

StaffUpdate

Exclusively for staff at The University of Manchester

KIDDIVOUCHERS CAN HELP YOU SAVE CASH

If you're a University employee with children under the age of 16, you could save yourself up to £900 a year in childcare costs by signing up to receive childcare vouchers.

Now's a great time to register because we've just changed childcare voucher provider – from Computershare to KiddiVouchers.

Childcare vouchers are a Government scheme aimed at helping working parents. They work through salary exchange, which means that you can opt to receive childcare vouchers instead of part of your salary. This means the vouchers are free of tax and National Insurance.

Vanessa Cowan from the Policy, Reward and Employee Team within Human Resources said: "We decided to change childcare voucher provider because we wanted to make sure that were offering staff the best levels of service possible.

"We're sure that by working with KiddiVouchers the suite of benefits available to all staff will be improved and I'd urge staff to either continue to take part, or to register as a new user."



YOUR QUICK GUIDE TO CHILDCARE VOUCHERS

What can I save?

This will depend on your earnings, but basic-rate tax payers can receive up to £243 per month, meaning a saving of around £900 per year. Both parents can claim childcare vouchers.

What can I use childcare vouchers to pay for?

A complete range of childcare – from nurseries and childminders, to after-school clubs and holiday play schemes.

What do I do if I already use childcare vouchers?

If you were already registered with Computershare and had ordered vouchers between October 2010 and September 2011, then you will have received information telling you how to register with KiddiVouchers.

Don't worry if you've still got Computershare vouchers in your account – you can still use these. Your Computershare account will only be closed down when you have used up all of your outstanding vouchers.

I'm a new user – what do I do?

If you've not used childcare vouchers before, then you can register with KiddiVouchers and start saving.

This is a simple process which will only take you around ten minutes. All you'll need are your National Insurance number, your payroll reference number (this can be found next to your name on your payslip), your childcare provider's contact details and our scheme number which is **S439777W**. You can register online at www.kiddivouchers.com or by phoning 0800 612 9015.

Can I get further information?

For further information visit:

www.staffnet.manchester.ac.uk/employment/staff-benefits/family-friendly/childcare/vouchers

ROADSHOWS

KiddiVouchers will also be holding a range of roadshows as follows:

Ashburne House
Monday, 17 October
2pm - 4.30pm

Dalton Ellis
Tuesday, 18 October
2pm - 4.30pm

Staff House, Sackville Street
Thursday, 27 October
2pm - 4.30pm

University Place
Friday, 28 October
2pm - 4.30pm

If you've got any feedback regarding childcare vouchers, please email:
childcarevouchers@manchester.ac.uk



ELIZABETH UP FOR AWARD

A member of our Occupational Health team has been nominated for a national award for helping to put together guidance on fieldwork and overseas travel.

Elizabeth Aniteye, who is a Senior Occupational Health Nurse, is part of a team nominated for the 'Partnership Initiative of the Year' award at the Institution of Occupational Safety and Health awards, which is taking place in October.

Elizabeth helped to put together 'Safety in Fieldwork and Overseas Travel' which advises

organisations on ensuring their staff and students are safe when travelling abroad.

Said Elizabeth: "It was clear that work needed to be done on this subject and it took us a while to pull the guidelines together, but we are very proud of the results."

The guidelines were put together by Elizabeth and colleagues from the Universities and Colleges Employers Association and the Universities Safety and Health Association.



CONGRATULATIONS FLOOD IN FOR LITTLE NOAH

Congratulations to **Natalie Sullivan**, from the University's Visitors Centre and partner **Chris Winterbottom**, Deputy Building Superintendent, on the birth of their little boy Noah Christopher John. Noah was born on 11 June weighing 8lb 4oz.



LEARNING ABOUT LEADERSHIP

Future leaders and senior managers graduated from the University's Headstart Leadership Development Programme at the beginning of the summer.

Headstart aims to help develop leadership qualities and skills. Those taking part attend a number of development sessions, networking

opportunities and hear from senior University staff during the five month programme.

Headstart is co-ordinated by the Staff Training and Development Unit (STDU) and to find out more contact Paul Dixon, Head of the STDU via email at paul.a.dixon@manchester.ac.uk or telephone 275 2070.

RESOLVING CONFLICT

If you're involved in a disagreement or conflict at either work, or in your studies, you might be interested to find out more about the University's Mediation Service.

It's open to both staff and students and offers a safe environment for you to talk through issues or concerns you have and jointly agree how to resolve differences and move forward.

For further information contact Catherine Prescott in the Mediation Service on 306 5874; email mediation@manchester.ac.uk or visit: www.manchester.ac.uk/mediation

ROSIE FUTURE FOR LEARNING COMMONS

As construction work on the University's new Alan Gilbert Learning Commons gathers speed, Rosie Jones has been appointed as Learning Commons Development Manager.

The Learning Commons is due to open its doors in summer 2012 and will offer our students a flexible, ultra-modern and stimulating learning space. Managed by the John Rylands University Library, the Learning Commons will be open 24/7 and feature a whole host of cutting edge technology.

Rosie will be working with colleagues from right across the University to plan for the opening.

She joins us from Manchester Metropolitan University and has substantial experience in Learning Technologies and Information Literacy.

Commenting on her new role at the Learning Commons Rosie said: "This building really focuses on our students and will provide them with an inspiring environment that will encourage them to study and learn.

"I'm convinced the Learning Commons will be something that both staff and students will be proud of and that it will encourage new students to study here."

Rosie Jones



PROPOSED CHANGES TO UMSS

You may have heard that the University has carried out a review of its pension arrangements and set out proposals to make some changes to The University of Manchester Superannuation Scheme (UMSS).

The cost of providing pensions has been increasing over recent years because of many factors including increasing life expectancy, changes in investment returns, the increasing cost of running pension schemes, and the cost of providing benefits to members. The purpose of the review was to ensure that UMSS can continue to provide valuable pension benefits in the future.

Everyone that could be affected by the proposals should have received a consultation pack through the internal mail. This pack gives details of the proposed changes and how they could affect you. From 3 October to 16 December 2011 the University is consulting with those affected and holding roadshows in various locations, details are in the pack. During this time, you don't have to do anything but it gives you the opportunity to address any concerns you may have and give your feedback.

If the proposals go ahead you will receive further information confirming how you are affected, and details of any decisions you may need to make.



A SPORTING CHANCE

A range of eight week health, fitness and wellbeing enrolment courses begin week commencing 17 October.

Led by professional and expert instructors, they'll help you feel more toned, relaxed, stretched and energised!

You can sign up online by visiting:

www.sport.manchester.ac.uk/health-and-fitness

or call SPORT on 275 4962 for more details.

EMPLOYMENT ADVICE

If you are employing staff on a short-term, or one-off basis, you need to be aware of new guidance to help you comply with HM Revenue and Customs rules.

There are significant financial risks for the University in engaging individuals as 'suppliers' on a self-employed basis, in situations where they ought to be treated as workers or employees.

The guidance can be found at:

- **www.staffnet.manchester.ac.uk/employment/recruiting-new-staff/employment-status**

The webpage also provides links to contacts in Human Resources, Finance and Procurement who can help to determine correct status or provide general advice and information.

Please note - Form ES1 (Determination of Employment/Supplier Status) has been revised to include additional information. Managers are asked to use this latest version.

ON THE BUSES

A new website has been launched giving information about the 147 Oxford Road Link service.

It's full of useful information including a route map, update to date service reports and news.

For more information visit:
www.route147.co.uk



ALL ABOARD THE JOBTRAIN

Applying for jobs here at the University is about to get easier thanks to a new online recruitment system due to be launched.

From the end of October, applicants will be able to fill in application forms online and will receive an email acknowledgement letting them know if they have been selected for interview or not.

There won't be any obvious changes to jobs advertised on StaffNet and the University website, but it's hoped that being able to fill in an application online will make life easier for applicants. And they don't need to complete the application all in one go – they can save it and complete it later.

If you're signed up for the JobAlert system which lets you know about vacancies on a weekly basis, you will find out more about how on-line applications will work on this system in the next few weeks.

The online system, called JobTrain, will initially be managed by staff within Human Resources. They will be able to manage the information that applicants send in, and will forward applications to the person who is recruiting, so that they can look at them onscreen. Previously application forms were photocopied.

Heather Graham, Head of Human Resources in the Faculty of Medical and Human Sciences, has been leading the JobTrain project and said: "We hope that this new system will be easy for applicants to use.

"It will cut down on the amount of time HR staff have to spend photocopying forms and will give us better management reports so that we can monitor and report on vacancies more effectively."

This is just the first phase of JobTrain and in future it's hoped that even more of the recruitment process, such as short listing, generating conditional offers and following up references online, will be incorporated.

LEGAL ADVICE

The University's Legal Advice Centre (LAC) is now open and taking appointments for the autumn. The LAC gives students at our School of Law the chance to get real life experience which is essential to their studies.

The service is available to University staff, your friends or relatives. The only stipulation is that you should be able to attend a face-to-face appointment at the Centre.

Law students are supervised by qualified staff and local legal practitioners. For further information or to make an appointment email:
free.legal@manchester.ac.uk

or telephone: 306 1264 or 275 7976

or visit in person at the University Shopping Precinct, 10am - 4.30pm, Monday - Friday.

JUST THE JOB

JEFF SMITH

Fire Officer

PHILIP UNSWORTH

Deputy Fire Officer



Jeff Smith (left) and Phil Unsworth (right)

Fire evacuation practices mark the start of the new academic year and play an important part in preparing staff and students for a real emergency. But there's more to fire safety than drills: University Fire Officer, Jeff Smith, and Assistant Fire Officer, Phil Unsworth, work year-round to protect the University from fire risk.

Based in the Professional Services Unit of the Directorate of Estates and Facilities, Jeff and Phil bring a complementary mix of experience and education to their roles.

When Jeff joined the University in 2010, he had more than 30 years' experience in the Greater Manchester Fire and Rescue Service and was in search of change - and a challenge.

Phil has worked at the University for three years, after graduating from the University of Preston with a BSc (Hons) in Fire Safety and gaining several years' experience as a health and safety consultant.

While the Health and Safety Office promotes personal safety, the Fire Officers are responsible for protecting University buildings from the risk of fire. This includes developing and maintaining fire safety standards, providing guidance and support to staff, inspecting building projects and developing an effective partnership with the local Fire Service.

Fire Risk Assessments are a strategic Estates priority. Jeff manages the inspection of all University properties on a two-yearly cycle, prioritising improvements and updating forecasts to comply with legislation and best practice.

Large building projects are another area where Jeff and Phil's expertise can reduce fire risk and Jeff says: "It's important that we are involved in large projects from the initial planning stage so that we can advise on the full range of fire safety features that should be included."

Communication also plays an important role in their work. Building safety can be seriously compromised by missing fire extinguishers, blocked fire exits and damaged fire doors and it's up to Phil to influence attitudes by explaining the potential consequences.

When asked to name one way in which staff and students can support fire safety, Jeff and Phil are unanimous: "Report damaged doors straight away!" Jeff explains: "Any door can inhibit the spread of fire and it's preferable to repair one rather than replace it."

Twelve months into the job, Jeff has clearly found his challenge and enjoys working with an experienced, motivated and friendly multi-disciplinary team. "University projects are complex and can only be achieved successfully through teamwork which allows us to combine experience, skills and resources" he says.



Jeff and Phil

Phil also finds his role rewarding. "You know when you've had a successful outcome - when you've added value in jointly coordinating fire safety features in new or existing buildings."

However, the pair are keenly aware that fire safety must continue to evolve and have developed a long-term view of their work, providing a responsive approach to meet the changing needs, aspirations and expectations of all University users.

Jeff says: "We aim to increase awareness of fire safety, in particular by liaising with managers and staff. Fire safety is very much a joint relationship which relies on the support and response of all University staff, students and contractors."

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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