

## FOR UNIVERSITY STAFF

ISSUE NO 99 – WEEK COMMENCING 31 July 17

### SEMINARS

#### WEDNESDAY SEMINAR

There is no Wednesday Seminar this week.

#### FRIDAY SEMINAR

There is no Friday Seminar this week.

#### MEDICAL GRAND ROUNDS

There is no Medical Grand Rounds this week

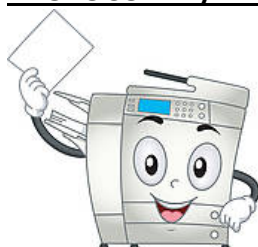
### FINANCIAL YEAR END - REMINDER



### REMINDER

Can you please ensure that all delivery notes for items which have been received including items received today (31<sup>st</sup> July) are returned to Karen Parish by 2 p.m. today

### PHOTOCOPIER/PRINTER/SCANNER DISRUPTION



The department's photocopier/scanner/printer located in the info café area is being replaced on Tuesday 1<sup>st</sup> of August and there will be out of action all day. New pin codes for groups will be issued once the new machine is successfully installed. If you have any queries regarding this then please contact Den.

## VACANCIES IN THE DEPARTMENT



### **RESEARCH FACILITATOR, OXFORD METABOLIC HEALTH 129577**

**GRADE 8: £39,324 - £46,924 PER ANNUM**

We are seeking a Research Facilitator to support the coordination and promotion of metabolic research across the University of Oxford, as part of Oxford Metabolic Health (OMH). OMH brings together researchers from multiple University departments to enable strategic integration of research activities in metabolism, diabetes and obesity. The post will be based in OCDEM.

The post holder will have provide critical administrative and scientific support for OMH. Responsibilities will be varied and range from strategic input into research direction, liaison with the internal and external scientific community, support for recruitment efforts and funding applications, coordination of meetings and workshops, and development of a website.

The post holder should have a thorough understanding of the full cycle of research funding, and experience of project management in academic and/or industrial settings. Experience of metabolic research would be beneficial but is not essential. Candidates should have extremely strong communication and organisational skills. Candidates should also be educated to degree level.

The position is full time 37.5 hours per week. However, part time work at a minimum of 0.60 FTE would be considered. This post is funded for 2.5 years by the John Fell Fund. Appointment of suitable candidates at grade 7 (£31,076-£38,183) may be possible with some amendment to the job specifications.

Only applications received before midday on 4 August 2017 can be considered. Interviews are scheduled for 16 August 2017.

Please quote 129577 on all correspondence. You will be required to upload a CV and supporting statement as part of your online application.

To apply for this post please visit:

[https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=129577](https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erq_jobspec_details_form.jobspec?p_id=129577)

# *Parent/Carers Group*

## *Next session*

**Thursday 3 August 2017 at 10.00am**

*Do you have questions or want to share information/experiences with fellow parents/carers?*

*The parent/carers group is a useful way for staff to share tips and advice. All staff are welcome to attend.*

**10:00am  
Large Seminar Room**

To sign up contact  
[charlotte.kelly@ocdem.ox.ac.uk](mailto:charlotte.kelly@ocdem.ox.ac.uk)



## TRAVEL INSURANCE INFORMATION



The University renews its insurance policies annually on 1 August. Information relating to the new insurance year starting 1 August 2017 can now be found on the [Insurance website](#).

### Travel Insurance Policy

- **2017-18 confirmation and summary of cover:** a new confirmation of travel insurance showing dates from 1 August 2017 to 31 July 2018 is available to download from the [Travel pages](#).
- **Emergency contact information and card:** these can also be downloaded from the [Travel pages](#). Please note that the Emergency Contact details have **not** changed.

### RDM CAREER DAY TUESDAY 7 NOVEMBER 2017 -



Remember to put the 7<sup>th</sup> of November in your diary for the RDM Career Day. This event will be held at Somerville College and is aimed at all research staff and students in RDM who would like to explore career options open to them, within research or outside of research. As well as talks from those who have worked across industry, publishing, teaching and many other fields, there will also be opportunities to develop skills to promote yourself and your work. Registration details to follow shortly.