

# OCDEM BULLETIN



## FOR UNIVERSITY STAFF

WEEK COMMENCING 25 FEBRUARY 2019

ISSUE NO 176

### SEMINARS

#### WEDNESDAY

This week's Wednesday seminar will be hosted by Professor Jeremy Tomlinson and the speaker is Professor Roland Stimson of the University of Edinburgh.



The title of his talk is "**How Hot Is Human Brown Adipose Tissue**" 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 28th February from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

**Palliative Care:** "Does High Flow nasal Oxygen delay death?", Dr Mary Miller

**Neurology:** "Prodromal Parkinson's: what's it all about?", Dr Michele Hu

**Chair:** Prof Chris Conlon

## **CURRENT VACANCIES IN THE DEPARTMENT**



### **POSTDOCTORAL RESEARCH ASSISTANT**

**Grade 7: £32,236 - £39,609 p.a.**

An exciting opportunity has arisen for a Postdoctoral Research Assistant position in the David Ray group within OCDEM on a highly prestigious MRC funded programme of research.

This programme builds on recent discoveries from our group, which have identified the importance of biological timing mechanisms in the resolution of inflammation, and the development of co-morbidities in chronic inflammatory disease. We are now building an interdisciplinary team of exceptional early career scientists to move forward in this field, and make the next major discoveries.

You will join a well-resourced team with a track record of major discoveries, and moving fellows into permanent academic positions. We have unique and innovative models, both in-vivo and in-vitro, which allow entirely new biological insights into circadian control of inflammation, and energy metabolism.

The deep phenotyping of these models, with high throughput 'omics technology platforms, cell based assays and systems microscopy permits rapid advances to be made, with new insights, high-impact publications, and potential therapeutic advances.

We build on unique strengths coupling circadian biology and metabolic science, and will use CRISPR, and genetic engineering approaches to investigate novel pathways regulating liver phenotype, and metabolic flux. We can couple this genetic approach to chemical biology interventions, such as those we have recently pioneered to target circadian clock components.

Outputs: There is an expectation that the candidate will publish in high-impact journals, present at international meetings, drive project progression, and capitalise on the joint academic stakeholders at the Universities of Oxford, and Manchester. There is considerable scope to pursue exciting new biological pathways emerging from the discovery platforms.

You will have an interest in or experience of inflammation biology, energy metabolism, and circadian biology. Some experience of in-vivo physiology is desirable. A relevant PHD is essential, the postholder will also be expected to have familiarity with statistical methods, previous publications and experience of presentations. The postholder will generate and analyse novel, cell type targeted transgenic mice. The post will also develop and apply in-vivo models of chronic joint inflammation, they will also be expected to present work at national meetings.

The position is full-time and fixed-term for 3 years in the first instance with the possibility for extension. The position will be based at OCDEM, Churchill Hospital, Oxford. The post is funded by the MRC.

Please quote reference 139171 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 4 March 2019 can be considered. Interviews are scheduled for the morning of 15 March 2019.



## **FINANCE/FACILITIES OFFICER**

Grade 5: £24,298 - £28,982 p.a.

An excellent opportunity for a proactive and committed individual to join our team and build an interesting and rewarding career. As Finance/Facilities officer you will play a key part in the OCDEM administrative team, holding responsibility for both general ledger accounts, and line-management of the Finance team.

We seek someone who is confident and can work independently, effectively managing their own workload. The successful candidate must also be a team player as this work requires contact with all members of department – including laboratory staff, research staff, administrators, secretarial and clerical staff. Liaising/building relationships with external contacts is also essential.

You will have proven financial administration experience, skills and knowledge of computerised financial systems, together with excellent communication (both verbally and in writing) and organisation skills. You should be comfortable with managing demanding and often conflicting priorities, to meet deadlines. An accountancy qualifications, or drive to work towards one is desired.

This post is full-time and fixed term for 3 years in the first instance.

Owing to the nature of this position, any offer of employment with the University will be subject to satisfactory security screening.

Applications for this vacancy are to be made online. You will be required to upload a supporting statement detailing how you meet the selection criteria, as part of your online application.

The closing date for this position is 12.00 midday on 13 March 2019. Interviews will be scheduled for the morning of 27 March 2019.

## TRAINING



### **ONLINE PRESENCE: TAKING CONTROL**

Creating an online presence can open up your research and teaching (or any interest!) to a global audience and is now essential in promoting yourself professionally to the outside world. This 3-hour workshop offers a comprehensive introduction to online presence and also gives a supported environment for you to plan, create, and add to your own projects.  
25/02/2019 14:00 - 17:00

Staff £30/ Students £15 [Book and pay](#)

### **CREATING AN ONLINE PRESENCE WITH WORDPRESS**

Use WordPress to create an academic online presence and promote yourself professionally to the world. Work in a supported environment for you to plan, create and set up a WordPress site and/or blog.  
28/02/2019 14:00 - 17:00

Staff £30/ Students £15 [Book and Pay](#)

### **PROGRAMMING: CONCEPTS FOR NEW PROGRAMMERS**

Do you feel that learning how to program on a computer would be a valuable skill, but are concerned that a formal course in a particular language might need knowledge or experience that you don't yet have? This session provides a non-technical introduction to the basic principles and mechanics of computer programming where you will discover the building blocks that go into making a program in any computer language.  
01/03/2019 09:15 - 15:15

Staff £50/ Students £25 [Book and pay](#)

### **PROGRAMMING: STARTING TO THINK LIKE A PROGRAMMER**

This half-day workshop is aimed at the self-taught individual who already programs in some way. We will take a set problem and analyse it; specify it; develop it; test it; optimise it; and enhance it.

You will be buddied-up (most likely in pairs) and tackle each activity as a team – most real world programming activities involve team working.

12/03/2019 14:00 - 17:00

Staff £30/ Students £15 [Book and pay](#)

### **C++: A COMPREHENSIVE INTRODUCTION**

C++ is one of the most popular and powerful programming languages. This two day course introduces you to the important elements of the language, taking you to a point where you will have the skills needed to write your own useful programs, and make modifications to existing ones. Although delivered using Microsoft Visual Studio 2017, the course C++ code and the skills learned are applicable to all C++ development environments.

13/03/2019 09:15 - 14/03/2019 17:15

Staff £140/ Students £70 [Book and pay](#)

## **PERSONNEL**



### **IMPORTANT FOR P60 - UPDATING HOME ADDRESSES VIA HR SELF-SERVICE**

It is important to ensure that employees keep their home address details up to date. Home addresses are stated on the P60 employees receive every year. Employees should therefore check and, if required, update their home address via HR Self-Service before the end of March, in time for the next round of P60s. Employees can access HR Self-Service by logging in from the [HR Self-Service Staff Gateway page](#), which includes an [Employee Self-Service How-To Guide](#) to support employees with updating their details and navigating the system.

It is also important that employees notify HMRC of any changes to personal details, including home address, as these are not updated automatically. It is an individual's responsibility to notify HMRC of any changes. Please visit the [HMRC website](#) for more details

### **INFORMATION SECURITY TRAINING – NOTE DIFFERENT DEADLINE FOR MEDICAL SCIENCES STAFF**

You will all have received an email from Gill Aitken the Registrar advising you of the new online training focused on data privacy and information security, which all University employees must complete. The training builds on the information security-training module, which was launched in 2017, and many of you will already have completed. Following the introduction of stricter data privacy legislation (the GDPR) in May last year, the module has now been updated with a new section focusing on personal data. The email advised that the training needed to be completed by 29 March 2019 however arrangements for Medical Sciences Divisions vary slightly. The arrangements for OCDEM staff are as follows:

*Staff who have not yet undertaken Information Compliance training – deadline remains 28<sup>th</sup> March 2019*

*Staff who have done the old training module within the last few months- need to complete the new module by the end of August 2019*

*Research staff who are in the process of applying for a grant, a data set or going through ethical approval should revisit the new training sooner rather than later, as they will find the training helpful*



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

Mixed berry jam  
Vanilla custard  
Chocolate  
Cinnamon and brown sugar  
Passion fruit curd  
Apple, blackberry and custard  
Banana toffee  
Plum and almond  
Butterscotch and hazelnut (ring doughnut)

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 **10.00 am on Tuesday** along with the relevant money. Karen will take delivery of the doughnuts on the day.



## **HEALTH AND WELLBEING**

### **YOGA IN THE WORK PLACE:**

**Dru Yoga with Louise:** The aim of **Dru Yoga** is simple, to help relieve the enormous stresses and pressures of modern-day living. It is designed to be practised by people of all abilities, all fitness levels and all age groups, it is a style of yoga that can be quickly dipped into or learnt in more depth over a lifetime

### **13.00-14.00 Robert Turner Lecture Theatre**

Tuesday 26<sup>th</sup> February

Tuesday 5<sup>th</sup>, 12<sup>th</sup> & 19<sup>th</sup> March



## ACCOMMODATION AND SUBSISTENCE

As with all University expenses, accommodation and subsistence costs should be made in line with the four principles:



Value for money is achieved.

- It is not possible and/or practical for the University to pay directly.
- The individual does not receive a personal benefit and costs incurred are for business purposes only.
- Only actual and evidenced costs are reclaimed.

The University will only reimburse accommodation and subsistence costs incurred while travelling for University business and where the travel occupies the whole or substantial part of the working day.

### Important note

**For expense claims to be processed quickly, it is important that sufficient evidence (receipts, invoices, or other proof of purchase) is attached AND properly recorded on the expense claim.**



### What is claimable?

Accommodation and subsistence (meals, beverages and limited incidental costs) should be in line with the value for money principle, and claimants should not benefit.

### Overnight Accommodation

Appropriate and safe accommodation should be used, ensuring that value for money is achieved.

### UK accommodation:



Reasonable rates are considered to be:

- Major cities: £150 per night
- Other: £100 per night

**Overseas accommodation:** At the discretion of the department. Reference can be made to HMRC's [worldwide subsistence rates guide](#) as needed.

## Meals and Beverages

Food and beverages taken as a meal (breakfast, lunch and dinner) can be claimed while travelling on University business if the meal-time falls within the journey. Costs should not be excessive. Reasonable rates in the UK are considered to be:



- Breakfast: £10
- Lunch: £10
- Dinner: £25
- Tips: £Up to 15%

**These cannot be accumulated and must be supported by receipts.**

***Note: Limited alcohol consumption as part of the meal can be claimed, however, this should be kept at a reasonable level.***

## Incidental Expenses

Incidental expenses such as WIFI, beverages, snacks, and newspapers incurred whilst travelling (and supported by receipts) can be claimed within the limits below. These limits cannot be accumulated.



- UK: £5 per night for stays in the UK
- Non-UK: £10 per night for stays in the rest of the world

**These cannot be accumulated and must be supported by receipts.**

## Laundry

Laundry bills may be claimable if you are required to stay away from home for more than one week.

### **So what is *not* claimable?**

The following costs should not be claimed;



- No payment or payment in kind can be made if you stay with family or friends
- Personal items (such as toiletries etc.)

## Oxford enters Stonewall's list of Top 100 Employers

The University of Oxford has been named as one of the UK's most inclusive employers for lesbian, bisexual, gay and transgender (LGBT) staff by the charity Stonewall, in its Workplace Equality Index 2019.

Oxford has long been a proud member of the Stonewall Diversity Champions programme, participating annually in the Workplace Equality Index, but this is the first time that the University has placed in the list of the top 100 UK employers.

In recent years Oxford has invested a significant amount of time and resources in becoming more inclusive and accessible, and somewhere that students and staff of all genders, backgrounds and sexual orientations can thrive and realise their potential. While this work is ongoing, the University's placement on the list is an encouraging sign that our efforts are having an impact.

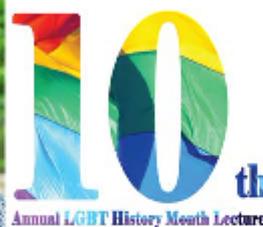
Dr Rebecca Surender, Advocate for Equality and Diversity and Pro-Vice-Chancellor, said: 'The University, in partnership with the LGBT+ Advisory Group, has worked hard over the past five years to meet its objectives on LGBT+ equality – continuing to strengthen our policies and practices to ensure we can be truly inclusive. We are incredibly proud of this recent achievement and would like to take this opportunity to thank all those involved who have helped on this journey including the University's LGBT+ Role Models, LGBT+ Allies, LGBT+ Staff Network and the wider University community.'



[www.admin.ox.ac.uk/eop/sexualorientation/stonewallchampion](http://www.admin.ox.ac.uk/eop/sexualorientation/stonewallchampion)

## 10th Annual LGBT History Month Lecture

### Faith & Sexuality – A Safeguarding Crisis?



#### Jayne Ozanne

The harmful effects of prejudice and discrimination on the LGBT+ community have been acknowledged for some time by the medical professions, however few have been able to provide evidence of the role that religion can play in fuelling

this. Jayne Ozanne will look to outline clear evidence of the harm that certain teachings have caused the LGBT+ community and what can be done to address this major safeguarding issue affecting young LGBT+ Christian teenagers today.

Jayne Ozanne is a well-known gay evangelical who works to ensure full inclusion of all LGBT+ Christians at every level of the Church. She is Director of the *Ozanne Foundation*, which works with religious organisations around the world to eliminate discrimination based on sexuality or gender in order to embrace and celebrate the equality and diversity of all.

**Date:** 28 February 2019

**Time:** 6:30–8:30pm

**Venue:** Mathematical Institute, Andrew Wiles Building

**Booking:** [oxlgbt19.eventbrite.co.uk](http://oxlgbt19.eventbrite.co.uk)

Information on LGBT History Month events happening across Oxford can be found here: [www.admin.ox.ac.uk/eop/sexualorientation/lgbthm](http://www.admin.ox.ac.uk/eop/sexualorientation/lgbthm)

## Marking the centenary of women's suffrage

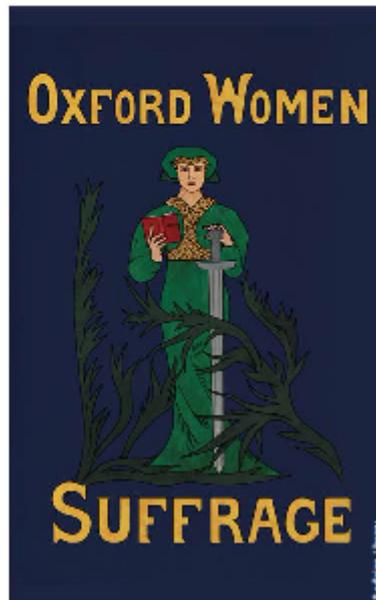
The 1918 general election was the first to be held following the Representation of the People Act, which gave women over 30, and all men over the age of 21, the right to vote.

In 2018, Women in the Humanities organised a year of events to commemorate the centenary of some women's suffrage, culminating in the flying of an Oxford suffrage flag across the city on Friday 14 December.

The Oxford suffrage flag – depicting the city's patron saint, St Frideswide – was produced by a local women's suffrage group in 1908 and was recreated for the centenary based on a pencil sketch that featured in the Oxford Times.

A series of downloadable Oxford suffrage history pamphlets and a timeline tell the story of the particular role of the University and the city in the campaign, and profile the women's suffrage campaigners with a connection to Oxford, including Emily Wilding Davison, who achieved first-class honours in English in the University exam for women but was unable to graduate as Oxford degrees were closed to women at that time. She is best known today for the manner of her death at the Epsom Derby in 1913, where she was fatally injured by the King's horse.

[wih.web.ox.ac.uk/history-in-oxford](http://wih.web.ox.ac.uk/history-in-oxford)



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## International Women's Day

International Women's Day (IWD) is a global day celebrating the economic, political and social achievements of women past, present and future.

The idea of an IWD was first suggested in 1910 by Clara Zetkin, at the 2nd International Conference of Working Women in Copenhagen. Over 100 women from 17 countries unanimously approved the suggestion. One year later, on 19 March, over one million men and women attended IWD rallies campaigning for women's rights to work, vote, be trained and to hold public office, and for an end to discrimination.

In 1913, the date for IWD was changed to 8 March and has remained so ever since. It has grown into a day of recognition and celebration globally and is now an official holiday in many countries.

Increasingly, International Women's Day is a time to

reflect on progress made, to call for change and to celebrate acts of courage and determination by ordinary women who have played an extraordinary role in the history of their countries and communities.

To mark the centenary of the Sex Disqualification (Removal) Act which allowed women to practise as lawyers, Women in the Humanities and St Hugh's College will be co-hosting a panel discussion on 8 March on the theme of 'One Hundred years of Women Lawyers: How far have we come?'

A number of other events will be taking place across the University in the lead up to IWD – watch out for further details on the University website's events page.

To find out about events taking place across the city as part of the Oxford Women's Festival, see: [oxfordinternationalwomensfestival.co.uk/2019-festival](http://oxfordinternationalwomensfestival.co.uk/2019-festival)



[www.admin.ox.ac.uk/eop](http://www.admin.ox.ac.uk/eop)

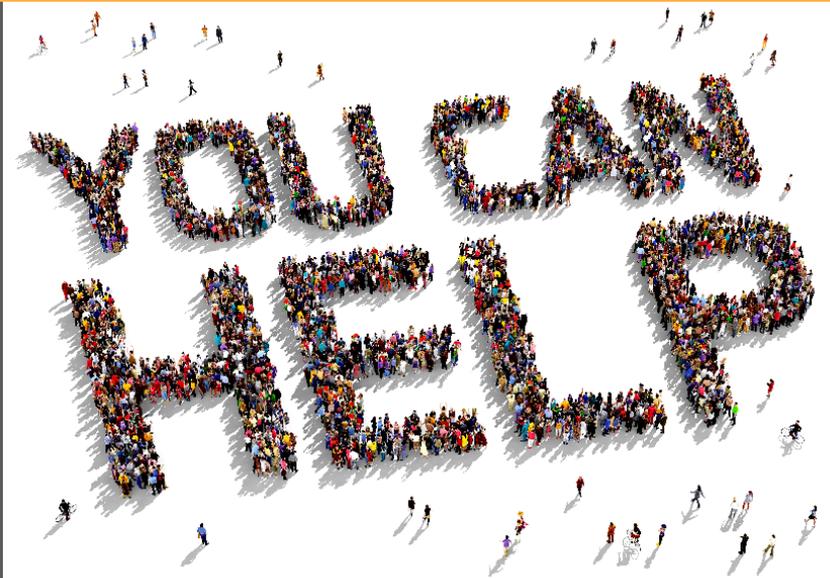
Design by the University of Oxford Design Studio.

# Healthy Volunteers Needed!

**Are you aged 18-50 and in good health?**

Jenner Vaccine Trials is looking for healthy volunteers to take part in research testing a new vaccine against Chikungunya Fever.

If eligible, you will be reimbursed around £370 for your time and inconvenience.



FIND OUT MORE

<http://www.jenner.ac.uk/chik001-vaccine-trial>

[vaccinetrials@ndm.ox.ac.uk](mailto:vaccinetrials@ndm.ox.ac.uk)

01865 611424



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