

Welcome Pack:

Introduction to the University of Bath

| Workforce Development

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Welcome to the University of Bath

This helpful welcome pack includes all the information you should need to get started at the University, as well as introducing you to a few friendly faces.

We have included some introductory videos, as well as a list of resources to help you easily find the information you require.

There is also a [welcome and orientation event](#) where you can hear from a variety of speakers and start to develop your network.



I Hear from **our people**

What different roles are there at the University?

What do people enjoy about working here?

What inspires them?

Watch the video to hear from our people:



[Watch the video](#)

I Hear from **HR**

How many people work at the University and what are they like?

When are you likely to come across HR and who should you speak to for advice and guidance?

Hear from Richard Brooks,
Director of Human Resources:



[Watch the video](#)

Safety, Health and Employee Wellbeing

I Safety, Health and Employee Wellbeing

The University prioritises safety, health and wellbeing of our community. We recognise that providing a safe and healthy working environment helps to create a thriving, sustainable and inclusive workplace.

Induction training

To get you off to a good start at the University, there are some training modules you will need to complete.

As well as the [mandatory training for all staff](#), there are specific [Health and Safety modules](#) on moodle. Talk to your line manager about which of these modules are relevant to you.

Workstation

Using a workstation shouldn't result in injury or ill health. After a few weeks of using your workstation, you should [complete a workstation assessment](#) to help keep you safe and comfortable.

Incident reporting

Incident and near miss reporting are critical tools for the improvement of health and safety standards in the workplace. If you have, or witness, a health and safety incident or near miss, on or off campus, please [fill in an incident report](#).

Fire safety

The University of Bath takes the risk of fire incredibly seriously. All staff should undergo their [Fire Safety Awareness training](#). SHEW also provide [Fire Warden training](#) for any staff who wish to be fire wardens.

PEEPS, Personal Emergency Evacuation Plans

In the event of fire, you should be able to reach a 'place of total safety'. If you may have difficulty in evacuating a building for any reason, even temporarily, you may need a PEEP.

Risk assessments

Risk assessments are vital to the safe running of the University. Line managers and supervisors (which includes PIs who supervise PhD students) are responsible for making sure risk assessments are complete for all works they oversee, supervise, or manage. [Learn more about how we manage risks at the University](#).

Workplace adjustments

As part of our commitment to providing an inclusive workplace, the University will support staff by identifying and implementing workplace adjustments where we can. The University has access to specialised occupational health advice where required. If you need support, please contact your [HR Advisor](#) to discuss your specific needs.

Wellbeing

At the University, we follow the Promote, Prevent, Support framework in our approach to staff wellbeing.

You can find out more about this and the resources available in our bitesize e-learning modules. [There's a module for all staff](#) and an additional [module for managers](#).

The following page also outlines our three-tier approach and some examples of the resources and support available.

I Employee Wellbeing

Promote; taking a proactive approach towards wellbeing and encouraging everyone to consider their own and their colleagues wellbeing.

- ✔ A key resource available to staff to help with this is our Wellbeing Champion Network. This is made up of volunteers from across the University who play a vital role in helping us achieve our wellbeing aspirations and can signpost you to internal and external support services. [Find out more about the network and our champions](#)
- ✔ We also promote the development of personal Wellbeing Action Plans, which can remind us what we need to do to stay well at work. [Download the Wellbeing Action Plan template](#)

Prevent; be aware, then prepare to take action to manage situations that impact on your wellbeing or that of your colleagues.

- ✔ [The Workplace Wellbeing Wheel](#) is a valuable tool you can use to keep track of seven key areas related to wellbeing. It will help you recognise what areas are effective and working well, and identify any causes of concern. You can use it in your 1:1s with your manager to consider and agree reasonable and practical actions that can be taken to manage any sources of concern.
- ✔ We offer regular training on a variety of topics such as Mental Health, Stress, Resilience and Wellbeing.
- ✔ Find out more about our upcoming [Mental Health and Wellbeing workshops](#)
- ✔ [The Development Toolkit](#) is available to all staff and includes over 3,000 resources on a range of topics, including wellbeing.

Support; spot the signs and respond.

- ✔ There are times when we all need some extra support to balance the demands of everyday life. As an employee, you can access help and advice free of charge whenever you need it with our confidential counselling services. [Health Assured](#) offer in the moment support from a team of professional counsellors 24 hours a day, all year round. They also offer practical support and information on a wide range of workplace and personal issues.
- ✔ For further information on wellbeing at Bath, visit the [staff wellbeing web page](#)
- ✔ Further information can be found on the wellbeing pages: www.bath.ac.uk/topics/staff-wellbeing/

Equality, Diversity and Inclusion

(ED&I)

I Equality, Diversity & Inclusion (ED&I)

- ✔ Building an inclusive environment is everyone's responsibility. We are all diverse. We all have unique needs and capabilities.
- ✔ At the University of Bath we value, promote and celebrate inclusion, challenge discrimination and put belonging at the heart of everything we do.
- ✔ We aim to be an inclusive university, where difference is celebrated, respected and encouraged.
- ✔ We all have the responsibility to become aware of our unconscious biases and privilege, and then challenge our invisible discriminators.
- ✔ At the University we do this by understanding why this affects all of us through the legal, business and moral lenses. By getting involved in key initiatives, learning how to engage in inclusive practices and making the most of the Universities EDI resources and community.

Staff Networks and Groups

Our Staff Networks are dedicated spaces for colleagues sharing particular circumstances or characteristics to connect with others and share their experiences.

- Kaleidoscope LGBTQ+ Staff and PGR Group
- aFLAME Disability Network: Staff and PGR
- Senior Professional Services Women's Leadership Network
- Parents' Network
- Mosaic
- No Kidding Network and Support Group
- Menopause Support Group
- Neurodiversity Network
- Women's Network – Career, Growth and Community
- Research Enablers Network
- Staff Men's Network
- Carers' Support Network
- Loss and Grief Network
- International Staff Network
- Women Academics CAN

If you have any questions about our Networks and groups, you can contact us via email: diversity@bath.ac.uk

For more information:
bath.ac.uk/professional-services/equality-diversity-and-inclusion

Sustainability and Climate Action

I Sustainability and Climate Action

At Bath, you're part of a community of change makers and as a member of staff there are many ways that you can get actively involved in taking climate action.

Our University has committed to transformational change to tackle the climate crisis and, to achieve our ambitious goals, everyone needs to be part of driving change across all areas of our work and community.

Here we've shared lots of ways you can take meaningful action to create impact. If you have other ideas or questions though, you can contact climateaction@bath.ac.uk.



- ✓ Take action: find out how you can be supported in taking action in a lab or office, or through your teaching and research
- ✓ Buy less and buy better: purchasing goods and services accounts for around 1/2 of our total carbon footprint
- ✓ Travel less and travel better: travel represents about 2/5 of our total carbon footprint
- ✓ Change your commute: find out how active travel is supported by the University, including providing cycle to work and EV salary sacrifice schemes
- ✓ Volunteer: you could be a Climate Ambassador or join a Green Team
- ✓ Learn more:
 - Attend a Climate Literacy course
 - Explore our webpages
 - Subscribe to our Climate Action Blog
 - Read our latest Annual Report
 - Discover climate change news from across the University

For more information:
bath.ac.uk/topics/climate-change-and-the-university-of-bath

Bath Institute of Sustainability and Climate Change (ISCC)

| Bath Institute of Sustainability and Climate Change (ISCC)

Innovation in sustainability and climate change

We are a community of researchers delivering world-class research in sustainability that pushes boundaries among disciplines. We solve challenges using a wide-angle, whole-systems approach, complemented by a depth of scientific understanding, and build partnerships that help us keep our focus on real-world problems.

The ISCC integrates physical, social and systems science and engineering, and develops leaders in tackling critical sustainability issues. With a research income of around £40M, it involves over 100 academic members and a cohort of 70 PhD students. Our aim is to deliver novel chemical technologies and robust behavioural solutions, brought together through whole system evaluation to reframe problems and create transformative innovation in sustainability and climate change.

Our research

Sustainable Chemical Technologies:

We work across traditional disciplinary boundaries between science and engineering to develop novel sustainable technologies with chemistry at its core. We design molecules, materials and manufacturing processes to enable a circular economy and achieve the Sustainable Development Goals.

Sustainable Systems: We take a whole-systems perspective to measuring and embedding sustainability in decision-making. In particular, we use methods from industrial ecology to understand the full environmental footprint of our products and activities.

Societal Transformations: Recognising climate change as a complex and urgent societal problem that cannot be solved by technological advances alone, we deliver social science-led interdisciplinary research, focused on transformative sustainability solutions, and work with people at all scales to embed our findings.

How you can get involved

- We welcome academic staff with an interest in sustainability and climate change to join our collegiate community. If you wish to join the Institute, please email: iscc-admin@bath.ac.uk
- Join our free [events](#)
- Follow us on [BlueSky](#) or [LinkedIn](#)

For more information:
<https://www.bath.ac.uk/research-institutes/institute-of-sustainability-and-climate-change/>

Education: Curriculum Transformation

I Education: Curriculum Transformation

Our teaching excellence and the quality of our student outcomes have consistently yielded high [student survey](#) scores and league-table rankings, as well as a triple gold [TEF](#), which enhance our reputation and our ability to attract the best staff, students and industry partners.

In 2018, the sector was changing and so were the needs of employers. Acting on insights from students, staff and partners the Curriculum Transformation (CT) project was established to redesign all our undergraduate and postgraduate courses with a holistic, course-wide approach to learning and assessment, to better equip our students for their next steps.

The University-wide initiative was the largest ever undertaken at Bath and had further goals of providing visibility across our whole education portfolio, fostering a culture of continuous improvement and providing an agile and resilient Education platform for the future.

Our goal is to keep innovating so that we always provide our students with the best education and equip them for a great start on whatever path they take.

Course Design Principles

Four core CT design principles are used to ensure consistent quality and alignment:

- ✓ Articulate a course-wide approach to learning
- ✓ Embrace assessment for learning
- ✓ Support the diverse needs of learners
- ✓ Embed citizenship and sustainability

The Impact of CT

CT is the evolution of how we do education at Bath, enabling inspirational, interdisciplinary courses that embed global citizenship and sustainability, while being immersed in a research-enriched, enterprising academic culture. Students apply their learning to real-world settings, while embedding new employability skills.

We have already seen early pedagogical and wider institutional benefits that include creative use of technology, team-teaching for interdisciplinary courses and greater visibility across our entire education portfolio.

See [our brochure](#) for more information.

Where are we now

Following Early Adopter and Vanguard pilots, our first year of CT implementation was completed in A/Y 2023-24. All UG and most PG(T) courses are now transformed, with the remaining PG(T) courses launching soon.

Our Assessment Regulations have been radically simplified, and we have a unified system for changes to course information.

A Community of Practice holds sessions to support practitioners, and dedicated education managers in each faculty/ school are assisting in rolling out CT.

We have also developed an evaluation framework to monitor CT outcomes.

For more information, please see our [brochure](#), or visit the [CLT hub](#), or talk to your Director of Teaching.



Data and Information Management

Data and Information Management -

Who Does What?

In today's digital age, effective data and information management is crucial for insights, innovation, and smooth operations.

We are here to help ensure you stay safe, secure, and compliant, supporting your research, operations, or academic endeavours.

Data Protection, Legal Teamdataprotection@bath.ac.uk

Talk to us about:

- ✔ [Data Protection Impact Assessments](#)
- ✔ GDPR or DPA compliance
- ✔ [Data breaches](#)
- ✔ Personal Data Sharing
- ✔ Subject Access Requests
- ✔ Privacy Policy and Notices

Example Scenarios:

- Personal data has been mishandled
- Preparing to introduce a new IT system that involves collecting personal data from users
- An external audit requires evidence of compliance with GDPR

Data Governance, DDAT Datagovernance@bath.ac.uk

Talk to us about:

- ✔ Operational/business data quality issues (excludes data generated by research)
- ✔ Operational/business data quality issues (excludes data generated by research)
- ✔ Find the single source of truth for operational data

- ✔ Business glossary entries
- ✔ Reference data
- ✔ Data Owners and Data Stewards

Example Scenarios:

- Identify definitive sources of truth for business data
- Addressing business data silos to ensure organisation-wide accessibility and usability
- Establishing quality metrics to track and measure business/operational data management effectiveness

Cyber Security, DDAT cyber@bath.ac.uk

Talk to us about:

- ✔ Incidents and alerts
- ✔ Compromises of credentials
- ✔ New software or cloud as a service
- ✔ Security assurance certifications
- ✔ [Secure storage of your data](#)

Example Scenarios:

- A suspected phishing attack
- Testing the security of a new cloud-based storage system before using to store files
- Advice on secure storage of your files

Freedom of Information and Environmental Regulation, Legal Team

Datagovernance@bath.ac.uk

Talk to us about:

- ✔ Any non-routine requests for information you receive that are not (business as usual)
- ✔ Information that may be requested including all forms of recorded data such as Teams chat, emails, recorded meetings and University business on your personal devices.
- ✔ The University's statutory obligation under FOIA, the FOI legal deadline for compliance

Example Scenarios:

- You've received a request for information and are not sure if it falls under FOI or EIR
- You want to know if specific information is requestable under FOI or EIR

Research Data, Library research-data@bath.ac.uk

Talk to us about:

- ✔ Research [Data Management Plans](#)
- ✔ Bath and funder research data policies
Sharing and preserving research data
Bath's [Research Data Archive](#)

Example Scenarios:

- Writing a research data management plan for a new research project
- Writing consent forms for research data to be reused or shared
- Publishing research data alongside a publication or at the end of a project

Research Governance and Compliance research-governance@bath.ac.uk

Talk to us about:

- ✔ Research data which can be subject to [export control](#) measures
- ✔ Working with data from the NHS, MoD or personal identifiable data obtained without consent
- ✔ Ethics review advice before research data collection

Example Scenarios:

- Export control licences and due diligence
- Obtaining sponsorship to work with the NHS, MoD or to collect identifiable data without consent

Records and Archives, Library e.richmond@bath.ac.uk

Talk to us about:

- ✔ Managing, retaining and disposing of information and records
- ✔ The [University Records Retention Schedule](#)
- ✔ How to identify records of historical value and transfer them to the [University Archives](#)

Example Scenarios:

- Finding out how long you need to keep the different types of information you 'inherit', create and use
- Helping to make sure records of lasting institutional importance are preserved
- Accessing historical records in the University Records Centre and the University Archives

Sports Training Village

(STV)

I Sports Training Village (STV)

- ✓ If you work at the University of Bath, you can take advantage of the world- class sports facilities on campus for a reduced fee through our staff discount scheme.
- ✓ Keeping physically fit and active can help you perform better at work, with studies showing that regular exercise can lead to increased productivity and reduced stress.
- ✓ You could have a swim before work, partake in a group exercise class at lunchtime, hit the tennis courts with a colleague or refocus while running on the treadmills in our Gym & Fitness Centre. If you are working from home, you could join in an online class via our virtual fitness offering.
- ✓ Staff discount is available to full and part-time employees at the University and staff can enjoy discounts on 'pay and play' visits or membership schemes, see our website for more details: [Staff membership options - Team Bath](#)
- ✓ We would also like to invite all new staff members to apply for a **2 week FREE trial for use of the 'Gym' and in attending 'Classes'** by completing the below form within 2 weeks of your employment start date.
- ✓ University of Bath staff new starters - two-week FREE trial activation form - forms.gle/GNYABigiybiKN6N76



For more information:
teambath.com/facilities

Security Services

I Security Services

- ✓ The **Security Services Department** is the only 24/7 department at the University.
- ✓ All the staff are University employees and have been recruited from a wide variety of backgrounds; including Police, Armed Forces and from various trades and professions.
- ✓ The department is headed by **Mike Porter**, who is assisted by **Nigel Curnock** (Security Operations Manager), both of whom were long serving CID officers in the Avon and Somerset Constabulary, prior to joining the University.
- ✓ All Operational Security Officers are First Aid At Work and Mental Health First Aid trained.
- ✓ The key role of Security is the safety and security of students, staff and visitors.
- ✓ Security also manage the University's access control systems, CCTV monitoring / equipment and parking.
- ✓ Security have a team of response officers and a dedicated team of Accommodation Security Officers. All are SIA Licensed and DBS checked.
- ✓ The Security Control Room is based on campus and operates 24/7.
- ✓ There is a 24/7 Security desk in the front foyer of the University Library. (The desk also deals with Found Property.)
- ✓ The two 24/7 contact numbers for Security are 01225-385349 (Non-Emergency) and 01225-383999 (Emergency).
- ✓ Any incidents or issues should be reported to Security who will coordinate the response and the attendance of the emergency services, if required.
- ✓ The main role of Security is welfare and pastoral care, especially out of hours. University staff are supported with issues, as well as the students.
- ✓ They deal with the whole spectrum of issues, ranging from; Student welfare, reports of serious criminal offences, discipline issues, domestic issues, assist with internal investigations and deal with out of hours issues, such as Estates related problems etc.
- ✓ Security work closely with the local police and other agencies to support the University community.

For more information:

[bath.ac.uk/professional-services/
security](https://bath.ac.uk/professional-services/security)

Student Support and Safeguarding

I Student Support and Safeguarding

Student Support can help you to support students. Our services to students include support with wellbeing; counselling and mental health support; disability advice and support and money and funding advice. We also support students who may be more vulnerable such as care leavers, students who are refugees and those with caring responsibilities.

Support is available every day of the year

Our Student Support Advice Team can give advice on wellbeing or welfare issues or can signpost to our other support services where appropriate. To speak to adviser, students can visit the Student Support Helpdesk in 4 West from 9am-5pm weekdays (no appointment necessary) or email studentsupport@bath.ac.uk. Appointments with our services are also available in Virgil building in the city centre or virtually.

Support is also available 24 hours a day through Be Well Talk Now. Students can speak to an adviser by phone 24 hours a day, 365 days a year from anywhere in the world.

Resources to support wellbeing

Our free Be Well app promotes healthy habits and has a library of self-help resources including podcasts, breathing exercises, habit tracking and other wellbeing tools.

Students can also join one of our many workshops or courses designed to support their wellbeing. Topics include everything from managing exam stress to a 6-week therapeutic course on anxiety.

Wellbeing activities and supported groups

Weekly wellbeing activities which all students can join to help manage their wellbeing are available throughout the year. We also have several supported groups including those for students feeling socially isolated or lonely, a bereavement social group and a LGBTQ+ group.

Supporting staff

We run a staff advice line during office hours. By calling **4321** or by emailing 4321@bath.ac.uk you can discuss any concerns you may have about a student and receive confidential advice. If you have any concerns about an immediate student safety issue out of hours then please contact Security, who will be able to reach an on call member of Student Support staff, if required.

For more information:

We have a hosting page: www.bath.ac.uk/topics/student-support-advice-for-staff/ which contains lots of resources to help you support and advise your students.



Trade Union

I Campus Trade Unions

Trade Unions are groups of staff in workplaces that empower people to improve their working life. They offer individual and collective representation to staff who join them and the day-to-day workplace organisation is carried out by ordinary staff who are elected by their members. They are members led and make decisions following discussions with their members including through regular branch meetings and communications.

At the University of Bath there are three recognised Campus Trade Unions: UCU, UNISON and Unite the Union. Staff are able to join any of these, but people in similar job roles will usually be members of the same trade union, as this makes it easier for staff to work together, receive appropriate training, and campaign on shared issues. Below is a rough guide to which trade union different staff will usually join, but if you have any doubts, just ask a colleague, or contact one or more of the campus trade unions.

UCU	UNISON	Unite the Union
Our members are mainly academics and Professional Services staff. These include Lecturers, Research Fellows, Graduate Teaching Assistants, Librarians, Research Managers, Developers and Careers Advisors	Most of our members are Grades 2-5 and work in the Management Specialist and Administration job family, or the Operations and Facilities Support job family. This includes staff in Campus Services, the STV, Security, the Nursery and administration staff such as officers, coordinators, and assistants.	The majority of our members are in technical and experimental teams such as Technical Services and Core Research Facilities, in Campus Infrastructure and in the Technology Enablement & Support (TES) part of DD&T (ie IT/AV Support job roles)

Individual Representation

As an individual, the Campus Trade Unions can represent and support you in dealing with:

- support under the sickness and absence policy
- health and safety issues
- workplace stress
- concerns under the dignity and respect policy
- any work-related grievance or disciplinary

Collective Representation

Collectively, the Campus Trade Unions are recognised to represent all staff in consultation and negotiation with the University on:

- health and safety
- equality and diversity
- local pay, grading, and pensions issues
- environmental and transport issues
- terms of service

I Campus Trade Unions

Contact Information



Local/Branch website	https://bath.web.ucu.org.uk/	https://www.bath.ac.uk/corporate-information/unison-university-of-bath-branch/	https://www.bath.ac.uk/corporate-information/unite-the-union/
National website	http://www.ucu.org.uk/	http://www.unison.org.uk/	bath.ac.uk/unite
Membership Secretary Email	ucu-sec@bath.ac.uk	unison@bath.ac.uk	Unite-BranchSecretary@bath.ac.uk
Join online	http://join.ucu.org.uk/	http://www.unison.org.uk/join/index.asp	http://www.unitetheunion.org/join , please email unite-membership@lists.bath.ac.uk after joining

Already a member? Remember to transfer into your University of Bath branch – email respective membership secretary (see address above)

Research and Impact Services

(RIS)

I Research and Impact Services (RIS)

Research and Impact Services (RIS) is responsible for advancing the University's international reputation for research and Knowledge Exchange by:

- ✓ increasing the volume of externally funded research
- ✓ improving grant application success rates
- ✓ enhancing strategic and operational support to academic departments
- ✓ RIS is the primary conduit for industry, business and other funders to access the research expertise and knowledge of the University of Bath

More on our services to help you develop proposals, run projects and disseminate your findings:

bath.ac.uk/guides/how-research-innovation-services-can-help-you

See our webpage for further information:

bath.ac.uk/ris



Communications

I Communications Department

The Communications Department supports internal and external communications and engagement locally, nationally and internationally. Working in collaboration with colleagues the team provides information to a range of audiences including the public and the media, as well as our own community of staff and students of the University.

The department is made up of three teams: News & Media, Strategic Communications & Social Media and Internal Communications.

How can each team help you?



News & Media Team or Press Office

- ✓ publicises the impact of our academics' research through press releases, campaigns, and events
- ✓ manages press office enquiries
- ✓ curates external news, articles and secure media and speaker opportunities
- ✓ coordinates external crisis communications
- ✓ delivers media training and guidance

Find out more at our [Media Centre](#), read the [Guide to Working with the](#)

For more information:
<https://www.bath.ac.uk/professional-services/departments-of-communications/>

I Communications Department

Follow our social media channels

BlueSky [@UniofBath.bsky.social](https://bsky.app/profile/uniofbath.bsky.social)

Facebook [/uniofbath](https://www.facebook.com/uniofbath)

Instagram [@uniofbath](https://www.instagram.com/uniofbath)

Linkedin [/school/university-of-bath](https://www.linkedin.com/school/university-of-bath)

Check the [Staff Landing page](#) daily and follow [@UniofBath.bsky.social](https://bsky.app/profile/uniofbath.bsky.social) on BlueSky to keep up to date with University news.

To find out more about how each team can help you, as well as contact information, visit the [Communications team web page](#).

Strategic Communications & Social Media teams

- ✓ develops paid, organic and earned campaigns and content
- ✓ promotes our research and enterprise activity to external communities
- ✓ creates and coordinates content for online communities
- ✓ provides guidance and training on the use of social media

Internal Communications Team

- ✓ develops and manages a range of channels to deliver news and updates to our staff and students
- ✓ offers expert advice and insight on running internal campaigns
- ✓ supports strategic change projects
- ✓ drives engagement of the university strategy internally
- ✓ For more information visit our [guide on communicating your messages to colleagues across the university](#) and [communicating your messages to students](#)

Digital

I Digital Content

The **Digital Content** team is part of the wider creative services team in Marketing, Communications and External Affairs. We support the student recruitment objectives for Marketing, Communications and External Affairs, including creation of digital content and writing and proofing the Prospectuses. We are also responsible for content support across the university for bath.ac.uk and training on our content management systems.

The team is made up of a Head of Content Strategy, Content Designers, Content Writers, and Support and we specialise in content creation, accessibility, and usability.



We can help you:

- ✓ get a better understanding of your users – what they do and what they want
- ✓ plan digital objectives that match your needs and your users'
- ✓ plan, design and build new digital content and services
- ✓ set and monitor performance measures for your content
- ✓ make sure that all your digital content is accessible to people with a disability

We work closely with the digital development team in Marketing to make improvements to the two content management systems that they have built and continue to develop. We also carry out user research for the University website and write the guidelines on best practice for people who update and maintain their own web pages on bath.ac.uk.

For more information:
bath.ac.uk/teams/digital-content-team

Creative Services

I Creative Services

Creative Services is part of the wider Marketing & Brand team.
We are responsible for these services to students and staff

- ✓ **Design** - we advise on how to use the University brand and create designs for printed materials such as brochures, leaflets, exhibition and conference materials plus digital adverts and social media assets.
- ✓ **Print** – on campus print facility based in 8 West producing posters, flyers & leaflets, invitations, lecture notes, business cards, brochures, banner and pop up stands, direct mail, window vinyls, branded clothing and promotional items, the hire and sale of University branded items and much more.
- ✓ **Photography** – the University photographer can produce photos for the web, publications, events, 360 photos, portraits, visa and passport photos. We also manage the University of Bath [image library, Fotoweb](#).
- ✓ **Events** – we are responsible for the event management of graduation ceremonies and receptions, undergraduate and postgraduate in person and virtual open days. We also provide general event management advice and look after the MS Teams Events Forum.
- ✓ **Video and audio** – we produce content for the web, social media, events and digital screens. We also offer advice on scripting and editing, and support academic and professional services teams to create engaging multimedia content.

For more information:
bath.ac.uk/professional-services/creative-services/

For guidance on how to implement the University of Bath branding please visit: bath.ac.uk/guides/who-should-use-the-university-brand

For downloading the University of Bath logo:
bath.ac.uk/guides/using-the-university-of-bath-logo/

Accessing and searching for images in Fotoweb: bath.ac.uk/guides/accessing-and-searching-for-images-in-fotoweb/

For downloading the University of Bath University of Bath PowerPoint templates:
bath.ac.uk/guides/using-university-branded-powerpoint-templates/

Library Services

I Library Services

As a member of the University of Bath community you now have free access to a wide range of resources, services and support provided by the University Library, which include:

- ✔ year round 24/7 access to the Library building using your [library card](#)
- ✔ a rich collection of digital resources and access to print materials which can be found via the [library catalogue](#)
- ✔ a wealth of general interest collections including [films, programmes, newspapers, magazines and popular and thought-provoking titles](#)
- ✔ LinkedIn Learning: register free for 21,000+ skills and software video/ courses
- ✔ [unique archival and research collections](#)
- ✔ acquiring resources to support your teaching and research. We [welcome recommendations](#) and advise on format and pricing, [obtain items from other libraries](#) or [scan articles or chapters for teaching](#)
- ✔ expert [Subject Librarians](#) who offer specialist support for each department, including training and teaching on subject resources
- ✔ [support for teaching](#), including how to use our Library Lists system to set up your lists of recommended reading and integrate them with Moodle
- ✔ extensive researcher support and training from the [Library's Research Services team](#), who will assist you with:
 - > [open access](#) funding and compliance, self-archiving and managing e-theses
 - > [data management planning](#) and publishing and sharing research data
 - > [publishing strategies](#), presenting your strengths, finding collaborators, raising your profile and amplifying your research

For more details about how we can help you, go to our Library homepage: www.bath.ac.uk/library

For further queries email us library@bath.ac.uk or consult our [FAQs and live chat service](#).

Follow updates on our [blog](#) and our social media channels on Instagram [@unibathlib](#)

We look forward to working with you.

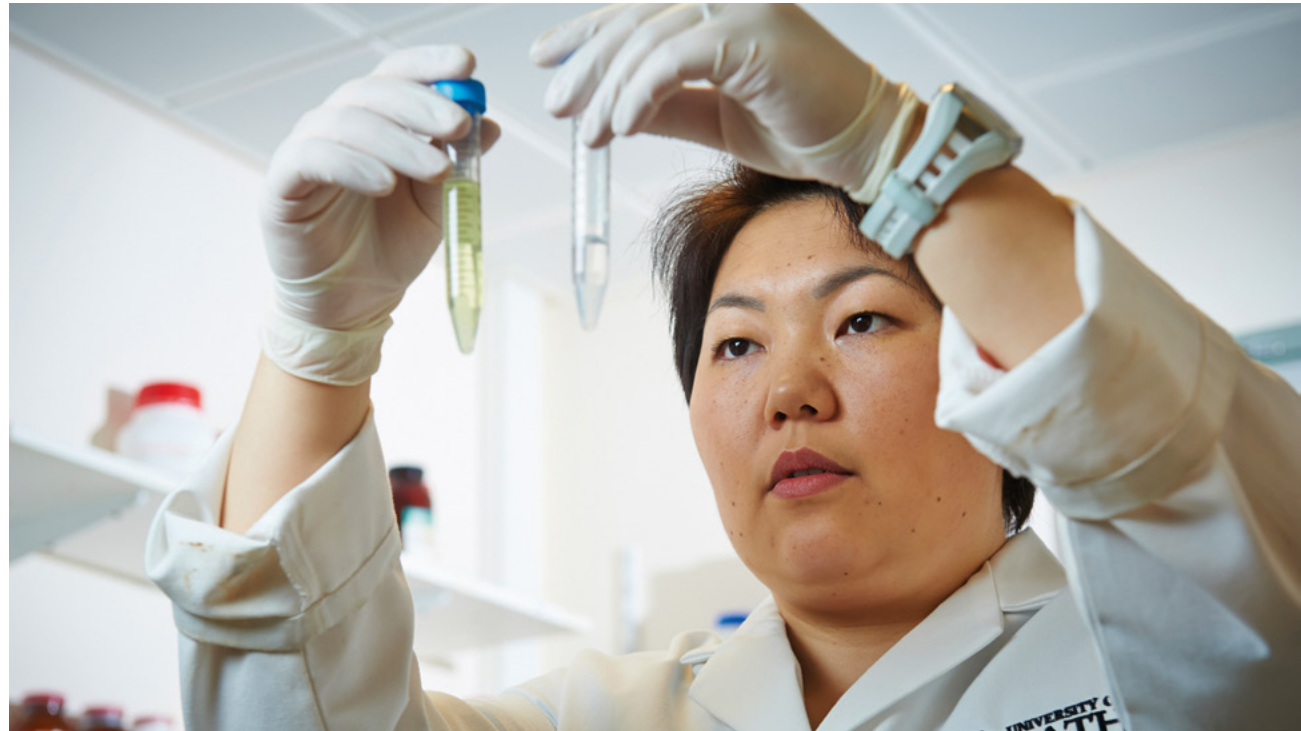


Advancement Office

I Advancement Office

The Advancement Office is tasked with leading the University's fundraising activities, as well as engaging with some 150,000 alumni around the world. As well as the Alumni Fund, which offers grants to University staff and students for a range of projects, we are also able to discuss other potential funding options, such as support to crowdfund, or seeking support from individual donors. We are also happy to help you find alumni to support your activities – for instance, mentors for your students, industrial partners to support a project or expert speakers for an event.

You can reach the department at advancement@bath.ac.uk. Further information about how the advancement office and the alumni community can help can be found on our webpages at: [University staff: find out how alumni can help you \(bath.ac.uk\)](#)



For further information about making an Alumni Fund application, please visit: [Making an Alumni Fund grant application \(bath.ac.uk\)](#)

For general information:
[Advancement Office \(bath.ac.uk\)](#)

Omnibus

(Staff Society)

I Omnibus (staff society)

Omnibus is the University of Bath Staff Society, run **for** members of staff **by** members of staff on a voluntary basis. It is open to everyone who either works at or has worked at the University.

We organise days out and theatre trips, but also act as an umbrella organisation for a number of lunchtime clubs. These include a large number of sports clubs - football, badminton, volleyball, basketball to name a few, as well as more sedentary activities such as craft, board games and book clubs.

Omnibus is currently free to join – but you need to opt in! Membership forms can be found on the website or sent on request by emailing omnibus@bath.ac.uk



For more information:
blogs.bath.ac.uk/omnibus/

The Association of Higher Education Professionals

(AHEP)

The Association of Higher Education Professionals (AHEP)

The Association of Higher Education Professionals (AHEP), previously known as Association of University of Administrators (AUA), is a professional community for professional services staff that stretches across UK institutions and beyond. The AHEP is committed to providing opportunities for its members that encourage and facilitate professional development and career progression.

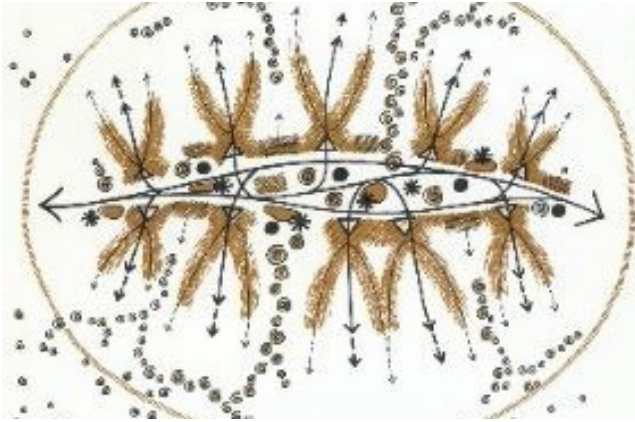
At the University of Bath, we enjoy a very vibrant and proactive AHEP network of members from across our institution. Our members enjoy lunchtime talks, networking events and bespoke workshops, access to AHEP conferences and seminars, and learning resources such as the AHEP peer-reviewed journal, mentoring scheme and postgraduate programmes.



For more information:
[Membership | AHEP](#)

Campus Facts

Did you know that...



1 When the original concept for a brand new campus was drawn up by architects in 1963 it looked a bit like a giant amoeba and was based on the idea that university academic and community life would to be focused on a central pedestrian parade along which the main administrative and social buildings, the Library and general and specialised teaching rooms were arranged.



2 The large Colombian printing press at the entrance of the Library is part of the Pitman Collection comprising thousands of books, journals and archival documents relating to the life and work of Sir Isaac Pitman (1813-1897), inventor of phonographic shorthand and founder of a worldwide printing and publishing business.



3 The campus lake nearly didn't happen. Plans showing a lake were rejected by the University Grants Committee on the grounds that no money was available for the provision of such a 'decorative' feature. After discussions with the City of Bath Fire Prevention Officer, the plans were redrawn showing an area of static water 'required for firefighting purposes' and no further difficulty arose.

For more information see:
bath.ac.uk/library/services/archives/pitman.html.



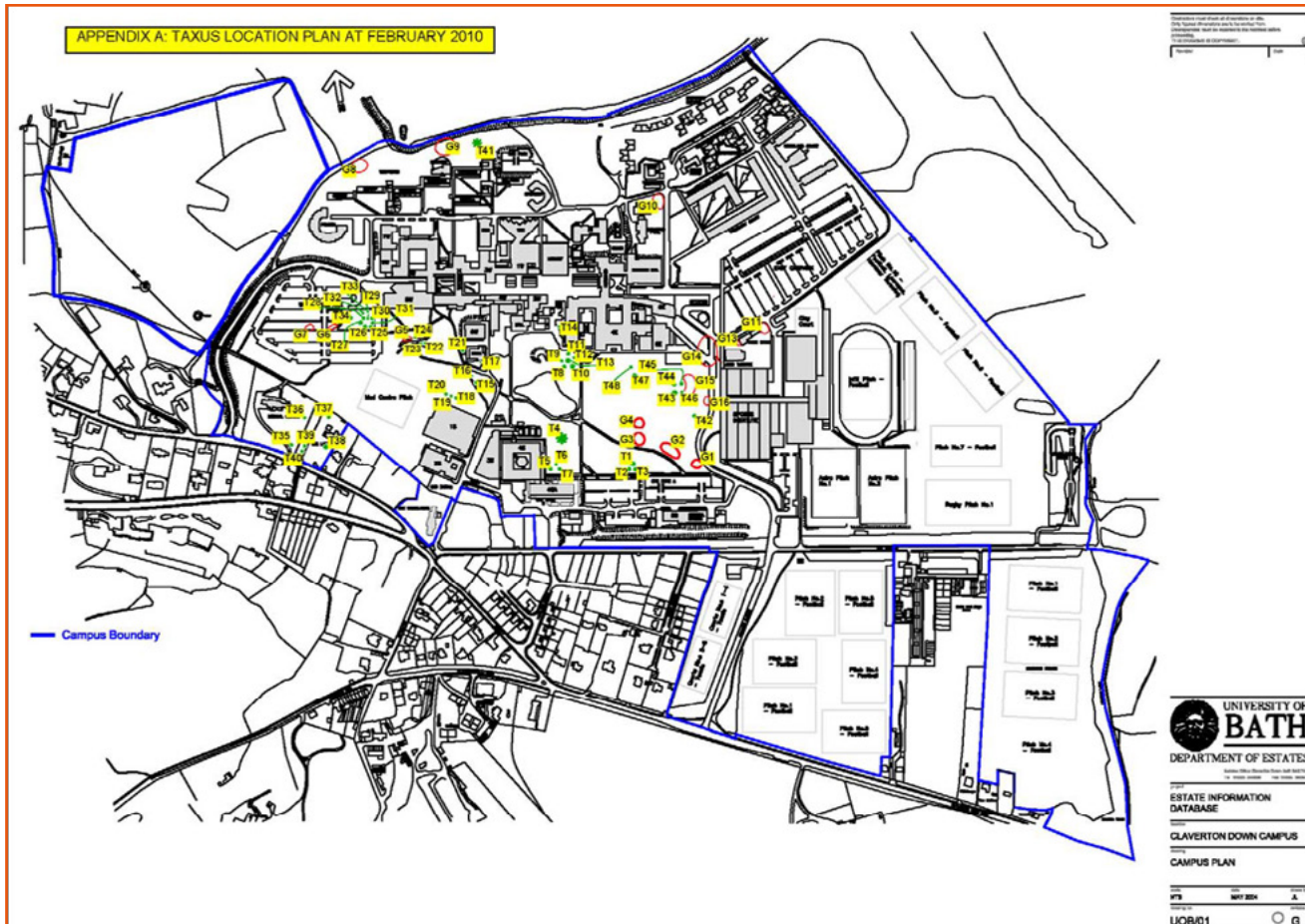
4 The 'manfish' sculpture overlooking the lake was created as part of a competition held in Victoria Park to coincide with the 1985 Bath Music Festival. Six sculptors were given three weeks to finish their designs for a prize of £500. At least two of the sculptures were subsequently sited on the campus.



5 In 1994 Sir Roger Bannister officially opened the University's improved and extended campus sports facilities, including a new athletics track and astroturf allweather pitches and, in July the following year, 2,500 young athletes from over 45 countries competed in the 3rd European Youth Olympic Days hosted on campus.



6 In 1977 an historic steam engine was presented to the University by Bath-based engineering firm Stothert and Pitt Ltd founded in 1785. The engine was thoroughly overhauled in the workshops of the University's School of Engineering and is now located by the staircase on Level 1 at the west end of the 8 West.

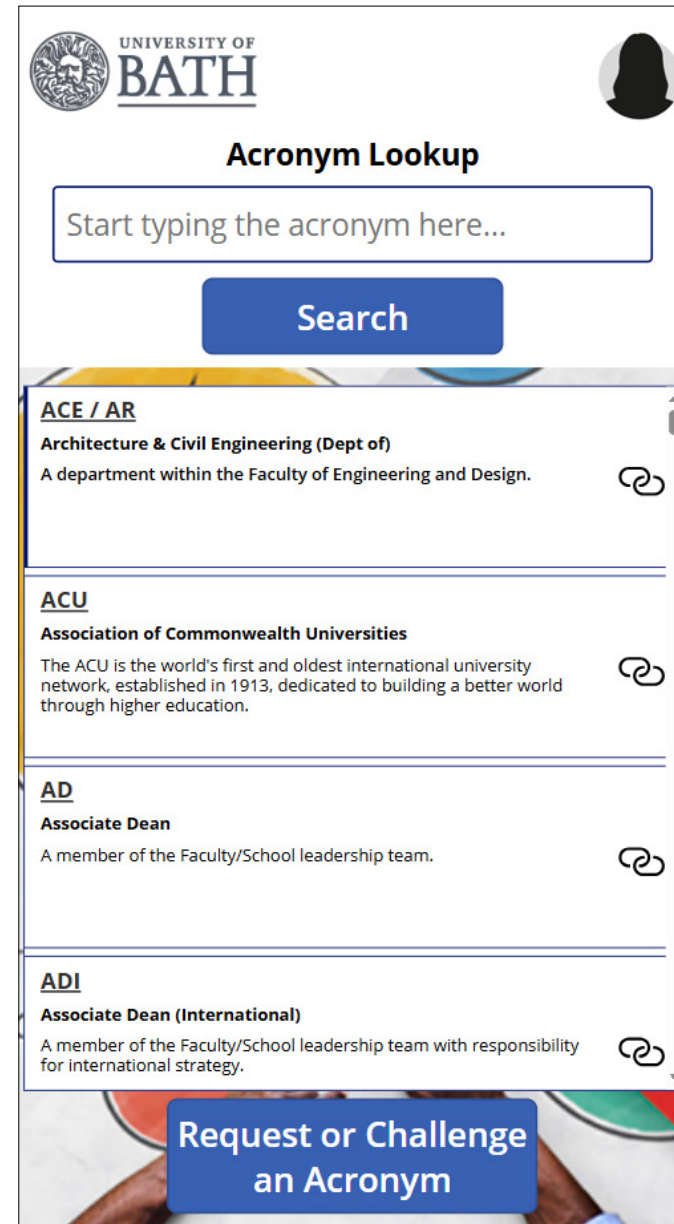


7 The University of Bath is the official holder of the national collection of yew trees (*Taxus*). The collection is spread across the main Claverton Down campus and was largely laid out by Bill Bowen, Landscape Manager (1967-1995).

I University of Bath **Acronyms App**

Our Data Governance team has produced an Acronym lookup App to help you to navigate acronyms used across the University. This is available for all staff, and you will need to accept the SharePoint Permissions to be able to view the list.

View the [Acronym Lookup](#)



The screenshot shows the 'Acronym Lookup' app interface. At the top left is the University of Bath logo, and at the top right is a user profile icon. The title 'Acronym Lookup' is centered. Below it is a search input field with the placeholder text 'Start typing the acronym here...'. A blue 'Search' button is positioned below the input field. The search results are displayed in a list format, with each entry containing an acronym, its full name, a description, and a link icon. The entries shown are: ACE / AR (Architecture & Civil Engineering), ACU (Association of Commonwealth Universities), AD (Associate Dean), and ADI (Associate Dean International). At the bottom, there is a blue button labeled 'Request or Challenge an Acronym'.

UNIVERSITY OF BATH

Acronym Lookup

Start typing the acronym here...

Search

ACE / AR
Architecture & Civil Engineering (Dept of)
A department within the Faculty of Engineering and Design.

ACU
Association of Commonwealth Universities
The ACU is the world's first and oldest international university network, established in 1913, dedicated to building a better world through higher education.

AD
Associate Dean
A member of the Faculty/School leadership team.

ADI
Associate Dean (International)
A member of the Faculty/School leadership team with responsibility for international strategy.

Request or Challenge an Acronym

I Useful Information

To report a fault with the building or furniture please contact Campus Infrastructure:

<https://cafm.bath.ac.uk/archibus/login.axvw>

(01225 38) 3232

For technical issues with the IT or AV equipment please contact DDaT:

go.bath.ac.uk/avhelp

(01225 38) 3434

Printing tips:

If you encounter an “Insufficient Funds” message when printing, it is likely due to selecting an account that does not have sufficient credit. With the introduction of PaperCut software, you no longer need to log out and back in to change accounts for print jobs. Instead, please follow these steps to ensure your job is charged correctly:

- 1 From the list of print jobs, press the arrow next to the document name.
- 2 Press the pencil icon to the right of the **‘Account’** name.
- 3 Select the appropriate department or project code.
- 4 Press **‘Print’** to complete the job.

For more information please visit our

**Staff Learning and
Development webpage**

This document has been provided to you
by the **Workforce Development team**

We welcome your feedback,
please contact email:
staffdev@bath.ac.uk