

FOR UNIVERSITY STAFF

WEEK COMMENCING 29 OCTOBER 2018

ISSUE NO 162

SEMINARS

This week's Wednesday seminar will be hosted by Professor Rury Holman and the speaker is Dr William Whiteley of University of Edinburgh.



The title of his talk is **"Is dementia preventable? The effect of vascular risk factors on dementia and cognitive decline"** 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

This week's Friday seminar organised by the OCDEM Senior Academic Faculty will be a talk on **"Bioengineered human pseudoislets form efficiently from donated tissue, compare favourably with native islets in vitro and restore normoglycaemia in mice"** by Dr Yang Yu. 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 1 November from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

Medical Director's Office: "The BRC Rainbow", Prof Helen McShane and Dr Alissa Walsh

Dermatology:

Chair: Prof Chris Conlon



APPRENTICE BUSINESS ADMINISTRATOR

Apprentice Grade 1: £17,079 p.a. (salary progression through successful completion of programme)

You will work as an Apprentice Business Administrator within the Oxford Centre for Diabetes Endocrinology and Metabolism (OCDEM) friendly and supportive team, providing clerical and administrative support to our Professors within the Department.

You will have an interest in, and aptitude for all aspects of office administration. You will learn to provide support to our Professors and their teams, in the areas of diary management, event organisation, communications, training courses, recruitment and more.

This is a unique opportunity for an enthusiastic and driven individual keen to gain practical administrative experience within a fast-paced and successful team. You will be allocated a primary set of duties (see below) and as your skills develop, there will be an opportunity to widen your skills, or focus on specific areas.

The role is an excellent opportunity for someone who is interested in performing a diverse set of activities, someone who is capable of working at an efficient and fast pace, and willing to learn all aspects of a this admin role.

Becoming an Apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. For more information visit: www.apprenticeships.ox.ac.uk

The position is full-time and fixed-term for 18 months in the first instance.

Please quote reference 137540 on all correspondence. You will be required to upload a CV and supporting statement as part of your online application.

Please apply via the [apprenticeship website](#)

Only applications received by 12.00 midday on 8 November 2018 can be considered.



PERSONAL ASSISTANT

Grade 4: £22,017 - £25,482 p.a.

A highly motivated and extremely well organised PA is required to provide administrative support in the Oxford Centre for Diabetes and Endocrinology (OCDEM) department based at the Churchill Hospital. The PA will support the Head of Department Professor Karpe and Professor Rorsman's research groups in OCDEM. The successful applicant will be an integral component of the internationally renowned teams and play an important role in the smooth running of day to day operations for the research groups. This post is an exciting opportunity for someone who is keen to work in a varied support role within a research environment.

The successful applicant will have experience of working with confidential matters. Candidates should demonstrate an ability to manage and prioritise a varied and busy workload. They should also have excellent knowledge and experience of Microsoft Office applications. It is essential that the postholder has a high standard of numeracy.

The post is full-time and funded for 3 years in the first instance. Please quote 137720 in all correspondence.

The closing date for this post is 12.00 midday on 14 November 2018.



TRAINING

Copyright and research data

Who owns my research data? How can I share my data easily? How can I reuse others' data in my research legally? In this session we will look at copyright and related intellectual property rights, with particular reference to research practice and research data. We will also look at the various open licensing initiatives that have become popular over the last decade, including Creative Commons, open data licensing and free and open licences for software research outputs.

Thursday 1 November 12:30-13:30 [Book](#)

Free-of-charge

Copyright and teaching: Keeping on the right side of the CLA

The University of Oxford purchases a CLA Higher Education Licence which permits copying of most copyright material. This short session will explain the specific requirements for sharing material and how you can protect yourself, your department, and the University from copyright infringement.

- Making and sharing copies with students and staff.
- Simple checklist to ensure copies comply with the CLA Licence.
- What is a copy?

Thursday 8 November 12:30-13:30 [Book](#)

Free-of-charge

Documents: Good practice in design

"Word de-mystified": This course provides you with key skills to master Word beyond the everyday level. A range of time-saving techniques are covered, for creating well-structured documents that are easy to revise and manage.

Wednesday 31 October 09:15-12:15 [Book and pay](#)

Tuesday 20 November 09:15-12:15 [Book and pay](#)

Staff £30/Students £15

Documents: Building long documents

This course covers techniques for working with complex documents such as reports and theses, and for assembling multiple chapters into a book. We will discuss how to design your own templates. If planning to combine several separate chapter documents into a book, you need a good understanding of how word processor templates work (and what they don't do). We will explore ways of working efficiently to re-structure a document and ways of sharing and collaborating.

Friday 9 November 09:15-11:15 [Book and pay](#)

Staff £20/Students £10



HR UPDATE : REMINDER TO ALL CURRENT TIER 2 AND TIER 5 VISA HOLDERS IN THE DEPARTMENT :

Please report the following changes to HR at ocdem.personnel@ndm.ox.ac.uk immediately so that we can notify the Home Office as required:

- Changes to your residential address, contact telephone number and personal email address. If you hold a University contract of employment you should be able to view and update these details via HR Self-Service. Further details can be found at: <http://www.ox.ac.uk/staff/working-at-oxford/hr-self-service>
- Changes to your main work address or any other regular work address.
- Changes to your job description (if Tier 2)/ research activities (if Tier 5). Please discuss changes in your job description/ research activities with your HR contact or administrator as soon as possible and **before** the changes are implemented to review any potential impact on your visa status.
- Changes to your salary, other than normal annual pay awards (if Tier 2)/ funding for your visit (if Tier 5). Please discuss changes to your salary/ funding with your HR contact as soon as possible and **before** the changes are implemented to review any potential impact on your visa status.
- Changes to your visa status (e.g. If you obtain Indefinite Leave to Remain or another type of visa).

Your employing department/faculty/college is also required to hold a record of your absences from work. Please keep an up to date record of any absences and the reason for these absences (e.g. sickness, annual leave, maternity etc.) and report these to your HR contact ocdem.personnel@ndm.ox.ac.uk immediately.

Absences from Oxford for work reasons such as attending a conference do not need to be reported to your HR team/administrator but if you intend to apply for Indefinite Leave to Remain/ Settlement in the future, you will have to give details of all time spent outside of the UK so are advised to keep your own records of any overseas trips (including the dates of travel and reason for the visit).

Please note that if you hold a joint appointment, you must notify both your department/faculty and your college of any changes and absences.

Please accept our apologies for having to ask for this information, but we are required to do so in order to comply with government regulations that allow the University to continue to sponsor people to enter the UK on Tier 2 and Tier 5 visas.

Many thanks for your co-operation in this matter and please do not hesitate to contact us if you have any queries regarding the above information.



Financial Regulations and key policies

There are a number of key regulations and policies in place in the University underpinning financial administration and ethical decision-making. Departments are responsible for ensuring that all staff are aware of them, and all staff are responsible for ensuring that they comply with them.

Please find links to the policies and a brief overview below. If you have any queries or concerns, please contact Lynne Whay or Charlotte Kelly (grants@ocdem.ox.ac.uk) or the [Compliance team](#) in Council Secretariat. Each policy contains details of how to report or manage issues. A [list](#) of all policies is also available

[Financial Regulations](#)

The Financial Regulations and supporting financial processes are established to ensure the proper use of University financial resources, satisfying the University's requirements for accountability, internal control, and the management of financial risk, as well fulfilling legal and financial obligations (e.g. requirements of HEFCE, HMRC and other government agencies). All staff are responsible for complying with these regulations and the financial control requirements of financial processes. This is important so the University can demonstrate to bodies such as HEFCE, HMRC, funders and donors that it has good control arrangements in place.

The Financial Regulations are relevant to all staff even if their role is not primarily financial. For example, they cover purchasing, expense claims, and managing research funding. The Financial Regulations also set out how key authorities are delegated, for example for committing the University in contracts or committing expenditure.

The finance team in the department is available to ensure that the department carries out activity in line with the Financial Regulations. So that we can best support you, please contact grants@ocdem.ox.ac.uk in advance of relevant activities. If you would like advice from central Finance, please contact the [Financial Assurance team](#) who will be happy to advise.

[Statement of policy and procedure on conflict of interest](#)

In a University of the size and complexity of Oxford, conflicts of interest are bound to occur. A conflict of interest arises where the commitments and obligations owed by a member of staff or student to the University or to other bodies, for example a funding body, are likely to be compromised, or may appear to be compromised, by:

- a) personal gain, or gain to immediate family (or a person with whom the staff or student has a close personal relationship) whether financial or otherwise; or
- b) the commitments and obligations that person owes to another person or body.

All staff are responsible for ensuring that they comply at all times with the policy on conflict of interest. Each individual is responsible for recognising situations in which they have a conflict of interest, or might reasonably be seen by others to have a conflict, to declare that conflict to the appropriate person and to take such further steps as may be appropriate. The general rule (with the exception of committee business) is that disclosure should be made in writing to the Head of Department (or equivalent) at the time the conflict first arises or it is recognised that a conflict might be perceived. Note that the duty to declare a possible conflict applies to the perception of the situation as well as the actual existence of a conflict. This is important to protect the reputation of the University and funders as well as to avoid any consequences (e.g. financial loss) of conflicts arising.

There are a number of [examples](#) provided on the website. For further support in the department please contact grants@ocdem.ox.ac.uk. If you would like advice from the central University administration, please contact the [Compliance team](#) who will be happy to advise.

[Anti-Bribery Policy](#)

Bribery is the offering, promising, giving, requesting, or accepting of a financial or other advantage with the intention to induce or reward improper performance. The UK Bribery Act 2010 makes the giving, solicitation or receiving of bribes a criminal offence, and makes it a corporate offence for an organisation to fail to prevent bribery by an associated person (such as a member of staff or a service provider) regardless of geographical location.

The University is committed to conducting its activities fairly, honestly and openly, in accordance with relevant legislation, and to the highest standards of integrity; it has no tolerance of bribery. All staff are responsible for ensuring that they comply at all times with this policy and guard against the commission of bribery.

Staff are expected to act at all times in a manner that is fair, impartial, and without favouritism or bias and to abide by the following standards:

- no member of staff or person acting on behalf of or providing services for the University shall seek a financial or other advantage for the University through bribery; nor shall they offer, promise, give, request, agree to receive or accept a bribe for any purpose;
- the payment or acceptance of facilitation payments is unacceptable and will not be tolerated, except where the relevant territory specifically permits such payments in its written law;
- staff and persons acting on behalf of or providing services for the University must abide by the University Policy on Gifts and Hospitality;
- any suspicion of bribery should be reported immediately through the channels defined by this Policy, and the University will consider appropriately all such reported instances.

Everyone is encouraged to review [Bribery: essential reading](#) and there are [case studies](#) available for further information.

[Anti-Fraud Policy](#)

Fraud is a dishonest act or omission that is made with the intent of making a gain or causing a loss (or the risk of a loss). The University is committed to conducting its activities fairly, honestly and openly, in accordance with relevant legislation, and to the highest standards of integrity. The University has no tolerance of fraud committed by staff or associated persons, and aims to reduce instances of fraud perpetrated against the University to the absolute practical minimum.

Staff are expected to act at all times in a manner that is fair, honest and open and to abide by the following standards:

- no member of staff or person acting on behalf of or providing services for the University shall commit any form of fraud;
- all staff shall ensure that the Information Security Policy and other relevant guidance is followed at all times, in order to reduce the risk of fraud from unauthorised access to systems and data;
- any suspicion of fraud or irregularity should be reported immediately through the channels defined by this Policy, and the University will consider appropriately all such reported instances.

Compliance with the policy is important to fulfil the law.

Gifts and hospitality policy

Gifts and hospitality are defined as the provision of property, consumables, services, entertainment or money for which no reasonable fee is paid in return by the recipient. The University operates on a global basis in pursuit of its mission to achieve and sustain excellence in every area of its teaching and research. Integrity and fairness, both actual and perceived, are vital to its success in achieving this mission. The University's staff and representatives must act, and be seen to act, at all times in a manner that is fair, impartial and without favouritism or bias.

The Gifts and Hospitality policy may be summarised as follows:

1. The University's staff and representatives must act, and be seen to act, at all times in a manner that is fair, impartial and without favouritism or bias.
2. Gifts and hospitality may only be accepted by University staff or representatives when:
 - the offer has been made for a proper purpose;
 - acceptance is consistent with the purposes of the University;
 - it is appropriate and its value reasonable and proportionate to the circumstances;
 - acceptance accords with all applicable University policies and governmental legislation.
3. Gifts and hospitality may only be provided by University staff or representatives when
 - the offer is consistent with the purposes of the University;
 - the purpose is not to influence improperly;
 - it is appropriate and its value reasonable and proportionate to the circumstances;
 - provision accords with all applicable University policies and governmental legislation.
4. There is a requirement to record gifts and hospitality above certain thresholds in a departmental Gifts & Hospitality Register.
5. The University does not make political donations.

Compliance with the policy is important to protect the reputation of the University and individual staff.

Other key policies

- [Information Security policy](#)
- [Public interest disclosure \(whistle-blowing\) code of practice](#)
- [Risk management framework](#)



'INSIDER TIPS FOR BEATING JET LAG TO HELP YOU GET AND STAY TRAVEL FIT'

Delivered by Christopher Babayode, Founder & Travel Wellness Expert,

NoJetStress.com

5th December 2018 @ 10:30-11:30am GMT

This travel wellbeing Webinar is brought to you by [Maiden Voyage](#), Making Business Travel Safe & Social

To register for this webinar, simply follow this link and enter your details as an Individual Traveller:

<https://maidenvoyage-beatingjetlagwebinar.eventbrite.com?discount=UniOfOxfordMV>

Please note: The University of Oxford have pre-paid for you to join this webinar and as such a 100% discount code discount has been applied via this link.

Please book before 8am on the 3rd December to guarantee your place.

If you are unlucky in securing a place, or are unable to join the session live, then don't be too disappointed. We will be posting a recording of the webinar on the Safety Office website which you will be able to access at your leisure, and also free of charge.

REMINDER LAST CALL TO REGISTER FOR THE OCDEM FAMILY CHRISTMAS
EVENT: ORACLE@OCDEM.OX.AC.UK BY 2nd NOVEMBER



OCDEM CHRISTMAS RAFFLE



Den has already been extremely busy organising raffle prizes for the annual OCDEM Christmas Raffle. As this will be his last year organising it he is determined it is going to be the best one yet.... He has already managed to acquire an **IPAD Pro 10.5" 256GB** as the star prize. Other prizes already include; **Amazon Echo Dot, Digital Camera Bundle, £25 Seven Stars Voucher, £20 Amazon Voucher, Voucher for doughnuts, Bottle of Prosecco, Bottle of Whiskey.** If you would like to donate a prize to the raffle then please contact Den as all donations would be much appreciated. **Tickets are on sale now from Karen Parish at 75p each or £3 for a strip of 5 tickets**

RDM Researcher Association



St Aldates Tavern, OX1 1BU
Quiz starts 06:30pm



New Theatre ticket offer

The New Theatre is offering staff a £5 ticket and drink* offer to see *The Band* on Tuesday 30 October at 7.30pm.

The show features the music of Take That, whose songs include Never Forget, Back For Good, A Million Love Songs, Greatest Day, The Flood, Relight My Fire, Shine and Rule the World. More details about the show are available [here](#).

How to book

To book the £5 ticket and drink* offer simply quote the promo code **SHINE5** when booking.

Visit the box office on George Street, book online or call 01865 320766 (tickets can only be booked for this specific offer via this number). No fees apply when booking in person at the box office.

*A glass of house wine (175ml), a house spirit and mixer or a soft drink. This offer is only valid on the specified date.