

FOR UNIVERSITY STAFF

WEEK COMMENCING 26 NOVEMBER 2018

ISSUE NO 166



Congratulations to Professor Leanne Hodson who gave the Starling Medal Lecture at the recent Society for Endocrinology Conference in Glasgow. The Title of her lecture was **“Hepatic fatty acid metabolism: the effect of metabolic and nutritional state** . The Starling Medal is awarded on an annual basis, to honour a mid-career basic, clinical or translational scientist who is a member of the Society and whose work has contributed to exceptional scientific advances in endocrinology

SEMINARS

Wednesday Seminar

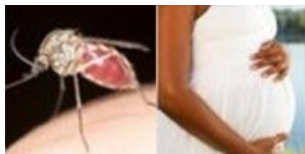


This week’s Wednesday seminar will be hosted by Dr Alistair Lumb and the speaker is Dr David Strain of the University of Exeter. The title of his talk is “Diabetes and Frailty”. The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre, and sandwiches for those attending will be available from 12:45pm.

Friday Seminar

This week’s Friday seminar organised by the OCDEM Senior Academic Faculty will be a talk on **“Metadherin, a novel regulator of glucocorticoid action”** by Dr Toryn Poolman. 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 29 November from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

Jenner Institute: "Therapeutic Vaccines", Prof Adrian Hill

Silver Star: "Baby, you take my breath away: A presentation on breathlessness in pregnancy", Dr Samantha Chessell, Dr Lauren Green and Dr Charlotte Frise

Chair: Prof Hugh Watkins



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

Xmas ring (cinnamon dough, orange glaze, dried cranberries, pistachio and steamed ginger on top)

Chocolate orange

Mulled plum jam

Lemon curd

Apple, blackberry and custard

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.

ROOSEVELT DRIVE BUS GATE

You may have seen that the construction of the bus gate and camera on Roosevelt Drive is nearing completion. This has been installed by the County Council as part of Access to Headington and when operational will enforce the ban for vehicle movements from Roosevelt Drive into Churchill Drive between 3pm and 6pm. For staff driving to work, this means they will not be able to turn left out of the ORC access road between 3pm and 6pm.

However, the County have confirmed that the camera enforcement will not come into effect until spring 2019 at the earliest.

PERSONNEL INFORMATION



Awards For Excellence Scheme

The Awards for Excellence Scheme was introduced in 2013.

The purpose of the Awards for Excellence Scheme is to recognise staff contributions to the work of the University and to reward exceptional individual contributions. All eligible staff should be **reviewed annually** in the gathered field exercise by a panel at departmental level. For the sake of parity, transparency and ease of monitoring, there is **no provision for making performance-related incremental payments to staff outside the annual exercise.**

The University's pay structure provides all staff in grades 1-10 with automatic incremental progression (up to the scale bar), over and above cost of living rises, to reward and recognise the acquisition of the skills, knowledge, and expertise that comes with experience in a post. The Awards for Excellence Scheme recognises contributions over and above this and rewards employees who:

- **have performed well in all the key areas of their jobs, AND**
- **have consistently demonstrated exceptional performance**, significantly above that which might reasonably have been expected for their grade.

There are 2 types of awards:

Recurrent awards consist of pensionable advancement to the next point on the incremental scale

Non-Recurrent awards take the form of a non-pensionable lump sum to the value of 1 increment (typically 3% of salary)

It is expected that in the majority of cases non-recurrent awards will be made.

The 2018 gathered field exercise is now open and nominations must be submitted to the OCDEM Administrator (Lynne.whay@ocdem.ox.ac.uk) by Friday 11th January 2019. Schedules will be issued out to line managers this week.

Nominations for the award will be made primarily by line managers. However individuals who believe they deserve an award can discuss with their line manager and if agreement cannot be made about a nomination the individual can nominate themselves using a self-nomination form. Note the self-referral form contains a mandatory field for manager's comments. Forms can be found on the OCDEM website

<http://www.ocdem.ox.ac.uk/personnel-forms>

Nominations will be reviewed by a panel made up of members of the management board. If you have any queries regarding the scheme then please contact **Lynne Whay**.



TRAINING

MINDFULNESS COURSES FOR OXFORD UNIVERSITY STAFF

The Oxford Mindfulness Centre (OMC) has recently launched a new initiative to offer tailored mindfulness classes to staff working in the higher education setting. With the first classes being rolled out across Oxford University over the next academic year, the plan is to widen the initiative to see mindfulness being routinely offered to staff working in universities across the UK.

The six-week courses, taught by teachers from the OMC, are designed specifically for people in the workplace setting. The aim of the courses is to learn how simple, practical mindfulness techniques can help reduce stress and anxiety, improve clarity and focus and increase the possibility for a richer more vivid existence. The courses are open to all staff across the University and will be offered on a termly basis.

Interested?

If you'd like to join a mindfulness course starting in January 2019 you'll need to attend one of the following taster sessions, you can then sign up for any of the six-week courses running the following term:

Taster sessions:

- **Wednesday 12 December at 5pm**, Hume-Rothery Building, Department of Materials. To book a place contact Hannah Gilbert: hannah.gilbert@materials.ox.ac.uk
- **Thursday 13 December at 9.30am** at The Wellcome Centre for Human Genetics, Roosevelt Drive. To book a place contact Peter Bond: peter.bond@well.ox.ac.uk
- **Friday 14 December at 12.30** in the Department of Oncology, Roosevelt Drive. To book a place contact Kea Hinsley: kea.hinsley@oncology.ox.ac.uk
- **Wednesday 19 December at 11am** in the Department of Biochemistry, South Parks Road. To book a place contact Jolanta Parkinson: jolanta.parkinson@bioch.ox.ac.uk

The cost of the six week courses is £140.

More information is available at www.oxfordmindfulness.org/about-us/courses

What previous participants say:

"I have found this course to be extremely valuable and don't think the importance of investing in staff welfare should be under-estimated."

"Really helpful in dealing with the stress of working in an academic post at Oxford University."

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

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



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.