



BULLETIN



FOR UNIVERSITY STAFF

WEEK COMMENCING 28 MAY 2018

ISSUE NO 140

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 included 3 talks:

"Establishing a genome-wide pooled CRISPR loss-of-function screen in human pancreatic beta cells to prioritise causal genes at type 2 diabetes GWAS loci" by Miss Antje Grotz.

The role of $G\alpha_{11}$ in calcium and glucose homeostasis by Miss Anna Gluck

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 31 May from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

Radiology: "

Neurology: " The OxQUIP study", Dr Chrystallina Antoniadis

Chair: Prof Chris Conlon



NNRCO Seminar Series
Friday 8 June 2018
13:00 – 14:00

Big Data Institute
Old Rd, Oxford OX3 7FZ
Seminar room 1

Associate Professor Leanne Hodson

OCDEM, University of Oxford

**“The ins and outs of liver metabolism:
lessons learnt from human in vivo, ex situ
and in vitro models”**

Dear all,

We are pleased to invite you to open NNRCO Seminar Series.

Please be aware that there will be a space limit of 45 people.
Please bring your own refreshments as needed.

Best regards NNRCO



NNRCO Seminar Series
Thursday 14 June 2018
11:00 – 12:00

Big Data Institute
Old Rd, Oxford OX3 7FZ
Seminar room 0

Associate Professor Martin Ridderstråle

Vice President, Clinical Pharmacology, Novo Nordisk A/S, Denmark.
Associate Professor of Endocrinology, Lund University, Sweden

**“Data-driven sub-classification of diabetes
and obesity”**

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VACANCIES IN THE DEPARTMENT



Research Assistant in Glucagon Secretion

Grade 6: £28,098 - £33,518 p.a.

The successful applicant will join Dr Quan Zhang's team at OCDEM for the study of metabolic regulation of islet hormone secretion. The successful applicant will assist in ongoing projects and the development of new projects with in vitro studies at the level of pancreatic islets/mammalian cells. The post is funded by an EFSD grant awarded to Dr Zhang.

Although full training will be given in a variety of assays, the person appointed will be expected to work independently on most tasks or in collaboration with the support of colleagues. Methods will include the preparation and analysis of samples for hormone secretion, DNA/RNA extraction, PCR, optical imaging and electrophysiology.

Candidates should have relevant laboratory experience.

The position is full-time and fixed-term for 12 months in the first instance and is funded by EFSD.

Please quote reference 134964 on all correspondence. You will be required to upload a CV and supporting statement as part of your online application.

Only applications received before 12.00 midday on 6 June 2018 can be considered

USE OF MOBILE DEVICES

As a department we have to ensure that we comply with the university's [Information Security Policy](#). Therefore, one area which we need to ensure we comply with, is in relation to the **Use of Mobile Devices**.

Mobile devices such as smartphones, laptops and tablets require special security controls owing to the increased threat to data that working on the move presents. At a minimum, the following controls should be implemented on any mobile device used to store or access internal or confidential data:

- Protected from unauthorised access by at least a 4-digit PIN or a passphrase;
- Configured to ensure they automatically lock after a period of inactivity;
- Configured in such a way that they can be remotely wiped in the event of loss;
- Data is encrypted at rest;
- Only have trusted applications from reputable sources installed;
- Currently receiving software updates from the manufacturer and other 3rd parties; and
- Receive software updates for security patches within a reasonable timeframe.

You will have received an email from ocdempersonnel asking you to complete a form if you use any mobile devices to **access, process or store University information**. The form should be emailed back to Ocdem.personnel@ndm.ox.ac.uk by close of play **Friday 8 June 2018**. If a form is not received by this date it will be assumed that you do not use any mobile devices for any of the above purposes.

GENERAL DATA PROTECTION REGULATION (GDPR) – WHATS HAPPENING

It came into force on 25th of May

What It is About

- Being open with people about how we use their information
- Not keeping their information longer than necessary
- Making sure it is accurate
- Making sure that it is safe
- Knowing what we've got and what we can do with it (e.g. sharing)
- Recognising a breach and knowing what to do

Work Currently Being Undertaken:

Privacy Notices:

The focus at the moment is on producing Privacy Notices for the University. These contain the information 'prescribed' by the GDPR and will cover Students, Staff, Applicants and Alumni. These should be sufficient to cover most data processing activities in these areas. These can be found

<https://www1.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/>

For activities not covered by the standard Privacy Notices e.g. if you are collecting data for research or non-standard purposes or from other groups you will need to provide your own privacy notes. A useful [guide](#) on how to write a privacy note has been produced and there is also a [privacy notice toolkit](#).

Researchers can find more information on GDPR and how it affects them at web page [Data Protection and Research](#)



HR SELF-SERVICE - YOUR HR RECORD AND PAYSLIPS ONLINE

From mid-June 2018, you will have access to HR Self-Service* from within the University network, allowing you to:

- View your current contractual and pay information (e.g. contracted hours, salary, allowances)
- Update some of your personal details
- View (and soon, update) your bank details
- View your payslips and P60s online.

Are your details up-to-date?

This will probably be the first time you have had the opportunity to review the data the University holds about you in the HR system and this visibility is an important requirement of the new [General Data Protection Regulation \(GDPR\)](#).

You will receive an email to confirm the date from which the system is available for use. Once live, you will be able to log in and check your details. If any information on your record is missing or incorrect, you should update it yourself (where this facility is available) or contact Ocdem.personnel@ocdem.ox.ac.uk. Guidance is available from the HR Self-Service webpage (www.ox.ac.uk/hrss), including 'How To' guides to help you navigate the system and FAQs.

Future HR Self-Service

In 2019, following an upgrade to the HR system, you will be able to access HR Self-Service from home or while on the move, via any device, 24/7 and the system will have an improved look and feel. At that point, you will no longer receive paper payslips (unless you are unable to access them online).

For more information, visit the Staff Gateway <https://www.ox.ac.uk/hrss>.

**HR Self-Service is not available for casual workers, contractors and those employed solely by a college.*

TRAINING



MANUAL HANDLING TRAINING

Places still available on the two Introduction to Manual Handling Training on Friday 1 June 2018, 9-12 (9 places) and 1-4pm (12 places) in the Centenary Seminar Room, Chemistry Research Laboratory, Mansfield Road

Places are available on a first come first basis on the following link -

<https://www.admin.ox.ac.uk/safety/safetytraining/safetytraining/course/?crsID=106>



It's Pippin Doughnuts time again. They will be delivered on Thursday and the flavours this month are as follows:

Mixed berry jam
Chocolate
Vanilla custard
Cinnamon and brown sugar
Lemon curd
Rhubarb and custard
Butterscotch and hazelnut
Chocolate and coconut
Apricot, orange and vanilla jam

The price is £1.10 per doughnut. If you/your group wants to put in an order can you please provide Lynne Whay with the details by 10 am today (Tuesday) along with the relevant money. Karen will back from her holiday and will take delivery of the doughnuts on the day.



OXFORD METABOLIC HEALTH INAUGURAL SYMPOSIUM

*Join us at **Oxford Metabolic Health's Inaugural Symposium on Monday 2 July 2018 in the Richard Doll Building. Submit your abstract by 4 June for poster presentation too! For more details, go to <https://www.medsci.ox.ac.uk/omh/events>***

Registration and abstract submission now open! Please join us at the Richard Doll Building on Monday 2 July for the Inaugural Symposium for Oxford Metabolic Health. The symposium showcases the diverse range of research being carried out in Oxford in the broad area of metabolism and health and will be a great opportunity to meet other researchers. Registration is open and we are accepting abstracts for our poster sessions (*deadline for submission is 4 June*). Two of these will be selected for short oral presentations and we will also have poster prizes. You can submit work you have already presented elsewhere or new work. Visit the [Oxford Metabolic Health](#) webpages to find out more and to register for the symposium and submit an abstract.

HEALTH AND SAFETY



Almost two thirds of staff in OCDEM have completed their DSE assessment, which is higher than the University's average, but we'd like to raise this even further. If you haven't completed a DSE assessment here in OCDEM then please can you do so; you will have been emailed instructions on how to do this within the first couple of months of you starting. If you don't have these or are unsure then please email myself or Den and we can advise you further.

It doesn't matter what you do here; we all use computers and so we all need to complete this. It won't take long, and its purpose is to lower the risk of any of us suffering from back pain or similar injuries, so it's definitely in our best interests to do so! Also, please remember that you need to complete another assessment if you move desk or change equipment.

Women of Achievement Lecture

The sixth lecture in the 'Women of Achievement' series will take place on Wednesday 25 April 2018. Dame Helena Morrissey will speak on 'From Patriarchy to Partnership - a new opportunity to achieve gender equality'. Dame Helena is well known in the City in her role as CEO of Newton Investment Management for fifteen years and has recently joined Legal and General Investment Management. She also does a lot of work around gender equality and founded the 30% Club, a business-led campaign to improve gender balance in the boardroom.

Further details and a registration link can be found here: www.ox.ac.uk/news-and-events/women-of-achievement



Mindful Employer

The University has committed to focus on mental health as a priority for our disability equality work over the next three years and recently signed the Mindful Employer Charter.

Mindful Employer www.mindfulemployer.net is a UK-wide initiative aimed at increasing awareness of mental health in the workplace. By signing the Charter we are showing our willingness to work towards the principles of the Charter, and our commitment to supporting staff wellbeing.

Watch this space - As a new signatory to the Charter, we will now develop an action plan to show how we will work towards meeting the aims of the Charter.

For further information email caroline.moughton@admin.ox.ac.uk



Gwyneth Lewis 'That Way Lies Madness: Poets, Power, Health'

We are delighted to announce that Gwyneth Lewis will give the 2018 Disability Lecture. Gwyneth was the Welsh National Poet in 2005-6. She is also a librettist, a dramatist and a writer, her first non-fiction book *Sunbathing in the Rain: A Cheerful Book on Depression* (Harper Perennial 2002), was shortlisted for the Mind Book of the Year.

Date: 17 May 2018

Time: 6pm

Venue: TS Eliot Theatre, Merton College

To book: 2018disabilitylecture.eventbrite.co.uk



New Policy Advisor for Race Equality, Religion and Belief

Dr Dorian Singh joins the EDU as maternity cover for the role of Policy Advisor for Race Equality, Religion and Belief. Dorian has spent four years as the Research Manager for the Dahrendorf Programme and the Free Speech Debate project at St Antony's College. She completed her Master's and DPhil at Oxford and her research focused on access to social services for disadvantaged and minority groups. Her specialism is in working with Roma communities, especially in Romania but also more broadly in Eastern Europe and Russia.

"It's a particularly exciting time to be joining EDU as we launch the implementation of the Race Equality Charter. It's a formidable but entirely worthwhile and meaningful undertaking. I'm delighted to be part of the team working with colleagues to help ensure that Oxford University is a fair, diverse, representative and inclusive community."



Vice Chancellor's Diversity Awards

Thank you to everyone who submitted nominations for the Awards. We were overwhelmed by the level of activity from Champions, Role Models and group initiatives that promote equality and diversity across the University. The winners will be announced at an event on the 8 May. Information about shortlisted nominees and winners will be available shortly at:

www.admin.ox.ac.uk/eop/inpractice/vc-awards



Vice Chancellor's Diversity Awards

Annual Equality Report

The University has just published its annual Equality Report for 2016/17. The Report details a host of activity to promote equality and diversity at Oxford as well as providing key data on staff and students. To read the latest report visit: www.admin.ox.ac.uk/eop/policy/data/report



Childcare Vouchers

The childcare voucher scheme was due to be closed to new applicants from April 2018. Following a Commons debate in March the closure has now been delayed by at least six months. No exact date has been set for the closure, however it is expected to be in October. The voucher scheme allows parents and carers to sacrifice up to £243 per month from their pre-tax salary to use for childcare, out of school clubs and extracurricular activities. Tax-free childcare, a new scheme introduced in 2017, is also available to help pay

#mitey

Men In The Early Years

for childcare costs and is expected to eventually replace childcare vouchers. The question of whether childcare vouchers or tax-free childcare will be more beneficial to individual families will depend on each family's individual circumstances. All employees with children under the age of 12 should therefore be encouraged to explore the options available to them **before October 2018**. More information on both schemes can be found here: www.childcarechoices.gov.uk



Trans Policy and Guidance

The University's updated Transgender Policy and Guidance was relaunched in March.

The original documents were revised in the light of social change, the University's experiences of supporting students and staff who are transitioning, and in line with new guidance from several national bodies.

We are grateful to everyone who took part in the consultation, and contributed to developing the revised policy and guidance, which will help members of the collegiate University to respond supportively to our trans students, staff and visitors.

"Starting work as my authentic self may seem like a little thing, but it felt like the world had opened up."

Read the revised policy and guidance here: www.admin.ox.ac.uk/eop/transgender

Read more about the stories of trans* staff and students at Oxford in a Medium piece to mark Trans Day of Visibility 31 March <http://po.st/8JGy95>

Oxford Pride

'True Colours' Event: The LGBT+ Staff Network will be hosting an evening of micro talks in the run up to Oxford Pride. The talks will focus on the meanings behind the colours of the rainbow flag. Please do join us, all are welcome.

Date: 29 May 2018

Time: 6pm

Venue: English Faculty, St Cross Building

Book: 2018microtalks.eventbrite.co.uk

Parade: Join the LGBT+ Staff Network as they take part in the Oxford Pride March through Oxford City on 2 June. Starting at 2pm in Radcliffe Square. For more details visit: www.oxford-pride.org.uk

Stall: Visit the LGBT+ Staff Network stall at the Oxford Pride festival in Oxford Castle Quarter, also on 2 June.



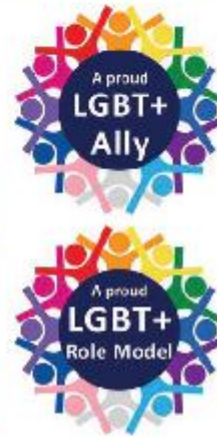


Stonewall results

We are pleased to announce that the University has once again improved its standing in the Stonewall Workplace Equality Index - climbing a further 64 places in the ranking since 2017.

	2016	2017	2018
Ranking	244	187	123

Thanks are sent to the LGBT+ Advisory Group, Network, Role Models and Allies for their contribution to the submission and for all their work throughout the year.



LGBT+ Role Model and LGBT+ Allies networking event

Our two growing networks of LGBT+ Role Models and LGBT+ Allies met last term for the first time. The purpose was to thank them for all the work they had done to raise awareness of LGBT+ issues in their respective departments and colleges. It also gave us an opportunity to reconnect with colleagues we had trained with and share good practice between the networks. For more information visit our respective sites:

LGBT+ Role Model: www.admin.ox.ac.uk/eop/sexualorientation/rolemodel

LGBT+ Allies: www.admin.ox.ac.uk/eop/transgender/lgbtallies

New: LGBT+ Role Models Workshop

If you would like to join our growing network of LGBT+ Role Models, we will be hosting another workshop this term.

Date: 14 May 2018

Time: 9.30am - 1.45pm

For more info and to book please email: caroline.kennedy@admin.ox.ac.uk

If you are interested in attending the next Allies workshop in Michaelmas 2018, please email: caroline.kennedy@admin.ox.ac.uk



www.admin.ox.ac.uk/eop

Design by the University of Oxford Design Studio.

Gender Pay Gap Report

The University has published its first gender pay gap report. The gender pay gap is a measure of the difference between men's and women's average earnings across the University. As an employer with more than 250 employees, the University has a legal obligation to publish statutory calculations on its pay gap every year.

The University has a median gender pay gap of 13.7%, which is lower than the national average. The mean gender pay gap is 24.5%, which is higher than the national average. The gender pay gaps identified are mainly attributable to the lack of women in senior roles in the University. There is an uneven distribution of men and women across grades, with women generally accounting for a higher percentage of staff at the lower end of the structure and a higher percentage of men in senior grades. A slightly greater proportion of women than men are employed in the upper middle pay quartile.

The University is committed to closing its gender pay gap. Promoting gender equality is a key strategic priority for the University as demonstrated by a number of initiatives including Athena SWAN, equality targets to achieve a meaningful increase in the representation of women at senior level, and the provision of comprehensive support for staff with children or other caring responsibilities (e.g. generous maternity, adoption and shared parental leave, the Returning Carers Fund, and My Family Care).

The full gender pay gap report can be found at: www.admin.ox.ac.uk/personnel/reward/iobeval/apa/

Technicians Commitment

The University has signed on to the Technicians Commitment. Professor Stuart Mackenzie, Head of Physical and Theoretical Chemistry, is leading this initiative at the University.

The Technicians Commitment is a Science Council initiative to recognise the vital importance of technicians to research and teaching in UK Universities. This commitment is relevant to a wide range of roles across the University and is open to everyone who gives technical support to teaching and research at all levels. The commitment aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research. Find out more at www.technicians.org.uk.

Welcome to the Trinity term round-up of updates from the University's Personnel and Related Services.

Read on to find out about Gender Pay Gap reporting, My Family Care, updates from the Equality and Diversity Unit, and more....

HR Self-Service coming soon!

HR Self-Service will give University employees access to view and change some personal details, see your contract and pay information, and view your payslips and P60s online. If you are a manager, you will also have access to limited information about your team members.

To find out more, please visit the project website at <https://projects.it.ox.ac.uk/hr-self-service-project>.



Oxford & USS

For updates and further information about the Universities Superannuation Scheme (USS) Valuation 2017, please see [here](#) on the Staff Gateway.

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Read the revised policy and guidance here: www.admin.ox.ac.uk/eop/transgender.

Download the latest edition of the EDU's newsletter [here](#)



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Mindful Employer (www.mindfulemployer.net) is a UK-wide initiative aimed at increasing awareness of mental health in the workplace. By signing the Charter, we are showing our willingness to work towards the principles of the Charter, and our commitment to supporting staff wellbeing.



Watch this space - as a new signatory to the Charter, we will now develop an action plan to show how we will work towards meeting the aims of the Charter.

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My Family Care

Many University staff combine demanding jobs with caring responsibilities – from young families, to older children, to elderly relatives, to family members with complex care needs. Whatever family means to you, My Family Care is a new University staff benefit that is here to help. Register online [here](#).

On 16 May, MFC is running the webinar 'Performing under Pressure: the Neuroscience of Stress Management' (see right). All registered members of MFC can join the webinar live or download to watch later.

The poster features the My Family Care logo and 'WORK + FAMILY Webinars'. It shows a person in a red suit covering their face in distress, surrounded by several analog clocks. Text on the poster includes: 'Performing Under Pressure Webinar', 'Wednesday 16th May at 12:30 - 1:00 pm', and 'The Neuroscience of Stress Management'. A small paragraph at the bottom explains the webinar's focus on neuroscience and stress management techniques.

We have also received very positive feedback about the **Speak to an Expert** phone line service. Staff can have 30-minute phone calls with an MFC expert on a whole host of topics. The phone service is available to all University employees free of charge. Topics include:

- Childcare choices
- Eldercare challenges
- Balancing work and family

Register for My Family Care today!

myfamilycare.co.uk/oxford

To register, all you need is your SSO and employee ID number (found on your pay slip; not the number on your University card).