



FOR UNIVERSITY STAFF

ISSUE NO 89 – WEEK COMMENCING 22 MAY 17

CONGRATULATIONS



Congratulations to Dr Caroline Gorvin of the Thakker Group who has been awarded a Public Engagement Grant from the Society for Endocrinology.

SEMINARS

WEDNESDAY SEMINAR

This week's Wednesday seminar will be hosted by Professor Fredrik Karpe and the speaker is Dr Michael Holmes of the Nuffield Department of Population Health, University of Oxford



The title of his talk is **“Using genetics to disentangle causality from confounding in human health”**

The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre, and sandwiches for those attending will be available from 12:45pm.

The OCDEM Wednesday Seminar Series is sponsored by an unrestricted educational grant from the Boehringer-Ingelheim and Eli Lilly alliance

FRIDAY SEMINAR

This week's Friday seminar organised by the OCDEM Senior Academic Faculty will be a talk by Mr Feng-Chih Kuo on **“Functional evaluation of the human fat distribution HOXC13 gene locus”**

The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre and sandwiches for those attending will be available from 12:45

MEDICAL GRAND ROUNDS

Thursday 25 May from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre 1



Haematology -

Psychological Medicine: - "Enforced treatment; medicine and the law", Dr Michael Yousif -

Chair: Prof Chris Pugh

VACANCIES IN THE DEPARTMENT



HUMAN RESOURCES/ADMINISTRATIVE ASSISTANT 128952

Grade 4: £21,220 - £24,565 p.a.

We are now recruiting for a Human Resources/Administrative Assistant. Reporting to the Deputy Departmental Administrator you will be responsible for delivering accurate, appropriate and timely human resources support to the department and provide occasional cover for the finance team. You will be expected to establish effective working relationships and networks internally and externally, particularly with the Principal Investigators.

In addition to the above you will be expected to carry out the recruitment process, including pre-employment checks and liaising with the University Staff Immigration Team to arrange appropriate visa sponsorship, as may be required. You will be the first point of contact for all recruitment/applicant queries and will be expected to provide a professional customer service. You will also be responsible for monitoring the visitors in the department, arranging for appropriate visa status and other relevant paperwork, where appropriate.

You will be educated to GCSE (Grade A-C) in English and Maths. You will have an awareness of data protection and information security guidelines. You will have excellent communication skills and the ability to work independently and as part of a busy team.

This post is full-time and fixed-term for 3 years in the first instance.

For an informal discussion contact the Deputy Departmental Administrator, Charlotte Kelly on 01865 857214.

Only applications received by 12.00 midday on Friday 2 June 2017 can be considered. Interviews are scheduled for 20 June 2017. Please quote 128952 in all correspondence.

To apply for this post follow the link

https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erq_jobspec_details_form.jobspec?p_id=128952



HEAD OF CLINICAL RESEARCH 128973

Grade 10: £52,793 - £61,179 p.a.

THIS IS A READVERTISEMENT PREVIOUS APPLICANTS NEED NOT APPLY.

An exciting opportunity as Head of Clinical Research is available in the research group Diabetes Trial Unit (DTU) part of the Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM), an internationally recognised Academic Research Organisation. The DTU forms a key part of OCDEM within the Radcliffe Department of Medicine. Reporting to the Diabetes Trials Unit (DTU) Deputy Director, the postholder will apply best practice trial management methodologies to drive and oversee the development and successful execution of world-class clinical trials, and to play a major role in the expansion and strategic development of the Unit.

DTU, a fully registered UKCRC Clinical Trials Unit, is one of only a handful of AROs worldwide that specialises in designing and performing cardiovascular outcome mega trials. Currently we are undertaking four such trials in 40 countries, with a dedicated regional coordinating centre in Beijing, China. The DTU also has a rapidly expanding translational research group that designs and runs early phase trials of potential new therapeutic agents and devices.

We are seeking to appoint a highly skilled, dynamic and self-motivated individual, with a proven track record of initiating, managing and delivering large-scale clinical trials. The successful candidate will demonstrate strong decision-making skills and be able to lead, motivate and manage the performance of a multidisciplinary team. They will be educated to postgraduate level, or hold equivalent experience. They will have a comprehensive and thorough understanding of clinical trial methodology, as well as the international regulatory environment. The postholder will be required to represent the unit at the highest levels, both nationally and internationally, and must therefore possess excellent interpersonal and communications skills. They will be innovative, analytical, and display sound judgement under pressure. Responsibilities include efficient management of trial operations, and day-to-day management of clinical and non-clinical staff.

The department would consider under filling this post should a suitable candidate apply (Grade 9: £45,562 - £52,793 p.a.). In this event we would agree and implement with an appropriate training and development plan.

This is a full-time, fixed-term appointment for 2 years in the first instance.

Please quote Reference 128973 in all correspondence.

The deadline for applications is 12.00 midday on Thursday 15 June 2017. Interviews will be held on 4 and 6 July 2017.

To apply for this role please visit

https://www.recruit.ox.ac.uk/pls/hrisliverecruit/erq_jobspec_details_form.jobspec?p_id=128973



DIABETES & METABOLISM BRC LAB MANAGER (129048)

Grade 7: £31,076 - £38,183 p.a.

This post is a re-advertisement previous applicants need not apply.

An exciting opportunity has arisen for a Diabetes & Metabolism Theme Lab Manager within the NIHR Oxford Biomedical Research Centre (BRC) Diabetes and Metabolism Theme, led by Professor Anna Gloyn in the Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM).

The Diabetes & Metabolism Theme oversees a complex portfolio of translational diabetes and metabolism research programmes which are underpinned by core BRC funded infrastructure. BRC funded core laboratory personnel support bio-sample and tissue analysis, human islet isolation and processing for translational science across the theme. The research theme consists of four subthemes: Translational Physiology, Therapeutics & Medical Innovation, Translational Islet & Metabolic Tissue Biology, Pancreas & Islet-Cell Transplantation & Service Innovation & Evaluation.

The successful applicant will provide effective management of core laboratory work to support the Theme, including financial and technical advice. You will convene and chair meetings for the OCDEM Laboratory Managers, and manage shared laboratory facilities within OCDEM. You will also take on the role of Safety Officer within OCDEM.

Candidates should hold a degree in biochemistry and have relevant laboratory experience. In-depth knowledge of laboratory health and safety regulations will also be required. Some flexibility with respect to working hours will be needed, including occasional responsibility for out-of-hours work.

The position is fixed term for three years in the first instance and funded by the NIHR Oxford BRC

To apply for this role and for further details, including a job description and person specification, please click on the link below:

https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erg_jobspec_details_form.jobspec?p_id=129048

Only applications received before midday on **19 June 2017** can be considered. Interviews are scheduled for the afternoon of 3 July 2017.

Please quote ref. 129048 on all correspondence. You will be required to upload a CV and supporting statement as part of your online application.

OXFORD SCIBAR

Monday 12th June
7pm
St Aldates Tavern
www.oxfordscibar.com

Diabetes week

Felicity Cormack
Katia Mattis

Type 2 diabetes - a global crisis gets personal

Type 2 diabetes is the epidemic of the 21st Century. There are 415 million people living with diabetes worldwide, and 90 per cent of them have Type 2. It's increasing, costly and life-changing. Diabetes is the single largest cause of amputations, stroke, blindness and kidney failure. So are we doing enough to prevent it? Can we use our understanding of genetics to improve treatment and care? Professor Anna Gloyn (Oxford Centre for Diabetes Endocrinology & Metabolism and Wellcome Trust Centre for Human Genetics, University of Oxford) shares her view.

Free event! Relaxed and informal



Registered Charity
No.: 212479 and
SCO39236

DIABETES UK
KNOW DIABETES. FIGHT DIABETES.

SAFETY TRAINING COURSES

Trinity Term 2017

COURSE TITLE	WEEK	DATE	TIME	VENUE
Introduction to Biological Safety & Genetic Modification	3	Thursday 11 May	10.30-12.30	Centenary Seminar Room, Careers Service, 56 Banbury Road
Fieldwork Safety Overseas	4	Tuesday 16 May	09.30-15.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Fieldwork Planning & Supervision	4	Wednesday 17 May	09.30-12.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Radiation Safety for Laboratory Workers	4	Wednesday 17 May	14.00-16.00	Lecture Theatre, Medical Sciences Teaching Centre, South Parks Road
Emergency First Aid for Fieldworkers	5	Tuesday 23 May	09.00-17.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Safe Use of X-ray Generators, Sealed Sources & Accelerators	5	Wednesday 24 May	14.00-16.00	Lecture Theatre, Medical Sciences Teaching Centre, South Parks Road
Display Screen Equipment (DSE) Assessors'	5	Thursday 25 May	14.00-16.00	Wolfson Seminar Room, Chemistry Research Laboratory, Mansfield Road
Introduction to Biological Safety & Genetic Modification	5	Thursday 25 May	14.00-16.00	Seminar Room, Nuffield Department of Medicine Research Building, Old Road Campus, Roosevelt Drive
Carriage of Diagnostic & Infectious Substances by Air	6	Tuesday 30 May	09.30-17.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Risk Assessment	6	Thursday 1 June	14.00-16.30	Wolfson Seminar Room, Chemistry Research Laboratory, Mansfield Road
Compressed Gas Safety	6	Thursday 1 June	09.30-13.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Safe Use of Cryogenic Liquids	6	Thursday 1 June	14.00-16.30	Centenary Seminar Room, Careers Service, 56 Banbury Road
Introduction to Biological Safety & Genetic Modification	6	Friday 2 June	10.30-12.30	Centenary Seminar Room, Careers Service, 56 Banbury
Chemical Safety & COSHH	7	Tuesday 6 June	14.00-16.30	Wolfson Seminar Room, Chemistry Research Laboratory, Mansfield Road
Fire Safety	7	Tuesday 6 June	11.00-13.00	Wolfson Seminar Room, Chemistry Research Laboratory, Mansfield Road

Introduction to Manual Handling	7	Tuesday 6 June	09.00-12.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Manual Handling Risk Assessment	7	Tuesday 6 June	13.00-16.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Health & Safety Self Assurance Toolkit	7	Thursday 8 June	10.30-12.30	Centenary Seminar Room, Careers Service, 56 Banbury Road
Facilities Manager Safety Essential	7	Thursday 8 June	14.00-17.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Working at Height	7	Friday 9 June	09.00-12.30	Blackwood Seminar Room, Pitt Rivers Museum, Robinson Close (entrance on South Parks Road)
Coping with Challenging Behaviour	7	Friday 9 June	09.00-13.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Introduction to Biological Safety & Genetic Modification	8	Tuesday 13 June	14.00-16.00	Seminar Room, Nuffield Department of Medicine Research Building, Old Road Campus, Roosevelt Drive
Coping with Challenging Behaviour	8	Thursday 15 June	09.00-13.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Introduction to Laser Safety	8	Thursday 15 June	14.30-15.30	Wolfson Seminar Room, Chemistry Research Laboratory, Mansfield Road
Supervisors' Responsibilities	9	Tuesday 20 June	14.00-16.00	Wolfson Seminar Room, Chemistry Research Laboratory, Mansfield Road
Carriage of Diagnostic & Infectious Substances by Air	9	Tuesday 20 June	09.30-17.00	Seminar Room B, Wellcome Trust Centre for Human Genetics, Old Road Campus, Roosevelt Drive
Departmental Safety Officers' 'Summer' Term Meeting	9	Wednesday 21 June	11.30-14.30	Venue to be confirmed
Portable Appliance Testing	9	Friday 23 June	09.00-16.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Display Screen Equipment (DSE) Coordinators'	-	Wednesday 28 June	14.00-16.30	Isis Training Room, IT Services, 13 Banbury Road

TRAINING



The IT Learning Centre offers short focused courses on a wide range of Excel functions and tools. Here are our upcoming courses.

Spreadsheets: Good practice with lookups

So often in Excel you have one piece of information (maybe a serial number) and could use it to look up related information in a table (a title, a name, a value), but it seems too daunting. Lots of people have heard of VLOOKUP but few feel confident using it. Our new session will show you not only how to use VLOOKUP effectively but also how to open up a wide range of time saving lookup options with other functions. As an introductory offer we're making available up to 10 free places on Monday afternoon's 90 minute session for delegates who commit to giving us written feedback on this new session.

Monday 19 May, 14:00-15:30

[Book your free place](#)

Spreadsheets: Typical statistics functions

If you need to look for significance in your research data or trends in your administrative spreadsheets you might also be interested in our *Typical Statistics Functions* course on Thursday afternoon. The session assumes no prior knowledge of statistics (though you need to be comfortable with Excel functions) and guides you through how to generate statistics that will reveal patterns and effectively illustrate proposals in research or administrative settings.

25/05/2017 09:15 - 12:15

Staff £30/ Students £15

[Book and pay](#)

Spreadsheets: Good practice with pivot tables

if you work with different types of large data sets you may find producing PivotTables to summarise data very useful. Using the features in the PivotTables to enable you to create reports, slicers, calculated fields as well as grouping and sorting data.

26/06/2017 09:15 - 11:15

Staff £20/ Students £10

[Book and pay](#)

Spreadsheets: Good practice with charts

Do you need to include graphs in a report or a research paper and would like to understand the principles of data visualisation as well as the mechanics of producing charts in Excel? This session provides guidance on which charts to use in both administrative and research situations and how to use them to convey messages clearly and effectively.

01/06/2017 09:15 - 10:45

Staff £15/Students £7.50

[Book and pay](#)

FIRE SAFETY TRAINING



Information about the next University Safety office fire training can be found on the University Safety training webpage.

<https://www.admin.ox.ac.uk/safety/safetytraining/safetytraining/course/?crsID=118>

PROJECT 2013 FOR UNIVERSITY ACTIVITIES

Thursday 25 May, 09:15 - 16:15

Staff £60/Students £30

This one-day course is aimed at those who need to use a project management tool in support of their work and will provide an introduction to MS Project 2013. The course will cover how the package can be used to help plan, monitor and control a project. It will show how MS Project can be used to track project progress against a schedule and a budget.

The course objectives are to learn how to:

- Enter and linking tasks
- Create and managing calendars
- Add resources
- Print and viewing project plans
- Track the project

The course is taught using Project 2013 and computers and software are provided.

Note: The course will have a lunch break. Lunch is not provided, however, there are numerous places nearby where you can purchase food.

[Full details](#)

[Book and pay](#)

PERSONNEL



ANNUAL LEAVE

We are approaching half way through the annual leave year. Therefore can I please remind and encourage you to take your annual leave, have it approved by your line manager and then send it on electronically to the HR office so we can record it for retention purposes. **For your own health and wellbeing please ensure that you do book in annual leave.**

May I also take this opportunity to remind you of other absence procedures in the department. Please visit <http://www.ocdem.ox.ac.uk/absence> for further information.

Many thanks

Charlotte

Charlotte Kelly

Deputy Departmental Administrator



Pippin Doughnuts will be delivering again this month to the building The May delivery will take place on Thursday 25th May.

Flavours this month are:

Mixed berry jam
Vanilla custard
Chocolate
Cinnamon and brown sugar
Passion fruit curd
Rhubarb and custard
Butterscotch and hazelnut
Chocolate and coconut
Blackcurrant jam

The price is £1.10 per doughnut. If you/your group wants to put in an order can you please give your order and money to Karen Parish by 9.00 on Tuesday.

Dear All

I have been given a quantity of the Lions Club message in a Bottle containers, if any one would like one or two or more, then please let me know.



What is 'Message in a Bottle'?

Abbreviated to MIAB, it is a simple piece of paper asking pertinent questions that contains vital information about you, directed at the Emergency Services. This allows them to make quick and accurate decisions on what action to take at the point of contact, which could save your life in an emergency at home.

A white plastic bottle containing a form containing vital information about you that could save your life due to the speed with which the Emergency Services could respond to your individual needs. The bottle is placed where the Emergency Services are trained to look, in the refrigerator door. A green cross sticker is placed on the inside of the main house door, or where it is considered would be most obvious and another sticker on the door of the fridge.

The information provided should include where you keep your medication and latest prescription, contact details, major medical conditions, personal doctor and anything considered necessary that would need attention in those first critical moments.

If you would like any please let me know

Kind regards

Belinda

Belinda Hopkins

Crime Prevention & Reduction Advisor

GARDEN OPEN IN AID OF SOBELL HOUSE HOSPICE

SUNDAY 2nd July 2017

Following on from last year's successful Garden Open Mummy Mullins of the OCDEM "A Team" is opening her garden up to the public on Sunday 2nd July 2017 from 1:30 pm to 4.30 pm.



Come along to 11 Oxford Road, Horspath to enjoy this fabulous garden, afternoon tea and cake, ice-creams and tombola. All proceeds raised will go to Sobell House Hospice.

Could you help save a life?

Are you:

WORLD
BLOOD
CANCER
DAY  28 MAY
worldbloodcancerday.org #wbcd2017

- A  card holder?
- 17 - 55 years old?
- In general good health?
- Registered to be a bone marrow donor?

Come to the Green Building on
Thursday 25th May from 10am-3pm
to join the  register!

All nationalities are invited to attend the registration, but it is likely that someone of **Asian (particularly Korean)** descent will be a match for Alastair Kim, the son of an Oxford employee, who desperately needs a bone marrow match to live. @AllysFight

Contact me: OLIVEIRA@well.ox.ac.uk

SURPLUS EQUIPMENT

The computer workstation below is surplus to requirements and for a small donation to charity could be yours.



If you are interested please contact Den in admin.

2 FOR 1 TICKETS FOR THE JACKSONS CONCERT

Fancy a trip out to Blenheim Palace to take in a concert? The offer for University staff to purchase 2 for 1 tickets has now been extended to three events taking place in June, including a 50th anniversary concert by The Jacksons.

The Best of John Williams performed by the Royal Philharmonic Concert Orchestra – Thursday 15 June – 2 for 1 tickets

Celebrating the music of the 22-time Grammy-winning composer, 'The Best of John Williams' will be performed by the 70-piece Royal Philharmonic Concert Orchestra. The concert will feature an array of his award winning work, including music from Harry Potter, Indiana Jones, ET, Jurassic Park and a Star Wars Firework Finale. [Buy tickets here](#)

Max Richter and Aurora Orchestra perform 'Vivaldi Recomposed' and other works – Friday 16 June – 2 for 1 tickets

Max Richter will perform music from the acclaimed Vivaldi Recomposed project, as well as a performance of On The Nature Of Daylight and the world premiere of his brand new project Three Worlds – the soundtrack to the Virginia Woolf inspired ballet Woolf Works. [Buy tickets here](#)

The Jacksons celebrating 50 years with special guests Kool & The Gang, and support from Andreyana Triana – Sunday June 18 – 2 for 1 tickets

Motown legends The Jacksons will perform in The Great Court of Blenheim Palace, in celebration of their 50th anniversary, along with special guests Kool & The Gang. Support on the evening will come from rising songwriter Andreyana Triana. [Buy tickets here](#)

Win a pair of free tickets

We have a pair of free tickets on offer for the Max Richter concert on Friday 16 June. To enter the prize draw email internal.communications@admin.ox.ac.uk by Friday 26 May with your contact details and add 'Free Tickets' to the subject line of your email.