

staffupdate

Exclusively for staff at The University of Manchester

YOUR VOICE, OUR MANCHESTER

What do you think about working here at the University?
The Staff Survey 2013 will give you the chance to air your views – in complete confidence.

Between 11 March and 19 April, around 9,600 staff will be asked to take part in the Staff Survey.

The findings will be published in June 2013, and will be used to create a University-wide action plan.

In addition, leaders from right across the University will be expected to use their results to put together action plans in their particular areas of responsibility.

Progress against these will be monitored by the Staff Survey Steering Group which is led by Professor Martin Humphries, Vice-President and Dean of the Faculty of Life Sciences.

For the first time, the survey is being run by an external company Capita.

This is in response to feedback from some staff who were concerned about the anonymity and confidentiality of the responses they give.

Because all the information you provide will be handled by Capita, there is no way that anyone at the University will be able to identify you from the information you provide.

Look out in March's Staff Update, StaffNet and eUpdate for further information about the Staff Survey in the coming weeks or visit:

www.staffnet.manchester.ac.uk/staff-survey



YOUR VOICE OUR MANCHESTER

Key Staff Survey 2013 facts

- The Staff Survey 2013 runs between 11 March and 19 April
- Around 9,600 staff will be asked to complete the survey
- The survey is being administered by an external company, Capita on behalf of the University
- All information will be treated in the utmost confidence and there is no way that you can be identified from the information you provide
- You will receive an email from Capita on Monday 11 March with a link to the survey
- Staff without PC access at work have been identified and will receive a paper copy of the survey to complete and post to Capita
- It should take no more than 15-20 minutes to complete
- Managers have been asked to ensure that time is set aside for you to complete your survey in the working day

CALL FOR NOMINATIONS FOR GENERAL ASSEMBLY

"An amazing, incredible experience" awaits members of staff who are elected according to one member.

Any member of staff can be nominated for the General Assembly, which meets twice a year. It acts as a two-way channel of communication through which the University presents its achievements to its stakeholders, and receives feedback and advice on matters relating to University business. It also plays a role in the election of the University's Chancellor.

Those elected to General Assembly are also able to run for election to the University's governing body, the Board of Governors, which is ultimately responsible for the University's strategic direction and monitoring performance.

Senior Research Finance Officer Mark Glass, now in his second year on the General Assembly and Board of Governors, says it's not only important, but fascinating, fulfilling and even fun!

"It's an amazing, incredible experience where you can learn how the University works, what its aims are, and meet some very interesting and friendly people," he reveals.

"There is about two hours of reading for each meeting. You get out what you put in, so it is worthwhile to make sure you are informed beforehand.

"The Board of Governors is more work but again thoroughly enjoyable." Mark, who joined the bodies after being encouraged by a colleague who was already on the Board of Governors, says: "I can't imagine a junior staff member being invited on the board of a major company; it's a fantastic opportunity, and I would recommend it to anyone."

Nominations for the General Assembly ballot will be issued via Staffnet in March 2013.

For further information on the University's governance arrangements, contact Deputy Secretary Martin Conway on martin.conway@manchester.ac.uk or 0161 306 3772.

PRESIDENT'S UPDATE

15 November 2012

The President hosted a dinner for about 30 of our newest professors, some of whom were recruited from other universities and some promoted internally. They said how much they enjoyed working in the University and valued our ambition, but there were frustrations with some of our processes and services. This is something that the President and her senior colleagues have high on their agenda.

22 November 2012

The President attended an event for Vice-Chancellors from across the North West, which was hosted in Manchester by Sir Alan Langlands, Chief Executive of the Higher Education Funding Council for England (HEFCE). The discussion focussed on student recruitment and whether this was to be an exceptional year for recruitment of home/EU students, or whether there would be a sustained decline in numbers - many felt that the latter was most likely.

29 November 2012

This week the Jodrell Bank Discovery Centre won Visitor Attraction of the Year 2012 in the Marketing Cheshire awards! The President met with Dr Teresa Anderson, Director of the Discovery Centre, and Lord Keith Bradley, who chairs the University's Governance Group for the Jodrell Bank site, to discuss how we manage the huge and growing success of the Discovery Centre.

6 December 2012

The President attended the opening of our new Surgical Skills and Simulation Centre in the Stopford Building and saw some of the fantastic facilities. She was interviewed by Jenni Murray on Radio 4's 'Woman's Hour' as part of a series on 'powerful women.'



13 December 2012

This week the Social Responsibility Governance Group, which the President chairs, considered how we can provide sharper focus to this area to ensure that we make a real impact. Julian Skyrme (Head of Social Responsibility) will be sending out proposals in January 2013 to all staff to seek views on our focus of social responsibility in the University.

19 December 2012

The President presided over two degree ceremonies this week: one honouring Sarah Storey, Great Britain's most decorated Paralympic athlete ever, and the second Professor Dame Sally Davies, one of our graduates in medicine 40 years ago, who is now Chief Medical Officer.

10 January 2013

In the New Year, the President visited Kuala Lumpur and Singapore to identify and develop research and teaching links with academic and commercial organisations, to better engage with our large alumni base and to promote student recruitment to degree courses in Manchester.



NEW BUSINESS ENGAGEMENT ROLE

The Faculty of Medical and Human Sciences has appointed Professor Paul Townsend as its new Associate Dean for Business Engagement.

Paul is currently the Chair of Molecular Cell Biology at the University of Southampton, where he is also Associate Director of Enterprise and Innovation for the Faculty of Medicine, and is cofounder of pharmaceutical company Karus Therapeutics. Professor Townsend takes up his new role this month.

GAIN EXPERIENCE IN PUBLIC ENGAGEMENT



Have you got what it takes to fire the imaginations of the public about science? If so, why not apply to become a Wellcome Trust Engagement Fellow?

The Manchester Museum is offering to host a Fellow and support the development of successful Fellows.

The Museum currently attracts around 350,000 visitors a year and plays a big part in getting people involved through events and educational programmes for everyone, young and old.

It has a key role in achieving the social responsibility aspirations of the University.

Fellows would become involved in developing and delivering public engagement activities in the Museum and with local communities.

For further information, contact: anna.bunney@manchester.ac.uk

TRAINING TRIUMPHS

Staff who have achieved professional qualifications through the Staff Training and Development Unit were recognised at a special event just before Christmas.

During 2012 more than 140 members of staff qualified in areas as diverse as Supporting Students, Health and Safety Management, Personal Development and Management Skills.

The STDU is expanding its range of accredited programmes in 2013 to include coaching qualifications and further management development.

If you are a manager, please make sure that your colleagues know about the range of training and development support offered through the Directorate of HR and advertised at: www.staffnet.manchester.ac.uk/employment/training





FUNDING AVAILABLE

Do you have a project that could enhance University life and the student experience?

If so, why not apply for funding from the Learning Enrichment Fund?

To date, projects like Manchester RAG, the University Counselling Service, Student Action, the Manchester Leadership Programme and the International Society have received funding to a total of almost £400,000.

The money comes from donations to the Your Manchester Fund. Projects should aim to improve the student experience.

The deadline for applications is 4pm on Friday, 8 February and applications are welcome from both staff and students.

Completed application forms must be returned by this date to Emma Dixon-Thom, Division of Development and Alumni Relations, G9 Christie Building, or by email to:
emma.dixon-thom@manchester.ac.uk

Application forms and guidance can be found at:

www.staffnet.manchester.ac.uk/supporting-students/your-manchester/learning-enrichment

AUTO-ENROLMENT UPDATE

On 1 March 2013, the University must begin to assess its employees for auto-enrolment pensions.

Following the March payroll, HR will write to all members of staff to explain what action, if any, they have taken to auto-enrol you.

As we have explained before, this change to pensions will not affect the majority of our staff as they are already enrolled in pension schemes.

If you are not an existing member of USS or UMSS but your contract gives you entitlement to membership and you are an Eligible Jobholder*, we will enrol you into USS or UMSS on 1 March.

If you are not entitled to join USS or UMSS (for example, you are already receiving a USS pension or you are employed on a casual basis), we will assess you under the auto-enrolment criteria. If you are an Eligible Jobholder, we will enrol you into NEST, our auto-enrolment pension provider.

HEALTH AND SAFETY UPDATES

Arrangements to implement the University's Health and Safety Policy are available on StaffNet.

During 2012, a comprehensive review of health and safety procedures was carried out. To accompany the 2012/13 policy statement, a set of chapters has been published to explain how the revised policy will be implemented.

Some of the chapters replace former procedure documents. This is a work in progress and there is a link to details about the status of documents and the agreed changes at:

www.campus.manchester.ac.uk/healthandsafety/policy.htm

Safety Services would like to thank everyone who contributed observations and views about improving the presentation and content of these documents.

THINK DIFFERENTLY IN 2013

All the information you need about the main religious festivals and national days of celebration can be found in this year's Diversity Calendar.

Each month has a different theme and the University's Equality and Diversity team will organise awareness raising activities throughout the year. February is LGBT History Month.

The calendar will also raise awareness of the 'think differently' campaign which is running throughout 2013 – more details can be seen throughout the calendar.

Find the calendar and information on booking for activities at:

www.staffnet.manchester.ac.uk/services/equality-and-diversity

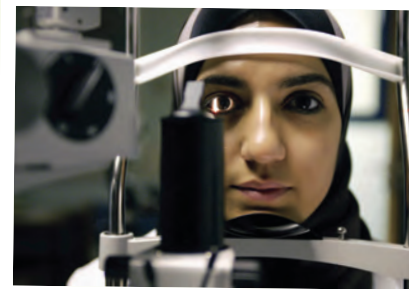
If you are not an Eligible Jobholder on 1 March, we will continue to assess you and if you become an Eligible Jobholder at a later date, we will then auto-enrol you.

Information on opting-out of a pension scheme after auto-enrolment will be supplied. Please note that you cannot tell us in advance that you wish to opt out.

* You are an Eligible Jobholder if you are aged between 22 years and state pension age; and earn over £675 in the month of assessment in the 2012/13 tax year (£786 for 2013/14).

You can find more information about auto-enrolment on StaffNet at:
www.staffnet.manchester.ac.uk/employment/pensions/autoenrolment

In the meantime, if you don't already have a pension and are eligible to join UMSS or USS, you are free to join the appropriate scheme. Please contact pensions@manchester.ac.uk



FREE EYE EXAMINATION

Book your free eye examination (eye test) at the University's Teaching Clinic.

This offer is open to students, staff and members of the public, but if you're a member of staff or a student, you also benefit from a 20% discount on new spectacles.

Final-year Optometry students perform the eye examination and spectacle dispensing under the supervision of fully qualified staff.

The Clinic is located in the Carys Bannister Building, just off Dover Street.

To book an appointment, call: 0161 306 3860.

CAN YOU HEAR THE FIRE ALARM?

Staff are asked to make sure they're aware of the weekly fire alarm test for their building, and that they can hear the alarm when it is tested.

The regular testing of fire alarms takes place to make sure alarms operate as they should. Tests take place weekly, so make sure you know when your test takes place in your building.

If for any reason you don't hear the fire alarm during a weekly test or an evacuation, report the problem to the Directorate of Estates and Facilities Helpdesk:

www.estates.manchester.ac.uk/BusinessUnits/Helpdesk/NewRequest.asp

For more information, read this letter from Fire Officer Jeff Smith:

<http://documents.manchester.ac.uk/display.aspx?DocID=15015>

or contact the Estates and Facilities fire team on 275 7540/8480/2267.



TOP MARKS FOR OUR SCHOOL GOVERNOR SCHEME

You'll probably have heard a lot about our University's commitment to social responsibility.

One of the best ways our commitment is brought to life is through the success of our School Governor Initiative (UMSGI) which encourages members of staff to become school governors in local schools.

So far, 99 members of staff are currently serving on school

governing bodies – could you be the magic 100th volunteer?

UMSGI has filled 10% of school governor vacancies in the North West since it was established in July 2011, and we're the region's leading employer for state school governor recruitment.

We're also fourth in the country for school governor registrations via partner charity School Governors' One-Stop Shop (SGOSS).

Julian Skyrme, Director of Social Responsibility, who leads the School Governor Initiative, said: "It's very exciting to have so many representatives of the University in local schools.

"The fact that so many of our staff have enthusiastically taken up these opportunities outside of working hours says something important and impressive about their values and culture."

By volunteering as governors, members of staff make available talents and skills that many governing bodies lack, including knowledge and understanding of the education system and of students from the fresh perspective of higher education.

This feature brings you the experiences of a few of our colleagues who are currently serving as school governors – what's involved and what you can get out of it yourself.

Types of school governor

Governing bodies comprise representatives of the school staff, the local authority, parents, the community and, in certain circumstances, members of a church and other interest groups (known as foundation or partnership governors).

Sue Astley

Reader in the Institute of Population Health, is a foundation governor at Blessed Thomas Holford Catholic College, Altrincham.

Sue's special interest is curriculum and she chairs the curriculum committee at Blessed Thomas Holford. As a committee chair, she sits on the headmaster's advisory group and contributes to decisions which have a strategic impact on the school. She is also a member of the pupil welfare committee.

She is able to act as a bridge between the school and the University, conducting mock interviews with pupils who want to be scientists and medics, and drawing the school's attention to activities which the University runs for school children.

Sue finds that her experience as a school governor gives her a greater understanding of younger students and interviewees for University places.

She said: "I feel that I've made my biggest contribution to Blessed Thomas Holford through policy preparation and revision. For example, the school has recently established a sixth form and I've been involved in developing policies for new admissions and for movement between the lower and upper sixth."



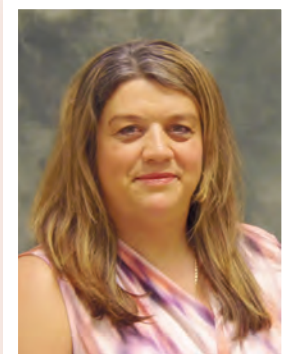
Liz Barnes

Senior Lecturer in the School of Materials, was appointed as a local authority governor at Monton Green Primary, Salford, a year ago, but is now a community governor following a change to the structure of the board of governors.

As a member of the governing body, Liz shares ultimate responsibility for Monton Green's budget. She also serves on the committee which sets the head teacher's pay and reward, and on a special interest group which is reviewing school dinners.

Being a governor has increased her awareness and understanding of the education system and the challenges that it faces. Liz sees at first hand the impact of government policy and changes in local authority funding. She has been able to make the school aware of funding opportunities which it might otherwise have overlooked.

She said: "I derive a great deal of personal satisfaction from being a governor. I'm very encouraged by the standard that Monton Green gets its pupils to and I think primary education as a whole is excellent."



Gerry Bell

International Students Officer, in the Directorate for the Student Experience, has been a foundation governor since 2000 at Barlow RC High School in Didsbury.

As a foundation governor, Gerry contributes to shaping the ethos of Barlow RC. She has been involved in selecting a new headteacher, sits on interview panels for new teachers and has served on the main working committees.

Since her own children left the school four or five years ago, she has been

able to take part in disciplinary panels which interview pupils whose behaviour is causing concern and issue warnings or, in extreme cases, exclude pupils from the school.

Gerry feels that one of her main contributions has been the establishment of a pastoral, welfare and ethics committee, which has given the pupils a voice in the running of their school.

She said: "Teenagers have an awareness of politics which is not always recognised and they can become very frustrated with the very one-sided, didactic and old-fashioned approach to teaching to be found in many schools."



Rachel Brealey

Head of Faculty Administration in Engineering and Physical Science, has been a local authority governor at Chapel Street Primary in Levenshulme since May 2011 and has chaired the governing body since September 2012.

Rachel is passionate about education and schools, especially science and engineering, and she is committed to helping Chapel Street to improve its performance in maths and science, which was below the national average when she became a governor.

She is keen to establish links between the children's interests and University expertise and has worked with the school's Science Coordinator on innovative ways of engaging the children in science: a Science Week in 2012 offered pupils hands-on experience and opportunities to meet our scientists.

Rachel says that one of her most important functions as a governor is to take an interest in how the school is performing without the emotional investment of a parent or the day-to-day involvement of a teacher: "I can step back and take a view about what is right for the school."



Patricia Clift Martin

Teaching and Learning Manager, Teaching and Learning Support Office, has recently stepped down after four years as a partnership governor at Stretford High School.

Patricia provided guidance and expertise in shaping governance practices and processes and helped to make the governing body more effective. She also advised and supported the school's recruitment strategies and panels.

During Patricia's governorship, Stretford High successfully fought off an Academy bid, which required a very

heavy time commitment from the governors. She said: "We opposed the bid because it wasn't right for the community, the students or the staff. It was a difficult but satisfying process, and we eventually received validation from the Schools Adjudicator."

Headteacher James Haseldine said: "Patricia's presence on our governing body has enabled our link with the University to blossom.

"Her involvement demonstrates that the University and its staff are committed to making a real difference to the lives of young people whose families have never been to university or who, statistically, have a reduced chance because of where they live or which school they attend."



Jo Hart

Senior Lecturer, Manchester Medical School, has been a community governor at Old Moat Primary School in Withington for one year.

As a member of Old Moat's curriculum committee and its data governance group, Jo monitors all performance measures.

She says that one of her major strengths is her ability to penetrate tables and graphs and detect trends and patterns, for example, pinpointing

particular groups of children who are under-performing.

Jo is then able to challenge the School's leadership team about her observations and question what is going on. "I've brought things to their attention that had previously gone unnoticed."

She said; "Seeing the effects of policies and decisions to which I've contributed is very satisfying, and I really feel part of the local community now."



Thinking of becoming a school governor?

If you're thinking of becoming a school governor here are few things to consider:

- Most governors say they spend a few hours each week on governor work
- Most governing bodies meet three or four times a year
- Governors who sit on specialist committees may be required to attend meetings during the working day
- Keeping up with legislation can be quite demanding
- Schools encourage governors to attend events in the school day to meet pupils

What do you get out of it?

- Opportunities to take part in strategic planning and management, and to shape the culture of a school
- A greater understanding of the primary or secondary school system and the challenges they face
- A new way of thinking about perceptions of the University

How can the University help?

Governors receive plenty of support from the University:

- you can take time off from work to fulfil your duties
- peer support is available through a University network for school governors

In 2013, all our school governors will have the opportunity to meet each other at a conference being organised to look at the challenges and opportunities of being a governor.

For more information on becoming a school governor, go to: www.staffnet.manchester.ac.uk/umsgj



HEARTS OF GOLD

Nearly every evening, Lenox Green, Postgraduate Office Administrator in the School of Mathematics, spends time at the Rainbow Christian Centre in Hulme.

He set up the Centre with his wife, Heather, in 2003, and since then it has offered a lifeline to over 600 young people, giving them an alternative to spending their spare time on the streets.

In 2012, the University recognised Lenox's amazing commitment by naming him the staff 'Social Responsibility and Volunteer of the Year'. Before then, few of his colleagues had known about his activities and achievements outside of work.

Nominations are now open for this year's 'Social Responsibility and Volunteer of the Year Awards' – which celebrate the significant time and energy given by our staff through volunteering either locally, nationally or internationally.



Awards are available in three categories:

- Staff member of the Year
- Student of the Year (open to both undergraduates and postgraduates)
- Alumni of the Year

Each winner will receive a cash prize for their community organisation and overall winners will be put forward as recipients for the University Social Responsibility Medal.

Nominations are now open and the closing date is Friday, 8 March 2013.

Find out more at:

www.manchester.ac.uk/volunteeroftheyear

CHRISTMAS CRACKER

Kind-hearted staff dug deeper than ever to support the Wood Street Mission's Christmas Project 2012.

The Mission helped make Christmas special with toys and gifts for 4,000 local children (the largest number they have ever helped) and food hampers for more than 1,700 local families.

Jan O'Connor, Manager of the Wood Street Mission, said: "We are grateful for the support we receive all year from the members of staff at The University of Manchester. The families really do appreciate the support they receive. It is on their behalf that we thank you for your generosity and continued support."

To find out more, visit:

www.woodstreetmission.org.uk

FREE LEGAL ADVICE

The School of Law Legal Advice Centre (LAC) has reopened and is currently taking enquiries.

Staff and students can make face-to-face appointments.

Students from the School of Law are on hand to give a wide range of legal advice, supervised by qualified law staff and local practitioners. The sessions provide useful advice, as well as helping students to gain essential practical experience.

After an appointment, your problem will be researched by the students, who draft a letter of advice once approval is received from the Centre Solicitor.

All legal advice will be given in the strictest confidence in accordance with the Law Society Code of Conduct and we aim to comply with the professional standards applicable to any lawyer's practice.

To find out more, contact the School of Law Legal Advice Centre:

email free.legal@manchester.ac.uk or call x61264 or x57976.

Please note that we are unable to advise anyone who wishes to pursue a claim against the University, its governors, employees or current students.

HELP SHAPE THE FUTURE OF OUR SOCIAL RESPONSIBILITY WORK

You are invited to help shape the University's work on its social responsibility agenda – Goal Three of the Manchester 2020 Strategic Plan.

Our University contributes to the social and economic success of the local, national and international community through all its activities.

Many of you already contribute to the achievement of this goal through your work on:

- **Research** - where projects focus on finding solutions to global challenges such as cancer, social cohesion, world poverty and carbon reduction;
- **Teaching and Learning** – where courses and initiatives such as our Manchester Leadership Programme and University College help to produce responsible and socially-aware graduates
- **Engagement** – by encouraging access to The Manchester Museum, Whitworth Art Gallery, Jodrell Bank, the John Rylands Library and to our courses through flagship initiatives such as the Manchester Access Programme and Equity and Merit Scholarships;

- Many other colleagues, particularly in the Professional Support Services, also contribute by ensuring that the University champions equality and diversity and environmental sustainability and opens up employment opportunities to people from our neighbouring communities;

We have recently reviewed all of the activities that make a contribution to the achievement of Goal Three and we have concluded that we could have a greater impact if we focus on a more ambitious and tightly focused set of activities that illustrate more effectively what we mean by "social responsibility" and where we are making a difference.

You can share your views with us at:

www.staffnet.manchester.ac.uk/social-responsibility

Alternatively, you can request a paper copy from Suzanne Spicer at suzanne.spicer@manchester.ac.uk or on 0161 306 3047.

BACK TO WORK MUMS SHARE THEIR EXPERIENCES

If you've just returned to work after having a baby, there's a group to give you support.

The group for women returning from maternity leave gives mums an opportunity to share their experiences and discuss any issues with balancing work and caring responsibilities.

The next meeting takes place on 6 March (12.30 until 2pm). A light lunch is provided.

To reserve a place, email: courses-stdu@manchester.ac.uk

ASK THE EXPERT ... ABOUT FOOD AND COOKERY

Welcome to 'Ask the Expert' in which experts from around the campus answer your questions.



This month, FoodonCampus' Executive Head Chef Martin Smith provides staff with tips on food and cookery for the post-festive period.

Q. We made a huge Christmas cake this year but we'd rather not eat it all at once. How long can a rich fruit cake be kept and what is the best way of storing it?

A. Wrap it in tinfoil, place in an airtight container and store in a cool dark place. It will keep for a year.

Q. I've really binged over Christmas and the New Year and I want to turn over a new leaf in 2013. What can I eat that's both nutritious and detoxing?

A. Drink plenty of water and herbal teas. Eat foods that are as close to their natural state as possible. Wherever possible, eat your fruit and vegetables raw. Buy seasonal fruit and veg and choose organic where possible. Detox super foods are: apples, carrots, garlic, broccoli, lemons, quinoa, papaya and linseeds.

Here's a simple detoxing recipe from Martin:

Quinoa and Rice Pilaff (serves 4)

- 30ml olive oil
- 1 onion chopped
- 125g brown rice
- 125g quinoa
- 600ml vegetable stock
- 150g carrots thinly sliced
- salt and black pepper
- 50g chopped parsley
- 450g broccoli

Heat half the oil in large saucepan and add onion. Fry until soft (and clear). Add rice, quinoa, stock and carrots and stir well. Bring to boil, reduce heat and simmer for 25-30 minutes until all liquid has been absorbed and the grains are soft. Season with salt and pepper, add parsley and stir in. Cut broccoli into thin florets, drizzle with remaining oil and salt and pepper and roast in pre-heated oven (200 degrees) for 15 minutes or until crispy. Spoon out pilaff and top with roasted broccoli.

Any questions?

Next month's topic will be gardening – so if you've got any questions for our resident gardening team, send them to: uninews@manchester.ac.uk

WINNING DISHES ON THE MENU

Recipes dreamt up by staff and students will be on the menu at the University in the coming months, after winning a recipe competition.

The Sustainable Consumption Institute's 'What's Cooking?' contest challenged people to come up with tasty vegetarian treats.

Executive Head Chef, Martin Smith, will feature the five winning dishes (and some of the runners-up) in EATS Restaurant, University Place, in the coming months:

Red Cabbage, Sweet Potato and Kale Super Pizza
Camilla Mørk Røstvik (student)

Pistachio Pilaf in a Spinach Crown
Stephanie Walters (staff)

Swede and Apple Casserole
Xinfang Wang (student)

Squash, Tomato and Chickpea Curry
Ruby Box (student)

La Havas Salad Sandwich
Tessa Liburd (staff)

Shortlisted recipes will be published in a free online recipe book in support of Meat Free Mondays across campus.

NEW 'BE ACTIVE' COURSES

Whatever your goal there's a 'Be Active' course for you! Burn, tone, stretch or relax with a choice of more than 25 classes on campus every week.

Eight-week courses are running at the Wellbeing Rooms in Dover Street Building and in Sackville Street Building. All courses are suitable for beginners. For more information or to book, visit:

www.sport.manchester.ac.uk/be-active-courses



Colleagues who are already taking part in courses say:

Alexander Technique

"After years of back problems and migraine, I have found that Alexander Technique is a marvellously relaxing and common-sense approach to everyday living and movements. Bryan (the instructor) suggested helpful ways to improve posture and think about bad habits, and how to practice good ones."

Susan Stubbs, MARC Administrator, School of Environment and Development

Bums and Tums

"As I sit for much of my working day, I really value being able to nip out for a class in my lunch break. Gail and Sheila are both great teachers and bring their own personality and style to the classes. It's a good workout, without the relentless pressure of having to keep up with others."

Irit Narkiss, ACR, Conservator, Objects and Access, The Manchester Museum

Iyengar Yoga

"I have been doing Iyengar with Clare for a couple of years. I appreciate the way she tailors the classes and the postures themselves to the ability - and, on many occasions, preferences - of individuals. I now attend twice a week as I feel Iyengar is more beneficial when practised regularly and frequently."

Amanda Gaunt, Operations Manager, School of Education

Kettlebell Conditioning

"I've been attending the classes for 18 months and have found them extremely beneficial. They offer a unique mix of aerobic activity and strength training. The classes are challenging but very enjoyable with a friendly atmosphere and an excellent instructor. Highly recommend for all ages and fitness levels!"

Richard Hoskins, Oracle DB Administrator, IT Services



JUDO COACH WINS AWARDS FOR SERVICES TO THE SPORT

Congratulations to Steve Pullen MBE, coach to The University of Manchester Judo Club, who has been on a winning streak, picking up two awards in the last few months.

Back in September 2012, Steve won the Barclays Community Sports Award as co-founder and volunteer head coach at Urmston Judo Club. Steve works with people of all ages, levels and abilities; he has also been accredited as one of the co-founders of visually impaired judo in the UK.

More recently, Steve took the Unsung Hero award at the Greater Sport Awards 2012.

JUST THE JOB

Janet Watson, Faculty Officer
Faculty of Engineering and
Physical Sciences

Since starting work at UMIST in 1983, Janet's career has seen her move from Human Resources to her current role as Faculty Officer, which she has been doing for four and a half years. Responsible for handling student appeals, complaints and disciplines, Janet follows the whole process from the initial enquiry to the end of the investigation.

It's a job that requires attention to detail and Janet often finds that with appeals, students can find it difficult to acknowledge there is a problem. Janet says: "On many occasions, students are reluctant to tell anyone they have a problem, especially if personal circumstances are affecting their studies. It's important that we establish what the problem is quite quickly. Once accepted, I start an investigation with the relevant School and gather as much evidence as possible. This can be quite a long process which sometimes takes a few months."



Complaints can vary from problems with a supervisor to insufficient course materials. Janet says: "We take all complaints very seriously and they are all investigated in the same way, and something that initially seems quite small may take a long time to resolve."

As well as appeals and complaints, Janet also deals with any disciplinary actions that come to the Faculty. She says: "Let's say this is the less pleasant aspect of the role – it can range from plagiarism to collusion to cheating in exams."

Janet also co-ordinates and attends the disciplinary hearings and after this a decision is taken on any action. "It's a good feeling when you get to the end; it's very satisfying when you have investigated something thoroughly - especially when there is a good outcome for the student. It's sometimes a very emotional process for them. I enjoy meeting students and I think it's better for them to be able to talk through their concerns with somebody rather than just rely on form-filling."

Janet has been based in the Sackville Street Building since starting work at the University,

“ I enjoy meeting students and I think it's better for them to be able to talk through their concerns with somebody rather than just rely on form-filling. ”

and jokes that for 25 years she worked in the same office! She says: "It's hard for a lot of people to imagine the changes that have taken place over time – when I started work here, everything was done on typewriters! My first job before starting at the University was selling pies at Old Trafford – which some people might find quite odd, as I'm a Manchester City fan!"

In fact, it's been a bit of a family affair at the University for Janet – in 1999, her mum, dad and husband all worked here. At the same time, her brother was studying for a maths degree at UMIST, and her son was in the Echoes nursery.

Janet says: "The University has been part of our lives for many years – and who knows, maybe that will continue for many years to come!"

CONTACT US

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

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