444)	
Dental Practice	020 7404 8600	info@sardiniadental.com
Human Resources (HR)		humanresources@lse.ac.uk
Tech Support (24 hour service)	020 7107 5000 (or extension 5000)	it.servicedesk@lse.ac.uk
Lost Property Office	020 7955 7988 (or extension 7988)	lost-property@lse.ac.uk
LSE Residential Services Office	020 7955 7531 (or extension 7988)	accommodation@lse.ac.uk
Porters	020 7955 6760 (or extension 6760)	estates.porters@lse.ac.uk
Postroom	020 7955 7989 (or extension 7989)	estates.postroom@lse.ac.uk
Reprographics	020 7955 7986 (or extension 7986)	repro.admin@lse.ac.uk
Staff Counselling Service		staff.counselling@lse.ac.uk
St Philips Medical Centre (Pethick-Lawrence House)	020 7611 5131	
Treatment Clinic		enquiries@lsetreatmentclinic.co.uk



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Click on any the items to be taken to the page with the relevant information

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February 2025

All information is correct at time of going to publication.

This document is reviewed and edited annually by the Organisational Learning Team.

Thank you to all staff across LSE who have contributed content and to the Design Unit for production. Please send any updates and corrections to: hr.learning@lse.ac.uk

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