



# New Staff Information

Graduate School of Biomedical Engineering

Never Stand Still

Engineering

## WELCOME TO BIOMEDICAL ENGINEERING (GBIOM)

**YOU ARE RESPONSIBLE TO ENSURE YOU READ THE INFORMATION CONTAINED ON THE HUMAN RESOURCES WEBSITE AND COMPLETE ALL REQUIRED FORMS AND TRAINING AS REQUIRED**  
ALL STAFF MUST VISIT THE HOME PAGE OF THE HUMAN RESOURCES WEBSITE  
IN ORDER TO COMPLETE THE UNSW ONLINE ORIENTATION PROGRAMME

### NEW TO UNSW

[http://www.hr.unsw.edu.au/employee/orientation/orientation\\_home.html](http://www.hr.unsw.edu.au/employee/orientation/orientation_home.html)

### UNSW ORIENTATION PROGRAMME

The induction programme will help you to familiarise yourself quickly with your new role at UNSW.

### ALL RESEARCH STAFF AT UNSW

#### ROS Research Output System

<https://ros.unsw.edu.au/login.html>

- ROS is a research information management system which is used to collect data, impact measurements, including H-indexes, citation counts and altmetrics and is managed through UNSW Library.
- The Associate Dean Research collates information captured through HERDC to assess research staff activities and research income. It is therefore important to ensure all your publications are captured in ROS or they will not be officially recognised by Central and Faculty, and therefore the School.

### ACADEMIC RESEARCH STAFF AT UNSW

#### Research Gateway

<http://research.unsw.edu.au/>

- Visit the “Research” tab in Orientation.
- Create a Researcher Profile in “Research Gateway”.
- See Profile Page FAQs (<http://research.unsw.edu.au/profile-page-faqs>).
- This needs to be done within 4 weeks of commencement.

## RESEARCH / ACADEMIC AND PROFESSIONAL STAFF

FORMS TO BE COMPLETED WITH YOUR SUPERVISOR <a href="http://www.hr.unsw.edu.au/employee/orientation/formsoorient.html">http://www.hr.unsw.edu.au/employee/orientation/formsoorient.html</a>	ACTION	BY WHEN
New Employee Acknowledgement Form	Return to School Office who will forward to Faculty HR.	Within 2 weeks of commencement
Guide to Introducing your New Staff Member – New Staff On-boarding	You are to work through this form with your Supervisor to ensure all actions / training are complete	By the completion of your probation cycle
HR Entry on Duty Checklist – New Staff On-boarding	Read this guide to ensure you have completed all required signing on documentation and Familiarise yourself with starting essentials and training requirements	Within 3 months of commencement

## GBIOM WEBSITE AND INTERNAL SYSTEM INFORMATION

The School Office is located in Room 521 on Level 5 of the Samuels Building.

### The Office team includes:

- Emma Proud (School Manager) x53917 [e.proud@unsw.edu.au](mailto:e.proud@unsw.edu.au)
- Bronwyn Ward (Student Manager) x51148 [bronwynward@unsw.edu.au](mailto:bronwynward@unsw.edu.au)
- Andreas Permadi (Admin Officer) x53911 [apermadi@unsw.edu.au](mailto:apermadi@unsw.edu.au)
- Lisa Harricks (Admin Officer) x50570 [l.harricks@unsw.edu.au](mailto:l.harricks@unsw.edu.au)

### Assistance and information can be provided on:

- Swipe Card Access and Keys
- Photocopier Access / Fax Machine
- Meeting Room Bookings
- UNSW Travel Policy, Procedures and Forms
- Staff and Student Reimbursement Claim Form ER1
- Maintenance Issues or Faults (including lift faults, office telephones, general office repairs and electrical or plumbing faults and repairs)

### Deliveries to the School

- Any deliveries to the School should be sent to:  
Level 5 Reception  
Samuels Building  
Building F25 UNSW Kensington Campus  
Enter via Gate 11 Botany Street Randwick

**Please visit the School website.**

<http://www.engineering.unsw.edu.au/biomedical-engineering/>

## **Workplace Health & Safety (WHS)**

**Click on the tab “Research” then “Workplace Health and Safety (WHS)”**

- WHS Committee
- Training (both UNSW and GSBmE, including Laboratory Inductions)
- Emergency Management and Contacts
- Forms and Templates
  - UNSW Forms including the HS017 Risk Management Form, HS026 Safe Work Procedure Form and the HS329 Risk Management Procedure.
  - GSBmE Forms including the Purchase Order Form, Equipment ID tags, Workstation ID Tags, Cold Room Box Labels and Chemical Labelling Guidelines and Template.
- WHS Database
- General WHS Links

Laboratory Manager and Technical Officer: Lynn Ferris ([l.ferris@unsw.edu.au](mailto:l.ferris@unsw.edu.au))

Laboratory Assistant: Jane Li ([jing.j.li@unsw.edu.au](mailto:jing.j.li@unsw.edu.au))

## **Research**

- Research Highlights
- Academic Research Areas
- Industry Partners
- Student Research

## **Engage With Us**

- Student and Alumni Profiles

## **About Us**

- Latest News and Events