

staffupdate

Exclusively for staff at The University of Manchester

NEW REGULATIONS FOR WORKPLACE PENSIONS

In October, we told you that the Government had just introduced a new way for people not already in a pension to build up their own pension.

The new law requires all employers to begin enrolling eligible workers automatically into a workplace pension scheme.

This will help them to build up their own pension to top up the basic State Pension when they stop working.

If you are among the majority of University staff who already belong to a pension scheme (USS, UMSS, GMPF or NHSPS), you won't be affected by this change - **and you won't need to do anything.**

On 1 March 2013, the University will begin enrolling eligible workers automatically in pension schemes. The Pensions Office will write to you as soon as possible after this date to confirm either:

(a) that we have enrolled you into a workplace pension because you were eligible

or

(b) that we have taken no action because you were already saving for a pension or were not eligible to be enrolled automatically.

Of course, if you aren't currently saving for your own pension, you can apply to join a pension scheme at any time by contacting the Pensions Office at:

pensions@manchester.ac.uk

We have created a webpage where you find out more about what automatic enrolment into a University pension means for you, and the benefits of staying enrolled:

www.staffnet.manchester.ac.uk/employment/pensions/autoenrolment



CAR WASH COMES TO CAMPUS

Hate going back to a grimy car after a day at work, but don't have time for trips to the car wash?

Here's the solution: have your car cleaned by the UniValet service while you're working!

UniValet is a unique social enterprise which has been launched jointly by the University and Rochdale-based charity Petrus Community to help disadvantaged people into work.

The new service costs from £10 per car. You can choose a morning or afternoon cleaning slot and pay by debit card, credit card or PayPal.

The UniValet team will clean your car with Onedrywash, an environmentally-friendly waterless washing and polishing system.

To book your slot, visit:

www.manchester.ac.uk/univalet

REWARDING EXCEPTIONAL PERFORMANCE

Line managers are invited to apply on behalf of staff that have performed exceptionally during 2012.

The policy rewards:

- Exceptional performance, generally a one-off task or project work; and
- Sustained exceptional performance, where an exceptional contribution has been sustained for a period of at least six months and is expected to continue for the foreseeable future

You can find further details at:

- <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=948>

Line managers usually make applications on the standard form, which is Appendix 1 of the above policy document.

You should ask your line manager to make an application on your behalf, but if s/he feels unable to support the case, you may make a personal application.

Applications for academic related and support staff should be made by Friday 1 February 2013. The timetable for applications from academic staff is set locally.

If you have questions, contact your local Human Resources office.

PRESIDENT'S UPDATE

Each month in Staff Update we publish a summary of the President's weekly message, for members of staff who don't have access to email or the internet at work.

18 October 2012

At a Siemens event in London for their selected university partners, the President received the award of 'ambassador' status alongside Cambridge in recognition of our close research collaborations and the recruitment of our graduates.

25 October 2012

This week, the President spoke at the official launch of our new School of Arts, Languages and Cultures. Later in the week, our annual Foundation Day celebration marked the foundation of The University of Manchester in 2004 with a talk by Foundation Lecturer, Clive Anderson, comedian, presenter and accomplished barrister, and an honorary degree ceremony took place where honorary doctorates were bestowed on Sir Fazle Hasan Abed, Sir Philip Craven, Mick Hucknall, Dame Kathleen Ollerenshaw and John Timpson.



1 November 2012

The President reported that we have been awarded almost £13 million of funding by the HEFCE UK Research Partnership Investment Fund for the University's new cancer building which will be located on The Christie site.

8 November 2012

The President spoke at the official opening of our James Chadwick Building, which is the first phase of new buildings to re-house the School of Chemical Engineering and Analytical Sciences. She reported that home/EU undergraduate (UG) admissions are down on target, overseas recruitment at UG level is slightly up, but we are also down on postgraduate taught (PGT) numbers.



TEAM UP TO MAKE A GREEN IMPACT

If you're interested in helping the University become more environmentally sustainable, why not sign up to the Green Impact scheme?

Green Impact encourages staff and students to make changes to the way they work and study – all with the aim of helping the University become a little bit greener.

Each team receives a workbook and can sign up to a bronze, silver, gold or platinum plan. The whole process is clear and easy to follow and there's support on hand to help you achieve your targets.

At the end of the academic year there's an awards ceremony to recognise your efforts and help put you in touch with other people working on similar projects.

There are currently 32 Green Impact teams at the University.

In 2011/12, teams from Compliance and Risk, The Manchester Museum, and the Geochemistry Lab all succeeded integrating small actions into their day-to-day operations.

Their tips for this year's participants are:

- Work towards developing a work culture around sustainability in your department
- Try to engage or familiarise senior management with your sustainability plans.

If you'd like to find out more about Green Impact:

- Visit www.sustainability.manchester.ac.uk/enthusiasts/greenimpact
- Email Luminita Tuchel, Environmental Sustainability Assistant, at luminita.tuchel@manchester.ac.uk

CHILDREN IN NEED CAKE SALES

Kind-hearted staff organised a range of cake sales across campus on 16 November to raise money for Children in Need.

Research and Business Engagement Support in the Christie Building raised £222.10.

School of Arts, Language and Cultures in the Samuel Alexander Building raised £263.57.

Pudsey's Patisserie in the Office of the Director of Estates and Facilities raised £471.50.

English Language staff in Oddfellows Hall, University Language Centre, raised £59.00.



FoodOnCampus also raised £479.65 by donating 10% of all their hot drink sales on 16 November and all the proceeds from the sale of Children in Need cookies.

WHAT'S COOKING? VEGGIE RECIPE COMPETITION

If you have a favourite vegetarian recipe, why not share it and have the chance of seeing it on sale in outlets across the University?

The Sustainable Consumption Institute (SCI) is running a competition called 'What's Cooking?' to support the Meat Free Monday campaign which runs across campus.

The aim is to encourage meat-eaters to turn veggie for at least one day a week. Shortlisted recipes will be published in a special booklet and will be available online. And the winners will see their dish prepared by the University's Executive Head Chef.

To find out more about the competition visit:

www.sci.manchester.ac.uk/recipe-competition

The closing date for entries is 16 December and winners will be announced at the end of January 2013.

If you would like to promote the Meat Free Monday campaign, email SCI Meat Free Monday Campaign in the subject line to:

sci@manchester.ac.uk

GETTING A HEADSTART ON LEADERSHIP

University leaders of the future have completed the two latest HeadStart professional development programmes.

HeadStart aims to help middle and senior academic and Professional Support Services staff to develop the leadership skills, and gain the qualities they will need to work at a senior level in higher education.

Participants get to take part in a range of workshops covering topics like financial management and personal effectiveness. They also hear presentations from a range of University senior leaders and there are plenty of opportunities to network with colleagues in many different kinds of roles.



MERRY MARKETPLACE

The University's buy and sell website The Marketplace is gearing up for a bumper Christmas.

Whether you're looking to buy gifts for loved ones, or want to sell unwanted items, why not give The Marketplace a try?

Over the past year, The Marketplace has been visited 199,200 times, with 1,139 items changing hands.

Any member of staff can submit an ad at no cost and the site is easy to find, being on the homepage of StaffNet.

Natalie Sullivan (pictured) from the University's Visitors Centre looks after the site and said: "We've just added some new categories to help people find what they are looking for. We also hope to make further changes next year."

Here are some comments from recent users:

- "A really good system and easy to use!"
- "A fantastic benefit to staff – it has really helped bring in some extra money which is much needed."

To give your feedback contact staffnet@manchester.ac.uk

Visit The Marketplace at:
<http://themarketplace.staffnet.manchester.ac.uk>

SWITCH OFF FOR THE HOLIDAYS

Looking forward to winding down over the Christmas break? Perhaps your PC could do with a hard earned rest too!

Equipment left on standby or connected at the mains will still be using some energy.

Leaving just one PC on over the course of a year creates enough CO₂ to fill a double-decker bus!

This Christmas break, remember to switch off (and if easily possible, unplug) your equipment at the mains. Find out more at:

- www.sustainability.manchester.ac.uk

UNIVERSITY CHRISTMAS CARDS

As usual, StaffNet is offering an electronic Christmas card service.

Just choose from a selection of images, add your message, preview the card and send it via email to the recipient.

This year's e-card is online at:

- www.manchester.ac.uk/greetingscard

The University's printed Christmas cards are available to order from the Taste Manchester team:

- Linda Wild at 64083 or linda.wild@manchester.ac.uk
- Jassentha Cotton at 52751 or jassentha.cotton@manchester.ac.uk

CAROL SERVICE

Join your colleagues for the annual carol service for University staff on Tuesday, 18 December from 12.15pm to 12.45pm in the Whitworth Hall.

All are welcome and at the end of the service, there will be a collection for the Rainbow Trust Children's Charity.

YULE LOVE THESE STAFF BENEFITS

Perkz has plenty of great offers to save you money this Christmas!

There are over 200 discounts available at some of the UK's biggest and best known retailers, including the One4All card which offers a 7% discount at over 65 leading retailers – the perfect gift for the more difficult to buy for person:

- www.one4allgiftcard.co.uk/one4all_gift_card.aspx

Visit the staff benefits website, to register for Perkz.

- www.staffnet.manchester.ac.uk/employment/staff-benefits

CHRISTMAS CLOSURE AND PAY ARRANGEMENTS

BANK HOLIDAYS AND CLOSURE DATES

Monday, 24 December
Closure day

Tuesday, 25 December
Christmas Day, Bank Holiday

Wednesday, 26 December
Boxing Day, Bank Holiday

Thursday, 27 December
Closure day

Friday, 28 December
Closure day

Monday, 31 December
Closure day

Tuesday, 1 January
New Year's Day, Bank Holiday

PAY DATES

The mid-month pay day will be **Friday, 14 December**

The end of month pay day will be **Wednesday, 19 December**

Weekly employees will be paid three weeks' money on **Friday, 21 December**

GRETA SANTAGATA

Faculty of Life Sciences Intern,
Manchester Graduate Internship
Programme

The Manchester Graduate Internship Programme (MGIP), managed by the Careers and Employability Division, helps our graduates get that all important first job after they leave university.

Most MGIP graduates work in a variety of businesses and organisations across Manchester, but a few are able to secure internships within the University itself. Greta applied through the programme and two months ago started working in the Faculty of Life Sciences for a year producing podcasts.

Greta came to Manchester from Italy five years ago to study for a BSc (Hons) in Neuroscience. After her undergraduate studies, she started a PhD. However she realised that her real interest lay in science communication after starting her own blog. Greta was shortlisted for The Guardian and Wellcome Trust Science Writing Prize 2012 and she is hoping to be awarded an MPhil in January.



Her interest in producing podcasts began as a hobby. Greta says: "I set up a small studio at home, and interviewed friends just for fun really. It gave me the chance to learn more technical skills such as editing and mixing."

Greta produces a podcast every two weeks, and she's responsible for everything, from deciding a theme and arranging interviews to mastering the content in the recording suite. She says: "My aim is to make the podcasts accessible to as wide an audience as possible – and I don't just highlight life sciences, I feature other disciplines if it's an idea or subject that I think would work. In fact, I've just interviewed Dr Tim O'Brien from Jodrell Bank Observatory who talked about the Moon. It's an ideal platform for scientists to communicate their research, and even students who want to get more experience in front of the camera."

A recent podcast looked at how light therapy benefits people who suffer from SAD (Seasonal Affective Disorder). A student talked about her experience of using light therapy, and a scientist

explained the theory behind it. The follow-up focused on how the autumn season affects the natural world, when the leaves change colour and animals go into hibernation.

Greta is also busy planning her new Sunday night show on the student radio station, Fuse FM. She says: "Ideally, I'd love to work in radio in the future – although I'm more interested in what goes on behind the scenes, especially research, producing or editing."

Although she's only two months into her internship, Greta can see the benefits already. "I'm taking every opportunity this year to do as much as I can to build my portfolio, develop skills, and explore all possibilities. I am enjoying it so much – and can't believe how much I am learning! I feel so grateful to have been given this chance – I actually look forward to coming to work on Mondays!"

Greta is on the lookout for any ideas for future podcasts from across the University. "Our website is now up and running so we're hoping to get lots more hits as we add more content."

CONTACT US

If you have any news or story ideas, you can contact us via:
uninews@manchester.ac.uk or 275 2112.

OPT OUT OPTION

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www.staffnet.manchester.ac.uk/opt-out

If you wish to keep up with the news, you can still view the magazines online at:

www.staffnet.manchester.ac.uk/unilife
www.staffnet.manchester.ac.uk/staffupdate