

# OCDEM BULLETIN



## FOR UNIVERSITY STAFF

WEEK COMMENCING 11 MARCH 2019

ISSUE NO 178

### SEMINARS

WEDNESDAY- NO SEMINAR THIS WEEK

FRIDAY – NO SEMINAR THIS WEEK

### MEDICAL GRAND ROUNDS



Thursday 14 March from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

**Combined Medical-Surgical Grand Round** -- Ophthalmology: "Gene therapy for retinitis pigmentosa", Prof Robert MacLaren

**Chair:** Prof Chris Conlon



Hannah Nixon has joined us from the temporary staffing services and will initially be providing PA support to Professor David Ray and Professor Jeremy Tomlinson.



Last week the department said goodbye to Jila Aijean of the McCarthy/Gloyn group and James Early of the Ray Group.



## **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 12<sup>th</sup> & 19<sup>th</sup> March

## **CURRENT VACANCIES IN THE DEPARTMENT**



### **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.



**WORK+FAMILY**  
**webinars**

## **SHARED PARENTAL LEAVE: The Lived Experience**

Shared Experiences on  
making new leave  
patterns work



Join our panel of parents talking about their varied experiences of taking shared parental leave and having the right discussions both at work and at home.

These real-life examples of family-friendly ways of working during the parent transition will explore the pros and cons and the importance of open, transparent conversations throughout.

**Thursday 4<sup>th</sup> April 2019**  
**@ 12:30 – 13:15**

Register at the *Knowledge Centre* on your Work+Family Space:

[www.myfamilycare.co.uk/oxford](http://www.myfamilycare.co.uk/oxford)

\*You can also catch up on past webinars through your Work+Family Space

## **Parents and Carers Networking events**

We are really pleased to be offering two networking events this term on 11th March. These are a continuation of the networking events, returning carers workshops and the ongoing programme of support aimed at those with caring responsibilities (which may include those caring for older relatives, dependants and people with disabilities) and those new to parenting (dads and mums, please come along). Our networking events are an informal opportunity to meet colleagues from across the University and to find out more about the support available for you.

10.30 - Carers session: <https://www.eventbrite.co.uk/e/networking-tea-for-carers-tickets-55400035999> The event will be attended by representatives from Action for Carers, who will be talking about the service they can provide to adult carers. This will be an informal opportunity to enjoy a hot drink and pastry while making connections with others.

11.45 - New Parents session: <https://www.eventbrite.co.uk/e/networking-tea-for-new-parents-tickets-55400076119> Colleagues from Childcare Services and HR will be available to answer your questions.

## **INFORMATION SECURITY TRAINING – REMINDER**

All staff must complete the new data privacy and information security module, **by the end of March** if you haven't done the training before, and **by the end of August** if you have done the old training module within the last few months.

The module only takes 30--40 minutes to complete. It is interactive and informative, and it will help you to avoid taking risks that could impact you, your colleagues, our research funding, and the University's reputation.

It includes content on a range of important topics such as:

- Keeping personal data secure: we all handle personal data in our daily work. Getting things wrong could put individuals at risk and lead to large fines for the University. A new section in the module is dedicated to helping you keep personal data safer.
- Safe document sharing: sharing sensitive data in documents via email brings with it a high levels of risk. Taking some simple precautions can help to avoid common mistakes.
- Keeping your device safe: Many of us now bring our own phones and laptops to work, but there are risks associated with doing so. The training outlines ways in which you can do this in a secure way.
- Avoiding 'phishing': Cyber criminals are increasingly sophisticated methods to solicit information through 'phishing' attacks. The module will help to avoid you falling inadvertently into these types of traps.

Please take the time to complete it as soon as possible at [www.infosec.ox.ac.uk/module](http://www.infosec.ox.ac.uk/module)



### **LAUNCHING OUR NEW MICRO-INTERNSHIP PROGRAMME FOR RESEARCH STAFF**

Micro-internships are 2-5 day voluntary work experience placements facilitated by the University of Oxford. This new pilot programme is designed especially for research staff at grade 6 or above, who are currently on a fixed term contract at Oxford or who finished their fixed term contract in the past 12 months. The programme is designed to further develop key employability skills and competencies such as commercial awareness, communication skills and problem solving, as well as provide an insight into new sectors.

A wide variety of placements will be on offer in areas including health, environment, photography & graphics, ethics, law, technology, computing and financial services.

#### **When will they take place?**

Placements will take place in **Week 6 (3-7 June)** and/or **Week 7 (10-14 June)** of Trinity Term.

If you are keen on applying, we recommend that you talk to your line manager fairly soon. This will enable all concerned to plan well, support you in taking this professional development opportunity and, should your application be successful, help you to fulfil your commitment to the host organisation.

#### **When do I apply?**

Applications open on **Wednesday 13 March** and the deadline to apply is midday on **Monday 1 April**. All applicants will be informed of the outcome by **Thursday 25 April**.

Internships are voluntary but local travel expenses are paid by the hosting organisation, see full details [HERE](#)

If you are interested in taking part in the programme, keep an eye on our [Micro-Internships for Research Staff webpage](#) or contact Polly Nuttgens, Micro-Internships Officer (Research Staff) at [research-internships@careers.ox.ac.uk](mailto:research-internships@careers.ox.ac.uk).

For more opportunities for research staff visit the bespoke [Careers Service webpage](#) You are also welcome to discuss the internships or any other matter in an appointment with a Careers Adviser, bookable via [CareerConnect](#) or phoning reception 01865 274646.

## MAKING AN EXPENSES CLAIM

To remain compliant with HMRC regulations, all claimants must provide the following information:



- Personal details (name, address, bank details).
- Sufficient information about the reason for the claim e.g. purpose of journey.
- If the expense was incurred in a foreign currency, evidence of the exchange rate used must also be provided. Appropriate evidence includes:
  - Confirmation of exchange rate on date of payment from an established source e.g. XE.com
  - Evidence from bank, credit or charge card statement of actual rate of exchange.

### **Evidence**



All claims must be supported by evidence, i.e. receipts or equivalent proof of purchase. Credit card slips or copies of bank statements alone are not considered sufficient evidence to support a claim. **Please Note:** Some funders may require additional information e.g. a boarding pass.

### **Submission of a Claim**

Only actual and evidenced costs are reclaimed. Using the University Expenses Form, all expense claims should be submitted as close as possible to the time of expenditure. Claims should be submitted within three months of the activity concluding or return from travel.

### **Declaration by Claimant**

In submitting an expense claim, the claimant is confirming that:

- Value for money was achieved.
- It was not possible and/or practical for the University to pay directly.
- The cost was incurred for business purposes only.
- Only actual and evidenced costs are reclaimed.

### **Authorisation**

Claims must be authorised by an appropriate Authorised Signatory. In no circumstances will self-authorised claims be paid. Authorised Signatories in OCDEM are Lynne Whay, Charlotte Kelly and Fredrik Karpe.

**Note:** if required, the budget holder, supervisor or principle investigator can give initial approval. This is a matter of departmental practice.

The Authorised Signatory is responsible for confirming:



- Each expense complies with the principles and requirements set out in this Policy and any additional requirements established by research or other external funders; the cost was incurred solely for business purposes; only actually and evidenced costs are reclaimed; and the claim is correct, and all receipts are attached.
- Budget is available.
- Coding is correct.
- Tax implications have been considered and any appropriate actions taken to ensure that relevant items have been flagged to the Finance Division for the application of tax.

If you have any queries regarding the expenses process within OCDEM then please contact either Charlotte Kelly or Lynne Whay.

### **BLenheim PALACE**

We have a pair of Palace Park and Garden tickets to give away which include access to the state rooms, formal gardens and to an exhibition at Blenheim Palace titled *The Young Turner: Ambitions in Architecture and the Art of Perspective*. In addition, all staff are offered a 30% discount off Palace, Park and Garden tickets purchased online whilst the exhibition runs (last day is 22 April).

To enter the prize draw to win the ticket send you details to [blueprint@admin.ox.ac.uk](mailto:blueprint@admin.ox.ac.uk) by 5pm on Friday 15 March.

To take advantage of the 30% online discount use code OXUNISTAFF

Buy Tickets Online: <https://www.blenheimpalace.com/tickets-booking/tickets/>

Event Details: <https://www.blenheimpalace.com/whats-on/events/young-turner/>