

FOR UNIVERSITY STAFF

ISSUE NO 100 WEEK COMMENCING 7 AUG



Today we celebrate the 100th edition of the OCDEM Weekly Bulletin. The bulletin was first published on 31st of August 2015 by the OCDEM Athena Swan Team as a trial initiative to aide communication in the department. We hope you continue to find this bulletin useful and if you have any suggestions on the format of the document then please email oracle@ocdem.ox.ac.uk. We would also welcome any items you would like included in the bulletin or in the OCDEMENTION newsletter.

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

PHOTOCOPIER/PRINTER/SCANNER DISRUPTION



The department's photocopier/scanner/printer was successfully upgraded last week and new pin codes for groups were issued. If you are unsure of your pin code then please contact Dennis Carter.

VACANCIES IN THE DEPARTMENT



PA/SECRETARY TO PROFESSOR MCCARTHY AND PROFESSOR GLOYN 130338

Grade 4: £21,220 - £24,565 per annum.

THIS IS A READVERTISEMENT. PREVIOUS APPLICANTS NEED NOT APPLY.

A highly motivated and extremely well organised PA is required to provide administrative support to join the Oxford Centre for Diabetes and Endocrinology (OCDEM) department based at the Churchill Hospital. The PA will support Professor Mark McCarthy and Professor Anna Gloyn's research groups in OCDEM. The successful applicant will be an integral component of the internationally renowned teams and play an important role in the smooth running of day to day operations for the group. This position offers a very varied workload including diary management, organisation of travel and meetings, interaction with national and international collaborators, responsibility for co-ordinating and documenting the submission of research articles for publication and administrative support for research grant applications.

The successful applicant will have experience of diary management. Candidates should demonstrate an ability to communicate effectively with others and have excellent knowledge and experience of Microsoft Office applications. It is essential that the post holder is able to work independently, take the initiative, and have a flexible approach.

The post is full time and funded for three years in the first instance. Please quote 130338 in all correspondence. The closing date for this post is midday on 14 August 2017.

Interviews are scheduled for 1 September 2017.

Applications for this vacancy are to be made online. To apply click on the link:

https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erg_jobspec_details_form.jobspec?p_id=130338

VACANCIES IN THE DEPARTMENT



POST-DOCTORAL RESEARCH ASSISTANT IN STEM CELL BIOLOGY 130401

Grade 7: £31,076-£38,183 per annum

We are seeking an organized and enthusiastic Post-Doctoral Research Assistant in stem cell biology to work within a vibrant research team headed by Professors Anna Gloyn at the Oxford Centre for Diabetes Endocrinology and Metabolism (OCDEM) & Wellcome Trust Centre for Human Genetics at the University of Oxford Churchill Hospital site.

The successful applicant will join an interdisciplinary team from the Gloyn and McCarthy laboratories trying to understand the mechanisms by which genetic variants alter risk for Type 2 Diabetes.

The post holder will have responsibility for managing human IPS cell culture and differentiation for the research group and will provide support for projects run by other team members who require expertise in this domain. The post holder will work with other users to ensure that the team capitalise on technological advancements in this fast moving area and will also be expected to undertake their own specific research projects in parallel with their managerial and support roles.

Candidates should have a PhD in molecular biology, human genetics, biochemistry or a closely related field. Candidates should have relevant laboratory experience including extensive practical experience in the culture, maintenance and differentiation of human IPS cells.

The position is full time, fixed term for two years in the first instance and funded by the Wellcome Trust and Horizon 2020. 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=130401

Only applications received before midday on **6 September 2017** can be considered. Interviews are scheduled for 22 September 2017.

Please quote ref. 130401 on all correspondence. You will be required to upload a CV and supporting statement as part of your online application.

REMINDER

The university have now introduced On Line Information Security Awareness Training which is mandatory for all staff. You should have all received an email from Lynne Whay requesting that you undertake this training. Can you please ensure that you do carry out this training as soon as possible and email ocdem.personnel@ndm.ox.ac.uk confirming completion.

GUIDANCE ON USING CLOUD OR HOSTED IT SERVICES



The [Cloud Services Toolkit](#) has been prepared to assist members of the University when assessing the suitability of a service for processing and storing data controlled by the University. It includes detailed guidance together with particular aids relating to data protection and information security.

There are lots of different providers offering cloud or hosted services, all with different terms and conditions which may not be acceptable to the University. You need to be clear about the implications with regard to data protection and information security before ticking a box to accept a provider's terms and conditions.

Please refer to the full guidance before entering into any agreement for cloud services; examples of some key points you will need to consider include:

- Check if there are existing solutions that meet your requirements: the University, your department or college may have an existing service or may have already negotiated an agreement with preferred providers. Your department or college IT manager may be able to advise, or contact the IT Services' [Service Desk](#).
- Understand the terms and conditions: be aware that if you sign-up to a cloud service in your role as a member of University staff, with your University email address, for example, you may be binding the University, not just yourself, to the cloud service's contractual terms. The University permits only certain officers to sign contracts on behalf of the University (Statute XVI). If in doubt, consult with [University Purchasing](#) or [Legal Services](#).
- Assess your data: Is it personal? Confidential? Valuable? You may have legal obligations or responsibilities as an employee of the University to control and keep safe data in your possession. If in doubt, seek advice from the person responsible for information security in your department or college, or from the University's [Legal Services](#).

The toolkit was created by the Cloud Services Standards and Legal Working Group, which included members from Legal Services, Purchasing, IT Services and OUP, and is intended to be applicable to the University, its constituent units, and its members (whether staff or student).

For more information about the Cloud Services Toolkit, please contact cloud-support@it.ox.ac.uk.

**FAMILY CHRISTMAS
EVENT**

**NOW DON'T
FORGET!**

SAVE THE DATE
Saturday, 9th December

