

## FOR UNIVERSITY STAFF

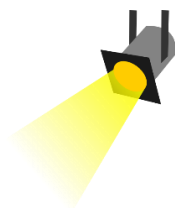
WEEK COMMENCING 8 JANUARY 2018

ISSUE NO 120



Happy New Year to everyone from the OCDEM Athena Swan Team. We hope you have all had a lovely Christmas break and are ready for the challenges of 2018.

## IN THE SPOTLIGHT



Last summer the Channel 4 programme “How to Lose Weight Well” were in OCDEM filming in relation to a diet pills experiment. The episode will be on Channel 4 Tonight (Monday) at 8 p.m.

## SEMINARS

There is no Wednesday or Friday seminar this week.

## ATHENA SWAN NEWS



### Personal Development Review Scheme

OCDEM operates a Personal Development and Review Scheme (PDR), in line with the University's scheme guidance.

The scheme is for all staff whether on fixed-term, permanent or open-ended contracts

Participating in an annual PDR discussion enables staff to;

- Review the progress they have made over the last year
- Discuss additional support they might need to undertake their work over the coming year
- Discuss their career plans and what support the department or central university can do to help fulfil those plans.

The scheme enables staff, where appropriate to discuss and agree with their line manager their forthcoming objectives and to understand how those objectives fit with the Department's.

It should be noted that there is **NO** direct link between PDR and salary, promotion, or discipline, for which separate procedures exist.

If you have any queries in relation to the PDR scheme or have not been given the opportunity to have a PDR then please contact Lynne Whay or Karla Taylor.

## **AWARDS FOR EXCELLENCE SCHEME –REMINDER**



The Awards for Excellence Scheme was introduced in 2013, it is an annual scheme that aims to recognise staff contributions to the work of the university and to re-ward exceptional individual contributions. All staff in grades 1-10 with more than six months service are eligible to be nominated. Staff must meet the following criteria:

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.

All eligible staff will be reviewed annually in the gathered field exercise. Awards for Excellence are limited to one increment in all cases. The 2017 gathered field exercise is now open and nominations must be submitted to the OCDEM Administrator ([Lynne.whay@ocdem.ox.ac.uk](mailto:Lynne.whay@ocdem.ox.ac.uk)) by Friday 19th January 2018. Schedules will be issued out to line managers this week.

Staff at the top discretionary point of any grade are eligible to be considered for the award of a non-pensionable lump sum to the value of one increment to reward exceptional performance only.

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 <http://www.ocdem.ox.ac.uk/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 Karla Taylor**

# ***Parent/Carers Group***

## ***Next session***

**Tuesday 16 January 2018 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)

