



FOR UNIVERSITY STAFF

WEEK COMMENCING 23 JULY 2018

ISSUE NO 148

CONGRATULATIONS



Congratulations to Dr Rustam Rea, Dr Alistair Lumb and Dr Garry Tan who have received funding from the Oxfordshire Health Services Research Committee for their project “**The development of a Patient Reported Experience Measure (PREM) for in-patients with diabetes**”.

SEMINARS

There are no seminars this week.

FINANCIAL YEAR END



THIS WEEK'S DEADLINES

All **sales invoice requests** for services etc. that have taken place this year must be with Karen Parish by **close of business Friday 27th July**.

Most importantly, **purchasing will shut down from Tuesday 24th July until Thursday 2nd August** 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 be able to process orders during this period except under very, very exceptional circumstances – which DOES NOT include you having forgotten to order something.

The deadline for processing expense claims this financial year has passed however please ensure that you continue to pass your expense claim forms to Karen Parish for processing as any expenses incurred prior to 31st of July must be accrued into this years financial accounts.

APPRENTICE PERSONAL ASSISTANT



Becoming an apprentice at the University of Oxford is an excellent opportunity to gain practical experience, training and qualifications.

This is a fantastic opportunity for someone to start their career if you have an interest office and business admin. We are looking for someone with an interest and aptitude in admin and being a PA. You will be organised and capable of working efficiently and fast on a diverse set of activities.

You will learn diary management, event organisation, communications, training courses, recruitment and more.

You will study for 18 months for a Level 2 Business Administration qualification with Abingdon & Witney College. For the right candidate there may be the opportunity for further study.

You will be a member of our friendly and supportive team, providing clerical and admin support to our Professors within the Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM) at the University of Oxford.

To apply for this post you will be able to demonstrate an aptitude and enthusiasm for the skills taught on this apprenticeship, including excellent communication skills in person, on the telephone and email, as well as excellent customer service skills.

Starting salary: £16,654

For full details please visit:

https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erq_jobspec_version_4.jobspec?p_id=135874

And to apply please visit the National Apprenticeships website at:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-305689>

Applications close at 12 noon on Wednesday 25th July 2018.

WORLD CUP SWEEPSTAKE WINNERS



Congratulations to Geoffrey Denwood and Robert Koivula who were the winners of the World Cup Sweep stake organised by Karen Parish. Thanks you to Karen for organising this.



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

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

Vanilla custard

Cinnamon and brown sugar

Lemon curd

Strawberries and cream

Tayberry jam

Chocolate and coconut (chocolate dough with a coconut custard filling and dried coconuts on top)

Butterscotch and hazelnut

Chocolate

Online Personal Tax Accounts (PTAs)

PTAs have been available for all Pay As You Earn (PAYE) employees since December 2015; 15 million people are already using theirs.

The account is a secure and simple way for you to manage your tax affairs online.

What can it do?

HMRC can only work from the information that it has, so if you have a change in your financial circumstances or address please let HMRC know through your PTA.

You can also:

- Print proof of your National Insurance number (handy for new employees completing new starter checklists)
- View and print a copy of your pay and tax details for the last 4 tax years
- Update the information HMRC hold on the benefits you may receive
- Check your state pension situation – explore when you can start to receive it and how much you are likely to get
- Claim a tax repayment; if you have received a letter from HMRC advising that you've paid too much tax over the course of the year you can claim your rebate online. HMRC state that the full refund will be paid into your bank account within five working days
- For tax credits, check your payments, make changes to your circumstances and complete your renewals.

How can you learn more?

The Personal Tax Account is intuitive and straightforward to set up. To get started please go to www.gov.uk/personal-tax-account

To learn more about the full range of products and services on offer in your account

TRAINING



[Bodleian iSkills: Open Access Oxford - what's happening? \(Monday 23 July 12.30-13.30\)](#)

Open access publishing and Oxford's position, with guidance on how to comply with the Open Access requirements for the REF and mandates from key funding bodies whilst respecting your publisher's rights and policies. Topics to include: Green versus Gold routes; funder mandates and publisher policies; Oxford Research Archive (ORA) and Symplectic; OA website/ helpline; new developments in open access publishing.

Who is this session for? Research support staff, administrators and librarians, researchers and academics from **any Division**, although this session is being run in Headington to facilitate attendance of people from the Medical Sciences Division.

[iSkills for the Medical Sciences Division: Managing research data and Data Management Planning \(DMPs\) \(Friday 27 July 11.00-12.30\)](#)

Good research data management is a vital component of academic practice. The data used to develop the arguments and outcomes of your research should be effectively stored and managed during a project, preserved for the future and - where possible - shared with other academics. This session introduces the University's research data policy and outlines the practical impact this will have on your work. The services available at Oxford to assist you will be outlined. This session is not only essential during your current studies but will be invaluable if you plan to continue in research as a career.

Who is this session for? All DPhil students and research staff in the **Medical Sciences Division**.

FUNDRAISING

Dear All

I have walked over 30000 steps in 3 weeks and am looking forward to walking the Jurassic coast at the end of the month.

If you would like to sponsor me please use the link.

<https://www.justgiving.com/fundraising/karyna-gibbons4>

Thank you for your support

Karyna Gibbons

Diabetes Research Nurse



The OCDEM Christmas Lunch



Where: Linton Lodge Hotel (www.lintonlodge.com)

When: Friday 14th December

Cost: £18.50 per person for three courses with tea/coffee & mince pies.

If you would like to attend then please let Ruth Coleman (ruth.coleman@dtu.ox.ac.uk) know and a deposit of £5 will be required to be paid by Friday 10th of August.

Christmas Menu 2018

**Chef's Creamy Leek, Potato
and Grain Mustard Soup**
Served with Crispy Croutons

**Pearls of Melon with
Pineapple and Orange Segments**
Sprinkled with Pomegranate Seeds

Vegan Pate served with Cranberry Chutney
Accompanied by a Toasted Brioche

Smoked Salmon & Prawns Salad
Dressed with Marie Rose Sauce & Balsamic Reduction

Roast Turkey & Stuffing with Rich Gravy
Accompanied by Cranberry Tartlet, Sausage Bacon Roll

Roast Loin of Pork
Served in an Apple Calvados Sauce

Tuna Steak set on crushed Potatoes
Served with Tomato Coriander Sauce

Mushrooms & Vegetables Stroganoff
Served with Basmati Rice

All mains are served with seasonal Vegetables & Potatoes

Christmas Pudding
Dipped in Brandy Sauce

Chilled Winter Fruit Salad
Served with Cream

Lemon Mascarpone Cheesecake
Trio of Chocolate Mousse