

FOR UNIVERSITY STAFF

ISSUE NO 90 – WEEK COMMENCING 29 MAY 17

SEMINARS

WEDNESDAY SEMINAR

There is no Wednesday seminar this week

FRIDAY SEMINAR

This week's Friday seminar organised by the OCDEM Senior Academic Faculty will be a talk by Ms Wee Suan Low on **"The effects of dietary sugars on hepatic fatty acid synthesis, partitioning and insulin secretion and sensitivity"**

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 1 June from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre 1



Radiology – "The problems with modern technology" – Professor Fergus Gleeson

Cardiology: - "Stress echo: the intelligent decision" – Professor Paul Leeson

Chair: Prof Hugh Watkins

OCDEM FINANCE/PERSONNEL/FACILITIES CONTACTS

Activity	Point of Contact	Email
Purchasing:	Karen Parish	accountpayable@ocdem.ox.ac.uk
Barclaycards	Karen Parish	accountpayable@ocdem.ox.ac.uk
Sales Invoices	Karen Parish	accountpayable@ocdem.ox.ac.uk
Cheques	Karen Parish	accountpayable@ocdem.ox.ac.uk
Supplier Invoices	Nicola Allinson	accountpayable@ocdem.ox.ac.uk
Expenses	Nicola Allinson	accountpayable@ocdem.ox.ac.uk
Travel Insurance	Nicola Allinson	Nicola.Allinson@ocdem.ox.ac.uk
Annual Leave	Charlotte Kelly/Lynne Scott	ocdem.personnel@ndm.ox.ac.uk
Sick Leave	Charlotte Kelly/Lynne Scott	ocdem.personnel@ndm.ox.ac.uk
PDR's	Charlotte Kelly/Lynne Scott	ocdem.personnel@ndm.ox.ac.uk
Recruitment	Charlotte Kelly/Lynne Scott	ocdem.personnel@ndm.ox.ac.uk
Grant Applications	Charlotte Kelly/Lynne Scott	grants@ocdem.ox.ac.uk
Grant Spend	Charlotte Kelly/Lynne Scott	grants@ocdem.ox.ac.uk
NHS Access Card	Dennis Carter	ocdemfacilities@ocdem.ox.ac.uk
University Card	Dennis Carter	ocdemfacilities@ocdem.ox.ac.uk
Maintenance Issues	Dennis Carter	ocdemfacilities@ocdem.ox.ac.uk

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



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/erq_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.



CLINICAL TRIAL MANAGER 129169

Grade 7: £31,076 - £38,183 p.a.

The Diabetes Trials Unit (DTU) forms a key part of the Oxford Centre for Diabetes, Endocrinology and Metabolism within the Radcliffe Department of Medicine. The Unit designs, runs and analyses early-phase translational research studies, as well as large-scale multinational clinical outcome trials.

The DTU is looking to expand its Trial Management capabilities with an exciting opportunity for an individual wanting to develop their existing knowledge of clinical trials. Working primarily on early phase, academically led trials run by the Unit's Translational Research Group (TRG) you will provide crucial support to the TRG Project Manager. You will be responsible for; preparing regulatory and ethical submission documents, for planning and co-ordinating your assigned trial(s) throughout their life cycle to ensure successful delivery and to closely monitor progress against key performance indicators. Candidates must have proven clinical trial management experience and excellent organisation and communication skills. They will have experience of working collaboratively and be able to work independently and think analytically. The postholder will also hold a degree.

This is a full-time post, fixed-term for 2 years the first instance. Requests for an informal discussion should be sent to joanne.milton@dtu.ox.ac.uk

Please quote vacancy number 129169 in all correspondence.

Only applications received before 12.00 midday on 28 June 2017 can be considered. Interviews are scheduled for the afternoon of Wednesday 19 July 2017.

To apply for this post click on the link

https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erq_jobspec_details_form.jobspec?p_id=129169



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

Dear All,

I write to you in my capacity as the Chair of the University Security Sub Committee (SSC).

You will of course be aware of the tragic events in Manchester overnight. I can confirm that to this point we are not aware of any calls into the university indicating that any of our students or members of staff have been involved or injured in the attack, but we should of course recognise that any such notifications could be reported to us at a later stage.

I would ask that if you are aware of students or staff who may have been in the Manchester area that you may wish to make contact to ascertain that all is well and to prepare for the possibility of enquiries from others concerned for their wellbeing. It is also possible that students and staff in Oxford could have family and friends who were involved in the events.

Anyone with concerns about loved ones they can't contact who may have been at the Manchester Arena should contact the Police Casualty Bureau (0161 856 9400 or 0161 856 9900). They should also notify their College or Department so that support can be provided. The Counselling Service will endeavour to see as a priority any students directly affected by this incident, or other similar events in other parts of the world.

There is no reason to believe any location in Oxford is specifically at threat. The security advice from Thames Valley Police in respect of Oxford remains unchanged. They continue to indicate that people can go about their business as normal but remain vigilant and report any suspicious activity to the Police; anything that gives cause for concern should be reported to the anti-terrorist hotline (0800 789 321).

The Manchester attack is being reported as the most significant terrorist action in the UK since the attacks in London on 7th July 2005 and has the potential to raise concerns amongst our university community. We have already received calls from some Departments seeking advice on how they should respond to events.

At this time the UK terrorist threat level remains unaltered at its current level SEVERE (attack highly likely), rather than being increased to CRITICAL (attack imminent). There is no immediate indication of an increase to CRITICAL but should it rise it would be my intention to convene a special meeting of the SSC to review our security stance across the university and agree any additional measures that might be both appropriate and necessary to introduce.

Thankfully events such as the attack in Manchester yesterday are rare and statistically the chances of being involved in such an incident are extremely low. Nevertheless as an organisation we have a duty of care to our staff and students to ensure that we are as prepared as we can be to keep them both safe and secure and respond effectively to any crisis event. Students and staff should make themselves aware of the advice available about how to act in the event of being caught up in an attack (Run - Hide - Tell) <https://www.gov.uk/government/publications/stay-safe-film>

I would also remind you of the ongoing requirement under the university's Physical Security Policy to ensure that building security plans and supporting emergency action plans are in place and encourage you at this time to remind yourself and colleagues of those local arrangements. Should you require it staff at University Security Services are available to assist you with the development or review of local security plans and can also offer assistance with testing and exercising plans.

At times like this it is important for all communities to stand together. Any individuals or groups with particular concerns should make their College or Department aware and make contact with the local police for reassurance and advice. Hate Crime should be reported and will be treated seriously.

Emma Potts
Academic Registrar



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**Apply by
Fri 9th June**

APPLY HERE:
bit.ly/apply-street-activities

BRING YOUR RESEARCH TO THE STREET

Apply to be a part of the Street Activities Programme! We are looking for academics, researchers, DPhil students within the collegiate university to take part in our programme of events, such as Curiosity Corner, Curiously Interesting Demonstrations, Researcher's Hidden Talents and more!

HAVE YOUR OWN IDEA?

We want to hear from you!

More information: bit.ly/street-activities



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