

staffupdate

Exclusively for staff at The University of Manchester

NEW WAY FORWARD FOR HUMAN RESOURCES

Today, Tuesday 2 April, sees the launch of a new way of delivering human resources (HR) services to University staff.

The aim is to offer an improved service. The main change most staff will see is that day-to-day HR and payroll enquiries are no longer handled by staff based in local HR offices.

Instead, these kinds of queries will be dealt with by a new team called HR Services, which will be located in the Simon Building and led by Head of HR Services Michelle Bebbington.

Another new feature is the role of HR Partners – senior HR staff who will work more closely than ever with leaders and managers to plan and deliver longer term HR needs.

HR staff have been working closely with senior leadership teams across the University to ensure that the new-look Directorate of HR meets their needs, and that staff understand the structure and services on offer.

Director of Human Resources Karen Heaton said: "Our aim is to offer a responsive service to staff – whether it's a day-to-day enquiry, or a more strategic project, planning the longer term needs of different parts of the University."

The new Directorate of Human Resources structure looks like this:

- **HR Services** – a newly created team of HR professionals handling all day-to-day HR enquiries.
- **HR Partners** – Heads of HR and their management teams, working more closely and strategically with their Faculties/Schools/PSS Directorates.
- **Centres of Expertise** – Staff Training and Development Unit, Pensions and Equality and Diversity teams.

How to get in touch with HR:

HR Services

For day-to-day HR enquiries including HR Systems (Resourcelink, HESA, management information, post management); Recruitment and Resourcing (advertising, pre-employment checks, redeployment); and Employment Services (payroll, fees and expenses, sickness recording, absence and changes to current employment).

To make contact with HR Services

- askHR – www.staffnet.manchester.ac.uk/employment/ask-hr this is a new online resource where you can find the majority of answers to basic HR questions and should be your first port of call for HR enquiries
- HR Helpline: 0161 27 54499
- Email: HRServices@manchester.ac.uk

What will happen

- A member of the HR Services team will log your query
- It will be allocated to a member of the HR Services team
- An email will be sent to advise that the task is underway and who is dealing with it
- Email is sent to advise the task is complete

HR Partners

HR Partners will remain based in their existing offices and can be contacted on their existing phone numbers and email addresses. To find their contact details visit: www.staffnet.manchester.ac.uk/employment

Centres of Expertise

- Staff Training and Development Unit: email courses-stdu@manchester.ac.uk or call 52525
- Pensions: pensions@manchester.ac.uk
- Equality and Diversity: equalityanddiversity@manchester.ac.uk

SOPHIA IS A STAFF SURVEY WINNER

Congratulations to Sophia McNeill – the first lucky winner of a Staff Survey iPad!

Sophia, who is Annual Fund Officer in the Manchester Business School, was chosen at random from all of the people who had completed and submitted the Staff Survey 2013 in the first week it was open.

Capita, which is running the survey on the University's behalf, will be choosing a winner each week the survey is live, from everyone who has completed the questionnaire.

So the sooner you submit your survey, the more chances you have of winning one of the five remaining iPads.

And Sophia isn't the only one to benefit from the Staff Survey 2013. The University is donating

£1 for each completed survey submitted to the three charities chosen by staff. So far The Christie has received 33% of donations, Cancer Research UK 40% and Water Aid 27%.

There's still time to complete the Staff Survey – it's open until Friday 19 April.

You should have received an email from Capita on Monday 11 March with a link to the survey – it will appear in your email inbox from **Surveys, staff**

Subject line: University of Manchester Staff Survey

If you can't find it, call Capita on 0800 587 3115 and they will resend you the link.

If you don't have email access at work, then your line manager will make sure you receive a paper copy of the survey to complete and return to Capita.



To find out more about the Staff Survey 2013 visit: www.staffnet.manchester.ac.uk/staff-survey

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.

14 February 2013

The Board of Governors met to consider performance and plans, student recruitment, reports from other Board committees and discussed our risk register and how we manage risks. At an open meeting for staff, the President gave a presentation on the performance of the University, key areas of focus for the future and some highlights of major recent achievements.

21 February 2013

A group of senior staff from Siemens AG visited the University to discuss collaborations and our role as a Siemens 'Ambassador University'. In London, the President attended the Michael Faraday annual prize lecture at the Royal Society, which this year was given by our own Professor Brian Cox on 'Making Britain the Best Place to do Science'.

28 February 2013

The President announced that Julian Skyrme will become the full-time Director of Social Responsibility for our University. She met 'Raj'



Rajagopal, who is Chairman of UMI3, our intellectual property, licensing and company start-up arm, to talk about investment in commercialisation of our research, stimulating entrepreneurship and company partnerships.

7 March 2013

The President attended the Planning and Resources Committee, which received data on the number and value of recent grant awards. Over the period from July 2012 to January 2013, compared to the same period in the previous year, new grant awards had increased by over 50%, with increases in all four Faculties.

MEET A UMSS DIRECTOR



Peter Leigh, Multimedia Technician in the School of Education, has been a Director on the Trustee Board of UMSS Ltd for nearly three years and is keen to encourage colleagues to come forward to fill existing and upcoming Trustee Director vacancies.

When Head of Pensions Heather Mawson met Peter to talk about his becoming a Trustee Director, she was convinced that he'd be an excellent candidate after learning that he'd already undergone the preparatory training.

A member of the Trustee Board since October 2010, Peter says he's always been interested in pensions. He was a member of GMPF for 21 years while he worked in further education, but transferred to UMSS after he joined the University in 2006.

The Trustee Board (comprising the Chairman and nine Directors) is responsible for managing the pension scheme. The Head of Pensions also attends Board meetings. At some meetings, senior representatives of the University and the scheme actuary are present.

Each Director also joins one of the Board's specialist committees: the Benefits Committee, Investment Committee, Communications and Legal Committee, or Audit and Finance Committee.

No previous knowledge of pensions is required, but a prospective Trustee Director must have a strong interest in the subject and be prepared to undertake training and reading after appointment.

Anyone who wants to stand as a Trustee Director has to gather 20 signatures from fellow UMSS members to support his/her application. Peter says that this wasn't too difficult: "I already knew many technicians who were members, but I had to get out and about on campus to collect the full quota."

Peter's first term as a Trustee Director expires in October. Would he be willing to serve for a second term of three years? "Definitely!" he says. "I really enjoy being a Director: you see how decisions are made and progressed, and the Board conducts its business in a very professional atmosphere."

"While the Directors may come from different backgrounds, they all act in the best interests of UMSS. I'd encourage anyone who wants to get involved in University pensions to apply to be a Trustee Director."

YOUR CHANCE TO GET INVOLVED WITH UMSS

Current members of the University of Manchester Superannuation Scheme are invited to apply for two Director vacancies on the Trustee Board of UMSS Ltd.

Directors of UMSS Ltd have overall responsibility for the management of the pension scheme.

There are nine Directors of UMSS Ltd:

- Four Member Nominated Directors (MNDs), of whom three are selected by UMSS members according to defined staff categories; and one selected by UMSS pensioners;
- Five University Nominated Directors (UNDs), who are nominated by the University.

There is a vacancy for an MND in each of the following employment categories.

- Administrative/clerical/secretarial and related staff
- Manual and related staff

If you'd like to stand as an MND, you must:

- have been a member of UMSS for at least one year; and
- obtain 20 signatures on an official Nomination Form from UMSS members within your staff category.

If only one valid nomination is received for either category, the nominee will be appointed automatically as an MND. If more than one valid nomination is received in either category, an election will be held.

If you are appointed or elected, you'll receive full training to help you carry out the role.

To find out more, download and complete a Nomination Form:

<http://documents.manchester.ac.uk/display.aspx?DocID=15492>

Return completed Nomination Forms by 12 noon on Friday, 26 April 2013 to:

- Pensions Office, John Owens Building, The University of Manchester

Invitations to apply for this vacancy are also being sent to all active members of the Scheme who work in an administrative and manual capacity.

RESULTS OF SENATE ELECTIONS

You can see the outcome of the recent Senate elections online at:

www.staffnet.manchester.ac.uk/senate/elections

BECOMING A SMARTER DRIVER

During February and March, more than 100 drivers of University fleet vehicles took part in Smarter Driving Training which will reduce fuel consumption and CO₂ emissions.

After tuition provided by the Energy Saving Trust (EST), drivers are able to reduce their fuel consumption by approximately 15% on average. For a typical car in the UK, this equates to annual savings of more than £250 and more than half a tonne of CO₂!

During a training session with a highly experienced advanced driving instructor, each driver completes a given circuit twice, once before and once after training. Mileage per gallon is measured for both circuits so that drivers can see for themselves how much they save.

Mike Crook, who drives a minibus for Manchester Business School and is himself an advanced driver, reduced his fuel consumption from 32.3mpg to 37.2mpg while driving a BMW saloon.

Mike explained: "You can achieve slight improvements by changing up a gear earlier, trying to keep the vehicle moving, and pro-actively trying to time the lights."



Next up was Emma Richardson, Volunteering and Community Engagement Executive in the Careers and Employability Division, who transports student volunteers to community placements in a large minibus. After her training session in a Citroen van, Emma reduced her fuel consumption from 27.8mpg to 38.1mpg.

Emma said: "I learnt several simple ways of reducing fuel consumption: for example, if you are waiting in traffic for a while, turn off the ignition until you can get moving again. This training will definitely help me to become a greener and more economical driver."

Andrew Hough, Sustainable Travel Planner, who organised the training, said: "This new initiative is part of the University's Sustainable Travel Plan and proved extremely popular. We will now aim to monitor fuel usage and carbon emissions over the coming 12 months.

"With the recent purchase of a fully electric fleet vehicle, we are hoping to reduce emissions through a combination of vehicle procurement and positive behaviour change of drivers."



CHANGE A LIFE

While many of us may donate blood, how many think about donating blood stem cells? They are used to provide bone marrow transplants to patients suffering from blood cancers.

IT Services colleague Rik Cockcroft (Information Systems Service Support Manager in the Faculty of Humanities) shares his inspirational story about becoming a blood stem cell donor:

"About a year ago whilst donating blood, I was asked if I would be happy to join the British Bone Marrow Register. Early in 2012 I was contacted by The Anthony Nolan Trust who identified me as a potential match for someone

in need of a bone marrow transplant. A couple of weeks later, it was confirmed that I was a suitable match and I donated blood stem cells.

"I was a little nervous, as I'm a bit of a wimp when it comes to pain, but I received excellent support from the Trust which eased my mind. The feelings I now have from doing this are truly amazing - I may have saved someone's life."

Rik is happy to chat if you'd like to find out more about donating blood stem cells – contact him on:

- 61647 or richard.cockcroft@manchester.ac.uk

www.nhsbt.nhs.uk/bonemarrow
www.anthonynolan.org

PROFESSOR JAMES WARD: 24 JULY 1929 - 1 FEBRUARY 2013

Jim Ward was a leader in training educational psychologists and a member of the Victoria University of Manchester team that launched the British Abilities Scale.

His career spanned the globe from Manchester to Canada to Australia – and back to Canada, where he settled and lived after his retirement.

Jim will be remembered for the warmth of his personality and for the vibrant humanity and generosity of spirit he brought to everything he did.

He was first and foremost a family man, devoted to his wife Doreen to whom he was married for 63 years until her death a few months before his. He is survived by his son Andrew.



UNI BAND ROCKS MAIDA VALE!

Talent spotted by the BBC last year and invited to record in the world famous John Peel Studio in Maida Vale, the band Ten Eyed Man have now released their first EP, Light of the Moon.

The band members are four colleagues from the Directorate for the Student Experience: Paul Millsopp, Paul Uncles, Alex Clark and Paul Govey. They cut their teeth playing classic rock covers in pubs and clubs around Manchester and are now working on new material for an album.

Talking about their recording experience, Paul Govey said: "A little bit like the University. The Maida Vale studios are a mad mix of cutting edge high-tech and hand-crafted quirky engineering all wrapped up in an amazing history."

You can catch the band live in Manchester at The Roadhouse on 19 April or at The Retro Bar on 4 July.

ASK THE EXPERT ABOUT – GARDENING (PART 2)

Welcome to Ask the Expert, in which experts from around the University answer your questions.

This month, there's a second helping of advice on gardening from colleagues in the Environmental Services landscape team.

Should I cut the dead flower heads of a hydrangea? It's a small plant which was only put in last year. There are green shoots sprouting so I know it's still alive!

You should normally dead-head your hydrangea in March and then add a handful of general fertiliser around the base of the plant. When the plant is two to three years old, you can start to remove any weak branches; this will encourage the stronger branches to produce more flower buds.

I want to grow more vegetables and herbs in my back garden but it is north facing. I am considering vertical growing, but would welcome ideas, practical guidance and tips.

Just an idea: when growing vegetables and herbs, try planting them in containers, window boxes, strawberry planters or impatiens planters so they can be hung vertically and turned now and again to face any light if possible. Good luck with any experiment!

Next month: In the May issue, Gail Heathcote-Milner, Sport Development Officer, Health and Fitness, and colleagues from SPORT Manchester will provide advice on how to keep active and healthy. Send your questions to: uninews@manchester.ac.uk by Wednesday, 17 April.

JUST THE JOB

Tony Mason

Commissioning Editor,
Manchester University Press

Manchester is home to the third largest university press in England which has a long history, publishing books, journals and monographs since 1904. As one of its team of four Commissioning Editors, Tony Mason is responsible for signing up around 50 new projects a year.

The books range from high-level research monographs to student textbooks, specialising in arts, humanities and social sciences subjects.

Tony is responsible for overseeing the whole publishing process, which starts with evaluating book proposals. He says: "Once we decide that it is suitable for our list, I then approach peer-reviewers – all our submissions are reviewed by two academics. This can be quite a lengthy process, but it's a vital part of our assessment."

"Following this, I'll liaise with the author, giving feedback and advice. Once terms have been agreed with the author, the submission is presented at our commissioning meetings. We also have an Editorial Committee, drawn from different areas of the University, which gives final approval to the proposals."

Tony then works closely with the author, advising and negotiating on deadlines. He's also in close contact with the sales and marketing team, and follows progress right through to production and distribution.

The advent of digital e-books is something that Tony thinks has dramatically changed the way books are published. He says: "This is an area that is developing fast and we are working hard to make sure our books are available to all of our audiences – from retail to institutional markets – in the format they require. We've already had success with a Kindle edition of an Irish history book, 'Political Corruption in Ireland' by Elaine Byrne. It has also been a very effective way of increasing sales of perennial bestsellers, such as 'Beginning Theory' by Peter Barry.

"We've developed our content to meet the rapidly changing needs within the HE research and learning environment. In 2011, we collaborated with Oxford University Press and became a partner publisher for their University Press Scholarship Online (UPS) content platform. This has



enabled us to benefit from leading industry technology and expand our e-book output."

Tony has been working at the University for 13 years, and previously worked in publishing in London and Ireland. "I wasn't aware that there was such a vibrant publishing scene in the North, so when I saw this job, I thought it would be a great opportunity to come back to the area, as this is where my roots are. While many of our authors are located all around the world, we do have a number of Manchester-based authors – it's vital we maintain that local connection."

In fact, there are a number of developments in the planning that shine the spotlight on Manchester's rich heritage. "We've got some ideas for coffee table books – including one on the Co-operative head office, which is one of the most sustainable buildings in Europe, and another looking at the Manchester Town Hall and Library extension. We're also talking to the people at Jodrell Bank about a 'Guide to the Universe'."

Developing ideas for new projects in close collaboration with academics is the most satisfying part of the job, says Tony. "To work with an author, from that initial concept to shaping it into a good

book and seeing it go to print, is fantastic. Of course, what's even better is if you're on the train or bus and you happen to see someone reading it!"

To find out more about the work of Manchester University Press, and to view details of their latest titles, visit:

www.manchesteruniversitypress.co.uk



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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