



FOR UNIVERSITY STAFF

WEEK COMMENCING 2 DECEMBER 2019

ISSUE NO 216

SEMINARS

WEDNESDAY SEMINAR

This week's Wednesday seminar will be hosted by Professor Fredrik Karpe and the speaker is Professor Amanda Adler, OCDEM.



The title of her talk is "**Cystic Fibrosis – Related Diabetes- Good News Bad News ; Knowns Unknowns**". The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre, and sandwiches for those attending will be available from 12:45pm.

FRIDAY SEMINAR

There is no Friday seminar this week.

MEDICAL GRAND ROUNDS

Thursday 5 December from 13:00 – 14:00

John Radcliffe Academic , Lecture Theatre 1



Jenner Institute: "The Ag(u)e of Enlightenment", Dr Tom Rawlinson and Dr Angela Minassian

Silver Star: "New biomarkers in the diagnosis of pre-eclampsia", Dr Claire Hordern, Dr Sofia Cerdeira and Dr Lauren Green

Chair: Prof Richard Cornall



Congratulations to Ms Rebecca Grossman who has been awarded a MRC Clinical Research Training Fellowship.



Good Luck to Neil Robertson who left the McCarthy Group on the 29th November.



CHRISTMAS DEADLINES 2019

In order to meet the dates set by the University Finance Division the following are the internal OCDEM deadlines for Christmas.

Wednesday 4th December

Any **expense claims and payment requests** must be with Karen Parish by lunchtime on Wednesday 4th December in order to make the final payment run for 2019 which will be on Monday 16th December.

Wednesday 11th December

Any **suppliers invoiced received** must be with Sara Massey by close of business on Wednesday 11th December in order to make the final payment run for 2019 which will be on Monday 16th December.

Wednesday 11th December

All **Barclaycard statements, spreadsheets and supporting documents** must be with Karen Parish by close of business on Wednesday 11th December.

Friday 13th December

Purchasing will shut down from Friday 13th December until Thursday 2nd January so please make sure you place orders in advance to ensure you have everything you need to cover this close down period. We will not process requisitions during this period except under very, very exceptional circumstances – which DOES NOT include you having forgotten to order something.

You are reminded to sign and date (in ink!!) delivery/goods received notes on receipt of goods and get them to the Finance Section as soon as possible – preferably on the same day the goods are received.

PERSONNEL INFORMATION



ANNUAL LEAVE:

All staff/students will receive their 2020 annual leave cards shortly. Can we remind staff as per university policy, staff/students can carry up to five days of their annual entitlement from one year to the next in exceptional circumstances with the agreement of the **line manager and the Head of Department**. The **Annual Leave Carry Forward Request** can be found on the OCDEM website:

<https://www.rdm.ox.ac.uk/intranet/personnel/forms/ocdem-personnel-forms>

If you would like to carry any of your leave over please **complete an 'annual leave carry forward request form'** and return the completed/signed form to Ocdem personnel by 31st December 2019.

AWARDS FOR EXCELLENCE SCHEME



The Awards for Excellence Scheme was introduced in 2013.

The purpose of the Awards for Excellence Scheme is to recognise staff contributions to the work of the University and to reward exceptional individual contributions. All eligible staff should be **reviewed annually** in the gathered field exercise by a panel at departmental level. For the sake of parity, transparency and ease of monitoring, there is **no provision for making performance-related incremental payments to staff outside the annual exercise.**

The University's pay structure provides all staff in grades 1-10 with automatic incremental progression (up to the scale bar), over and above cost of living rises, to reward and recognise the acquisition of the skills, knowledge, and expertise that comes with experience in a post. The Awards for Excellence Scheme recognises contributions over and above this and rewards employees who:

- **have performed well in all the key areas of their jobs, AND**
- **have consistently demonstrated exceptional performance**, significantly above that which might reasonably have been expected for their grade.

There are 2 types of awards:

Recurrent awards consist of pensionable advancement to the next point on the incremental scale

Non-Recurrent awards take the form of a non-pensionable lump sum to the value of 1 increment (typically 3% of salary)

It is expected that in the majority of cases non-recurrent awards will be made.

The 2019 gathered field exercise is now open and nominations must be submitted to the OCDEM Administrator (Lynne.whay@ocdem.ox.ac.uk) by Friday 10th January 2020.

Nominations for the award will be made primarily by line managers. However individuals who believe they deserve an award can discuss with their line manager and if agreement cannot be made about a nomination the individual can nominate themselves using a self-nomination form. Note the self-referral form contains a mandatory field for manager's comments. Forms can be found on the OCDEM website

<https://www.rdm.ox.ac.uk/intranet/personnel/forms/ocdem-personnel-forms>

Nominations will be reviewed by a panel made up of members of the management board. If you have any queries regarding the scheme then please contact **Lynne Whay or Charlotte Kelly.**



VIDEO: PLANNING, PRODUCING AND SHOOTING

This course will teach you the basics of producing and shooting a professional-looking short video. You'll learn everything from shot sequences and interviewing, to story boarding and structure. It will give you a solid knowledge of the basics of production and filming up to the point of editing.

Tuesday 3 December 9.15-12.15 Book and pay
Staff £30/ Students £15

VIDEO: EDITING AND POST-PRODUCTION

This course is a practical introduction to the creation of a video. You will have the opportunity to organise and edit video footage and be shown techniques which can make a short video stand out from the crowd.

Tuesday 3 December 13.15-16.15 Book and pay
Staff £30/ Students £15

SHAREPOINT: BEST PRACTICE IN MANAGING DOCUMENTS

SharePoint can be an effective forum for collaborating on documents. This session provides guidance on document review and versioning in SharePoint as well as tips on effective searching and how to format a site's linking pages. It also introduces SharePoint's publishing features and explains the benefits and constraints of activating them. The topics covered will include:

- Reviewing documents with comments
- Checking documents out and in
- Searching for site content
- Editing and formatting site pages
- Document versioning
- Adding publishing features to your site

Tuesday 03/12/2019 09:15 - 12:15 Book and pay

SPREADSHEETS: START TO FINISH

This "boot camp" is for those who need to quickly get up to speed working with spreadsheets. It brings together the same topics covered in our separate Spreadsheet courses into an immersive **2-day session** including:

- Good practice with spreadsheets
- Charts
- Inheriting spreadsheets
- Designing robust spreadsheets
- Lookups
- PivotTables

Tuesday 10 and Wednesday 11 December 9.15-15.15 Book and pay
£100 Staff/ £50 Students