

FOR UNIVERSITY STAFF

WEEK COMMENCING 19 NOVEMBER 2018

ISSUE NO 165



DTU Director Receives Living Legend Award



Congratulations to Professor Rury Holman who was declared a Living Legend at the 2018 annual joint European Society for Cardiology (ESC) and Cardiology and Diabetes (CAD) conference in Mumbai, India, on Saturday 6th October (only the second diabetologist to be given this honour) along with Dr Bernard Gersh, a cardiologist and Professor Emeritus of Medicine at the Mayo Clinic College of Medicine, Minnesota, USA

SEMINARS

Wednesday Seminar



This week's Wednesday seminar will be hosted by Dr Garry Tan and the speaker is Dr Henk Veeze. The title of his talk is **"The Diabeter experience in improving outcome and reducing costs in type 1 diabetes"**. 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 **"The role of DGAT2 in hepatocellular and whole-body metabolism"** by Ms Pippa Gunn. 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 22 November from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

Tropical Medicine Day

PERSONNEL INFORMATION



ANNUAL LEAVE:

All staff/students will receive their 2019 annual leave cards shortly. Can we remind staff as per university policy, staff/students can carry up to five days of their annual entitlement from one year to the next in exceptional circumstances with the agreement of the **line manager and the Head of Department**. The **Annual Leave Carry Forward Request** can be found on the OCDEM website:

<https://www.rdm.ox.ac.uk/intranet/personnel/forms/ocdem-personnel-forms>

If you would like to carry any of your leave over please **complete an 'annual leave carry forward request form'** and return the completed/signed form to Ocdem personnel by **31st December 2017**.



Apprentice HR Administrator

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

You will work as an Apprentice HR Administrator within the Oxford Centre for Diabetes Endocrinology and Metabolism (OCDEM) friendly and supportive team, providing HR support to the department.

You will have an interest in, and aptitude for all aspects of HR administration. You will learn to carry out the key aspects of the recruitment process and develop a practical understanding of the employee lifecycle.

This is a unique opportunity for an enthusiastic and driven individual keen to gain practical HR administrative experience within a fast-paced and successful team. You will be allocated a primary set of duties (see job description) 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 this 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 137740 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 [1](#)

Only applications received by 12.00 midday on 19 November 2018 can be considered.



TRAINING

[Illustrations: Effective workflows \[Illustrator / Inkscape\]](#)

Does your research paper or departmental web site need eye-catching illustrations? Do you have data that needs to be clearly presented? In this course we will use various software packages, such as Illustrator and Inkscape, for creating vector-based illustrations such as diagrams, technical drawings, maps and logos. These vector-based graphics can be scaled without losing quality making them ideal for printed documents. These applications can also be used for simple page layout and data visualisation. You will be encouraged to work on your own projects so please bring the necessary resources.

22 November 14:00 - 17:00 [Book and pay](#)

Staff £30/Students £15

[Desktop publishing: Effective workflows \[InDesign / Scribus\]](#)

With your basic Desk Top Publishing skills we will explore the possibilities you have in creating your academic and professional publications. We will cover best practices which will help us design professional, print quality, documents that are easy to maintain. The tool that will be used for the demonstrations will be InDesign, the industry standard DTP tool, however the techniques will be applicable to other tools (such as Scribus).

28 November 14:00 - 17:00 [Book and pay](#)

Staff £30/Students £15

[Images: Effective workflows \[Photoshop / GIMP\]](#)

Does your research paper or departmental web site need eye-catching images? In this course we will use standard software packages for image manipulation, creating digital artwork, and optimising images for the web. There will be the opportunity to experiment with various software applications to help you select the most appropriate for your needs. You will be introduced to a model workflow for image manipulation and correction. You will be encouraged to work on your own project so please bring along the necessary resources.

29 November 14:00 - 17:00 [Book and pay](#)

Staff £30/Students £15

COACHING SKILLS FOR MANAGERS

Tuesday, 04 December 2018, 2.30pm to 4pm

Seminar Room 2B George Pickering Education Centre Level 3, Academic Centre John Radcliffe Hospital

Hosted by Sarah Califano (sarah.califano@rdm.ox.ac.uk)

This workshop will introduce participants to the role and benefits of coaching, and when and how coaching skills can be used to support effective line management practice. This workshop forms part of the 'Management and Supervision' strand of the RDM Learning and Development Programme. Places are limited to 25.

[Posters: Improving your research posters](#)

Your research needs to be presented in a way that is accessible, engaging and does justice to the outcomes of your work. This session focuses on simple design elements that can transform your research poster design, and save you from making the mistakes that cause stress against a looming deadline.

20/11/2018 14:00 - 17:00

Staff £30/Students £15

[Book and pay](#)

BEST DECORATED OFFICE – WEDNESDAY 12th DECEMBER



Get your thinking caps on and enter for the best decorated office 2018. Last year the standard of entry was extremely high and we are looking forward to another bumper year this year. Entries should be notified to Karen Parish know by Friday 30th November.

LETTERS TO SANTA CLAUS



The OCDEM Christmas Postbox is now situated in the Info Café Area. Santa and his elves are very busy this time of the year and therefore letters to Santa must be received by Saturday 8th December to allow Santa time to reply.



OCDEM Christmas Festivities
Wednesday 12th December 2018

10.00-11.00 Judging 'Best Dressed Office'

12.00 'Bring a Plate' lunch

13.00 Quiz Hosted by Matt Neville and Katharine Owen

Food List available in the kitchen

FAMILY CHRISTMAS OCDEM RAFFLE

Once Upon

Prizes include:-

iPad Pro 10.5" 256GB

Amazon Echo Dot

Digital camera bundle

£25 Seven Stars voucher

£20 Amazon voucher

Voucher for doughnuts

Bottle of Prosecco

Memo pads/post-its

Mugs

Umbrellas

Tickets 75p each or £3 for a strip of 5 tickets

Please see Finance/Admin for tickets

PROCEEDS WILL GO TO SOBELL HOUSE HOSPICE

DRAW WILL TAKE PLACE

10:30 THURSDAY 13TH DECEMBER

LECTURE THEATRE

DIESEL GENERATOR TEST



Just to remind you that November's standby generator tests will take place on Thursday and Friday this week.

Please note that in ALL cases there will be unavoidable power cuts at the start (about 20 seconds) and at the end (about 15 seconds) of the test.

Areas affected:

Thursday 22nd November 10.00 – 12.00 OCDEM Server Room/Ward 7

Friday 23rd November 08.00 – 10.00 OCDEM Main Building

Dates for the Standby Generator Tests for 2018 can be found on the website

<https://www.rdm.ox.ac.uk/intranet/facilities-and-health-safety/facilities/ocdem-planned-maintenance-work>



CHRISTMAS DEADLINES 2018

In order to meet the dates set by the University Finance Division the following are the internal OCDEM deadlines for Christmas.

Wednesday 5th December

Any **expense claims and payment requests** must be with Karen Parish by lunchtime on Wednesday 5th December in order to make the final payment run for 2018 which will be on Monday 17th December.

Wednesday 12th December

Any **suppliers invoiced received** must be with Den Carter by close of business on Wednesday 12th December in order to make the final payment run for 2018 which will be on Monday 17th December.

Wednesday 12th December

All **Barclaycard statements, spreadsheets and supporting documents** must be with Karen Parish by close of business on Wednesday 12th December.

Friday 14th December

Purchasing will shut down from Friday 14th December until Wednesday 2nd January 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 process requisitions during this period except under very, very exceptional circumstances – which DOES NOT include you having forgotten to order something.

You are reminded to sign and date (in ink!!) delivery/goods received notes on receipt of goods and get them to the Finance Section as soon as possible – preferably on the same day the goods are received.