



## FOR UNIVERSITY STAFF

WEEK COMMENCING 30th SEPTEMBER 2019

ISSUE NO 207

### SEMINARS

#### WEDNESDAY SEMINAR

There is no Wednesday seminar this week. The next seminar will be on Wednesday 16<sup>th</sup> October with a talk by Gareth Lavery of Birmingham University on “Correcting the NAD Metabolome in Health and Disease”

#### FRIDAY SEMINAR

There is no Friday seminar this week. The next seminar will be on Friday 18<sup>th</sup> October with a talk by Dr Toryn Poolman of the Ray Group on “Mass Spectrometry based proteomic techniques to study nuclear hormone receptor functions”.

#### MEDICAL GRAND ROUNDS

There is no medical grand rounds this week



Double celebrations for Dr **Dr Nikolaos Nikolaou** from the Tomlinson group. He won the “Best Oral Presentation” award for his talk “**AKR1D1 is a novel regulator of metabolic phenotype in human hepatocytes and is dysregulated in non-alcoholic fatty liver disease (NAFLD)**’ at the 7th ESE European Young Endocrinologists and Scientists (EYES) meeting in Athens. The award includes an invite to present his abstract as invited speaker in the next European Conference of Endocrinology (ECE) in Prague in May 2020.

He has also received funding from the Bioscientifica Trust for his project “Elucidate the role of 5 $\beta$ -reductase (AKR1D1) in oxysterol signalling in human hepatocytes”



The department wishes the following staff good luck in their new positions: Nanthia Othonos of the Tomlinson Group who has gone back to clinical work in Cambridge and Marco Pontecorvi of the BRC Team who has taken up a position with the NIHR Oxford Health Biomedical Research Centre.



DTU staff joined Professor Rury Holman for lunch last week to wish him all the best in his retirement. Professor Holman has stepped down as the Director of the Diabetes Trials Unit but will continue as Emeritus Professor of Diabetic Medicine.



## **UNIVERSITY POLICY IN RELATION TO TAXIS AND MINI CABS**

As a result of a recent audit where taxi costs have been rejected please find below the university policy in relation to the use of Taxis and Mini Cabs.

All travel expenses must be in accordance with the four mandatory Principles.

1. Value for money is achieved.
2. Expenses should only be used when it is not possible and/or practical for the University to pay for the good or service directly.
3. Costs incurred are for business purposes only, and the individual does not receive a personal benefit.
4. Only actual and evidenced costs are reclaimed.

Taxi and mini cab expenses may be reimbursed for short and infrequent journeys. The value for money principle should always be considered before using this form of travel, although when traveling abroad or late at night, personal safety is a key consideration.

All taxi related expense claims should be supported by a receipt/proof of purchase, **and for journeys over £25, written justification for use should also be provided. Failure to provide the justification will mean that the claim will be rejected.**

### **EXAMPLES OF WHAT CAN BE CLAIMED:**

- Flight arrival to non UK airport without pre-arranged collection transport to venue/hotel. **Under Principle 2: The University cannot pay directly and Principle 3, no personal benefit is received. Personal safety is considered.** Receipt/proof of purchase and details why a taxi was used must support expense claim
- Individual has a lot of luggage (bag, pull up stands, computer equipment and printed collateral etc). **Under Principle 1: The cost is necessary and reasonable.** Public transport would be difficult. If abroad and University cannot pay directly reimbursement should be allowed. Receipt/proof of purchase and details why a taxi was used must support expense claim. **In UK, taxi should be pre-booked directly by the University**
- Employee is chairing a panel for a new professorial appointment but also has to catch a flight from Heathrow later the same day. There is very limited turnaround time for employee to travel to the airport by public transport and to ensure they catches their flight, they have booked a taxi to take them directly to the airport as soon as their panel meeting ends. **Under Principle 1 - The use of a taxi is necessary and reasonable**

### **WHAT CANNOT BE CLAIMED**

- Travel to/from UK airport rather than use public transport for comfort and convenience. Under Principle 1, value for money is not achieved. This is an unnecessary cost and could have been avoided.

**Please ensure that you comply with the above policy and provide the necessary backing information when submitting expense claim forms. If you pre-book taxis via the purchasing system then please ensure that if the taxi cost will be over £45 that a justification is attached to the requisition – without this justification then the requisition will not be approved.**



## **HEAD OF INFORMATICS**

Grade 8: £41,526 - £49,553 with a discretionary range to £54,131 p.a.

The University of Oxford Diabetes Trials Unit (DTU) is recruiting for the post of Head of Informatics to lead its Informatics Group. The postholder will be responsible for all day-to-day informatics operations within the Unit. The DTU ([www.dtu.ox.ac.uk/](http://www.dtu.ox.ac.uk/)) is a UKCRC fully-registered clinical trials unit, that specialises in performing clinical trials related to the treatment and management of diabetes and other cardiometabolic disorders. These are both early-phase and late-phase trials, including mega trials typically conducted in 30 or more countries.

Reporting directly to the DTU Director, the postholder should be a recognised authority in their field with excellent leadership and personnel management skills. The postholder will be adept at effectively communicating expectations and technical information to team members, and to stakeholders, in a clear and timely manner. They should also have significant experience of building trial databases in electronic data capture systems and extensive programming expertise. Knowledge of Good Clinical Practice and regulatory requirements in relation to informatics, and experience of writing standard operating procedures and specification documents is critical.

Going forward there is an exciting opportunity for the postholder to develop the Informatics Group in the light of new business and projected growth of the DTU trials portfolio.

The post is offered until 31 December 2022 in the first instance, with the possibility of further extension. Requests for an informal discussion should be sent to: [amanda.adler@dtu.ox.ac.uk](mailto:amanda.adler@dtu.ox.ac.uk).

Within your cover letter, please address how you meet the selection criteria described in the job description. Please quote vacancy number 142810 in all correspondence.

Only applications received before 12.00 noon on 21 October 2019 can be considered



## **BRC DIABETES AND METABOLISM RESEARCH ASSISTANT**

Grade 6: £29,176 - £34,804 p.a.

An exciting opportunity has arisen for a Diabetes and Metabolism Theme Research Assistant, within the NIHR Oxford Biomedical Research Centre (BRC) Diabetes and Metabolism Theme, led by Professor Jeremy Tomlinson in the Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM).

The Diabetes and Metabolism Theme oversees a complex portfolio of translational diabetes and metabolism research programs which are underpinned by core BRC funded infrastructure. BRC-funded core laboratory personnel support human bio-sample and tissue processing, stable isotope analysis and lipid profiling by gas chromatography mass spectrometry, human islet isolation and processing for translational science across the theme. The research theme consists of four subthemes: Translational Physiology, Therapeutics and Medical Innovation, Translational Islet and Metabolic Tissue Biology, Pancreas and Islet-Cell Transplantation and Service Innovation and Evaluation.

The postholder will have responsibility for both supporting and undertaking several key aspects of work within the lab including sample processing, DNA and RNA extraction from multiple human tissues, and optimising and implementing new techniques. They will be responsible for managing their own time and resources within the context of their role, and the requirements and objectives associated with their position. The postholder will support the work of research groups within the theme and report to the BRC Diabetes and Metabolism Theme Lab Manager.

Candidates should hold a degree in biochemistry or similar and have relevant laboratory experience. Some flexibility with respect to working hours will be needed, including occasional responsibility for out-of-hours work.

The position is full-time however applications are welcome from candidates wanting to work part-time. It is fixed-term until 31 March 2022 in the first instance and funded by the NIHR Oxford BRC.

Please quote 143101 on all correspondence. You will be required to upload a CV and supporting statement as part of your online application.

The closing date for applications is 12.00 noon on 16 October 2019. Interviews are scheduled for week commencing 4 November 2019.

# OCDEM



Do you want to enter the Great OCDEM Bake Off 2019?

**FIRST ROUND Monday 30th**  
**September @ 10:30am in Info Café**  
**(OCDEM)**

- 2 rounds of baking; first round is cake, second round is biscuit
- £3 to enter; fee enters you for BOTH rounds.
- On the day all bakes will be judge by three independent judges
- All remaining bakes will be sold in the department as a cake sale on the day. Bring some cash!
- All money raised goes to charity (Sobell House).
- Star baker status will be awarded for each round.
- First place from both rounds wins **£30 John Lewis Voucher**
- Second place wins a £20 cake voucher with professional baker **Amara Jandu** ([f](#) @Cakes.by.amara)

To register contact [linford.briant@ocdem.ox.ac.uk](mailto:linford.briant@ocdem.ox.ac.uk)

You do not need to register if you just want to eat cake.