



National Audit Office

The UK's independent public
spending watchdog

Introduction to HR

Agenda

- Who we are
- Benefits of working at the NAO
- Your first weeks
- Useful HR processes and policies
- Health and wellbeing
- Sources of support
- Further Information

Who we are – HR Business Partners and A&W

[Redacted]

- Head of HR Business Partnering and Attendance & Wellbeing

[Redacted]

- HR Business Partner – Local Group

[Redacted]

- HR Business Partner -International and Infrastructure Groups

[Redacted]

- HR Business Partner - Centre and Corporate Groups

[Redacted]

- HR Business Partner – Society Group

[Redacted]

- HR Advisor

Benefits of working at the NAO

Pension
scheme

35 days
annual leave

Cycle to work

Season ticket
loan

Rental deposit
loans

Enhanced
parental leave

Special paid
leave

Professional
subscriptions

Flexible
working

Online staff
discount
scheme

Employee
assistance
programme

Health checks,
eyesight
checks

Your first few weeks

You may find your first few weeks in the office quite busy!

Some things you can expect to find out more about:

- Your teams and Performance Coach
- Probation and snapshots
- Booking leave
- Learning and development resources
- Timecards and allocations

What we expect at work

- Professionalism in the office, on site visits and during work events
- Good attendance and timekeeping
- Take responsibility for keeping up-to-date on what is going on in the NAO
- Be a good communicator

Financial Force

My money

- What if I switch my bank?
- How do I claim expenses?
- What was I paid?

My time

- How do I record my time?
- How do I book leave?
- What am I allocated to?

My info

- Where can I update my personal info?
- How can I let HR know my diversity info?

Useful HR processes

Annual leave

- 35 days of annual leave (including bank holidays)
- Leave year runs 01 Apr-31 March
- Leave requests approved by Performance Coach

When feeling unwell

- If you are unwell, please let Performance Coach know by 10am
- If you need time off to recover, up to and including 7 calendar days can be self-certified. You will need a fit note to cover any sickness absence over 7 calendar days
- Any concerns about your health and well-being, please speak to your Performance Coach or HR Business Partner

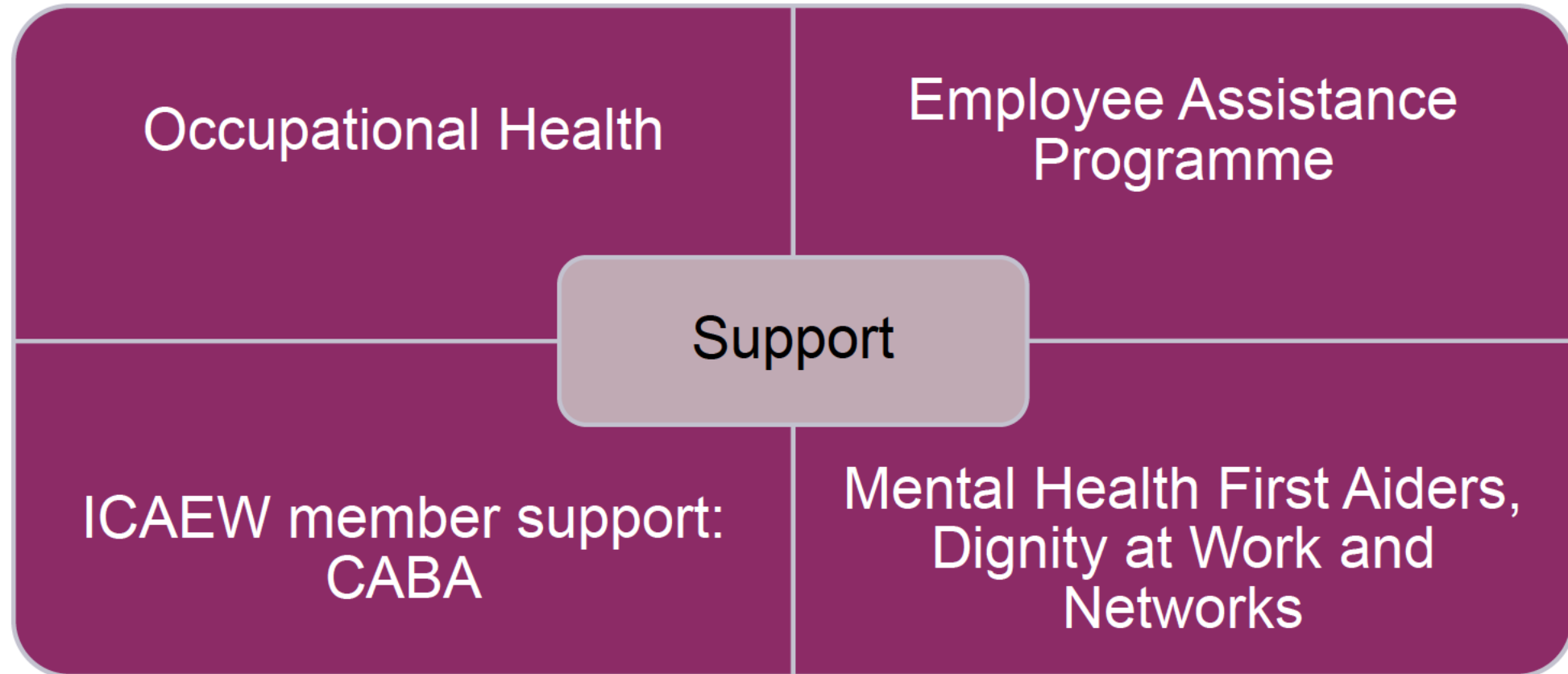
Probation

- Probation period is 6 months
- You will receive regular feedback from Performance Coaches and Assignment Managers(don't hesitate to ask for it)
- Snapshots

Health and wellbeing

- Your health and wellbeing is important. Please speak up if you are having difficulty with the work or are not feeling well physically or mentally. Speak to your Performance Coach or HRBP.
- We recognise the difficulties of working remotely – Merlin Working From Home pages: [Ways of working at the NAO](#)
- Flexible working is in place to support a reasonable work-life balance for employees.

Sources of support



Further information

- Merlin - (the NAO Intranet) [Pages - Merlin \(sharepoint.com\)](#)
- Staff networks - <https://nationalauditoffice.sharepoint.com/sites/Merlin/Networks>
- Trainee handbook
- EAP - [Employee Assistance Programme \(sharepoint.com\)](#)
- HR - [HRServiceDesk@nao.org.uk/](mailto:HRServiceDesk@nao.org.uk)
- The HR Manual contains full details of NAO HR policies and Procedures – this should be your first information point for queries. [HR Manual](#)



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Thank you

For more information about the work of the NAO

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