

staff update

Exclusively for staff at The University of Manchester

WATCH OUT FOR THE STAFF SURVEY RESULTS

As we reported in last month's Staff Update, an amazing 71% of eligible staff took part in the Staff Survey 2013.

This makes it the largest number of responses received by any higher education staff survey which Capita has run in 2012/2013.

Over the past few weeks, Capita, which ran the survey on the University's behalf, has been busy analysing the results and benchmarking our performance against a group of other higher education institutions.

Capita presented the University-level findings to the Senior Leadership Team at the end of May and on 4 June, the University-level results will be sent to all staff.

The majority of staff will receive this information by email, while those staff who don't have PC access at work will receive a printed copy of the report.

Along with the results, there will be a response from the University, commenting on the findings and outlining the next steps in addressing the issues raised by you.

At the same time, a group of around 100 leaders and senior managers from across the University will receive a presentation from Capita, outlining the University-level results, as well as receiving their own set of results for their particular area of responsibility.

During the summer, leaders and senior managers will be tasked with putting together action plans for their own areas of responsibility. These will be fed into the following action plans:

- Faculty level (one action plan for each Faculty) – led by the Vice-Presidents and Deans
- Professional Support Services – led by the Registrar, Secretary and Chief Operating Officer
- Library/visitor attractions – led by the Deputy President and Vice-Chancellor

JOIN US FOR A WEEKEND OF FAMILY FUN

The Manchester Museum, Whitworth Art Gallery and John Rylands Library are opening their doors to staff, their families and friends next month as part of a special open weekend. Behind the scenes visits, heritage tours and hands on activities will be on offer, as well as special discounts in the shops and cafes at the venues. To find out more, see the full story on page 2.



STAFF UPDATE: TIME TO SAY GOODBYE

After eight years and 70 issues, the decision has been taken to stop producing Staff Update for all University employees.

Nearly all the information in Staff Update can already be accessed via the staff intranet StaffNet, which provides a daily changing update of University news and views.

User statistics for StaffNet over the past 12 months have shown that StaffNet News is the most visited part of the intranet, which has helped us to make the decision to stop printing Staff Update.

That said, there are around 900 members of staff who don't have PC/internet access at work, so for these colleagues we will produce a shorter monthly version of Staff Update designed specifically for them.

These staff are based mainly in the Directorate of Estates and Facilities and the Directorate for the Student Experience.

We will be working with these two areas over the summer to ensure that the new version of Staff Update meets their needs and features stories relevant to them.

So thank you to everyone who has contributed to Staff Update over the years. Please don't stop sending us your news and stories for StaffNet.

Find how to submit your story at:

<http://www.staffnet.manchester.ac.uk/news/sendnews/>

You can view StaffNet at:

www.staffnet.manchester.ac.uk

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AND HIGHLY
MOTIVATED



UNIVERSITY CULTURAL ASSETS OPEN DAYS

To celebrate the past and present links between the University's cultural assets and the wider University, two Open Days are being held during July to reveal some of the hidden gems at the heart of campus.

Saturday, 6 July: Manchester Museum, Whitworth Art Gallery and South Campus Events at the Museum

will include curator-led highlights tours culminating in a visit to the Herbarium in the tower, as well as a family activity in the discovery centre. The Museum will also be the starting point for Heritage Tours of the campus.

At the Whitworth, you can watch part of a 65-hour non-stop performance by Indian artist and performer, Nikhil Chopra, called *Coal on Cotton*, in the half-built landscape gallery, create drawings inspired by Nikhil's work, view finds unearthed during the Whitworth Park archaeological dig and take a unique tour of the Whitworth, including - just for University staff - a behind-the-scenes peek at the area undergoing restoration.

To make your visit extra special, the Museum and the Whitworth are offering staff a 25% discount in their shops (please bring your staff card with you on the day).

Sunday, 7 July: The John Rylands Library

The John Rylands Library has organised a range of activities especially for staff, their friends and family, and will open early just for them at 11am.

Events will include curator-led close-up looks at treasures from the collections and a behind-the-scenes tour of hidden parts of this beautiful building. There'll also be family-friendly tours meeting dragons and other magical creatures along the way and creative activities in the education room.

To make your visit extra special, the Library is offering staff a 25% discount in the shop and a 10% discount in Café at the Rylands (please bring your staff card with you on the day).

Full details at: www.manchester.ac.uk/cultural-assets-open-days

Future Open Days

There'll be another special day on Saturday, 14 September, when the Jodrell Bank Discovery Centre and the University's stately home, Tabley House, in Cheshire will also be holding open days.

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 April 2013

The President reported that at an informal briefing for the University Board of Governors, Julian Skyrme (Director of Social Responsibility) had given an update on Goal Three - social responsibility. The responses to the recent social responsibility consultation would be considered during May and June and used to develop a sharper focus on a number of high priority areas, culminating in a major re-launch of the strategy in the autumn.

25 April 2013

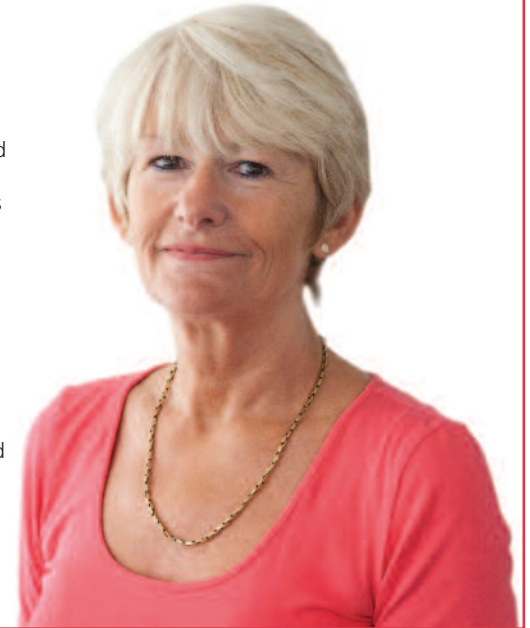
The President attended the official opening (by Minister for Universities and Science, David Willetts) of the Square Kilometre Array (SKA) Headquarters at Jodrell Bank. The University and Jodrell Bank are hosting this major international project to bring together telescopes from across the world - which is a fantastic endorsement of the quality of research here.

2 May 2013

The President reported that our team had won the final of University Challenge for the second year running and the fourth time in eight years. She was very impressed that 71% of our staff had completed the Staff Survey and thanked all who had taken part. The results will be analysed and the key findings communicated to staff in early June.

9 May 2013

The President expressed warmest congratulations to Professors Paul O'Brien, Terry Wyatt and Bob Young, all in the Faculty of Engineering and Physical Sciences, for their election as Fellows of the Royal Society, and to Professors Nancy Papalopulu in the Faculty of Life Sciences and Garth Cooper in the Faculty of Medical and Human Sciences, who were elected as Fellows of the Academy of Medical Sciences.



FOODONCAMPUS OPENS NEW CAFE IN ZOCHONIS BUILDING

The Zochonis Building has undergone extensive refurbishments and a new café, Food For Thought, is now open on the ground floor.

Food for Thought offers a range of delicious hot and cold food including snacks, jacket potatoes, homemade sandwiches, Fairtrade hot drinks and much more.

Why not head for Food for Thought to take a break, relax and meet up with friends: it's open Monday to Friday (8.30am to 4pm).

www.foodoncampus.manchester.ac.uk/find-us

HELPING OUR GRADUATES ONTO THE CAREER LADDER

Please promote the forthcoming Graduate Recruitment Fair to our graduating final year undergraduates and postgraduates to help them in their job search.

Organised by the Careers and Employability Division, the Fair will take place at The Armitage Centre, Fallowfield, on Wednesday, 12 and Thursday, 13 June 2013 from 10.30am to 4pm.

Further details and publicity materials are available from:

- jan.hewitt@manchester.ac.uk or 52834
- www.manchester.ac.uk/graduatefair



BUILDING HOPE

Veronique Rizzuto from Equality and Diversity is the Founder and Trustee of charity 'Building Hope' and has just returned from a trip to Ethiopia to see the work it does at first hand.

Building Hope helps to improve the lives of the poorest and most disadvantaged communities in Ethiopia by providing housing and sanitation, educational opportunities and income generating projects.

Veronique attended a dedication ceremony to celebrate the completion of the housing project funded by Building Hope for 24 families from the Association of Persons Affected by Leprosy in Dessie. She also visited two schools which Building Hope supports through schools links.

If you would like to support Building Hope, you can donate online at: <https://mydonate.bt.com/charities/buildinghope>

CAN YOU OFFER WORK EXPERIENCE TO A RECENT MANCHESTER GRADUATE?

Find out how the Manchester Graduate Internship Programme (MGIP) could help your staffing needs.

Now in its sixth year, MGIP identifies short-term, temporary, paid internships exclusively for our graduates with a variety of organisations and businesses, including the University.

It aims to improve the employability of our graduates by providing them with access to vital work experience and the opportunity to develop key skills.

The University is a major supporter of MGIP and provides a variety of internships at Grade 2 level which can last between four and 12 months and can start at any time from June through to January next year.

To find out more about how MGIP could help to meet your staffing needs, contact:

- anne.milligan@manchester.ac.uk or 54041

www.careers.manchester.ac.uk/staff/mgip/

COMMUNICATION MATTERS

The new Communication Matters programme has just been launched.

These bite-sized lunchtime sessions cover a whole range of practical communications topics – from writing for the web, to learning the art of successful team briefing.

And this year there are two new sessions – Event Planning and Creative Briefing.

The sessions are open to all members of staff and are ideal for anyone who doesn't have any formal communications and marketing training or background, but needs some practical skills to help them in their day-to-day work.

View the full programme of sessions for 2013 at:

www.manchester.ac.uk/communication-matters

Book your place at: www.staffnet.manchester.ac.uk/employment/training/personal-development/communication-skills/



GET INVOLVED IN STUDENT HALLS

The current Ashburne Hall Advisory Committee is seeking three more members of University staff to join them for at least one year and find out more about life in this very popular hall.

There are only three meetings a year, but members have opportunities to be guests at other hall functions.

The committee plays an active role in helping the Warden to consider the needs of students and hall.

If you would like to express your interest, please contact the Warden, Norman Gillson, at:

- norman.gillson@manchester.ac.uk

ASK THE EXPERT...

...EXERCISE AND FITNESS PART TWO

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

Gail Heathcote-Milner, Sport Development Officer, Health and Fitness, and her colleagues from SPORT Manchester provide further advice and tips on keeping yourself in peak condition.

Q. I'd like to know the best way to burn fat. Running and rowing at the gym for an hour twice a week doesn't seem to be making any difference.

A. Try cross training, which is a combination of using weights/running/rowing.

You don't have to work out for hours - a 30-45 minute blast will get you burning the fat. Our Be Active programme has Kettlebell conditioning, Cardioblast and Bootcamp which will cover all areas:

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

Q. After a mastectomy in January and reconstruction and reduction surgery last week, I want to get active in a few weeks' time, but I need advice on where to start. I wasn't particularly active before my ops, apart from Zumba and swimming.

A. Before embarking on any form of physical activity, get the go-ahead from your consultant (this is usually six weeks post-op).

As a good starting point to get your muscles flexible and strong, I would recommend Pilates or Yoga. Both forms of exercise have an element of deep chest breathing which will help promote blood flow and increase full range of movement. Brisk walking for ten minutes every day will build up your fitness and then, when you feel strong enough, get back to swimming and Zumba – these activities are great ways to keep fit.

Ask the Expert will continue online as a StaffNet News feature. Watch out for invitations to submit questions.



NEW DIRECTOR OF IT

The University has appointed Gerry Pennell OBE as its new Director of IT.

Gerry has extensive experience in establishing and leading large IT organisations and has a strong association with Manchester.

Most recently, he was the Chief Information Officer for LOCOG, where he was responsible for delivering the very substantial technology programme that underpinned the London 2012 Olympics.

He is also an alumnus of the University, having graduated in Mathematics.

Gerry will take up his position on Monday, 29 July 2013.

RUNNING FOR GOOD CAUSES

Hannah Brookfield, from the School of Arts, Languages and Cultures, has recently run the equivalent of two marathons to raise money for her favourite charities.

In just six weeks, Hannah (pictured right) tackled the Liverpool Half Marathon (17 March), the Blackpool Half Marathon (7 April) and the Manchester Marathon (28 April).

Hannah ran to raise money for the Rotherham Hospice which gave outstanding support to her stepdad John until his death in February and for RSPCA Manchester and Salford, where she is a volunteer.

To help these charities continue their work, donate at: www.justgiving.com/teams/trioforjohnnandanimals

A recent recruit to running, Mike Addelman (pictured below), Media Relations Officer for the Faculty of Humanities, took part in the 10k Bupa Great Manchester Run on 26 May to raise money for Crohn's and Colitis UK.

This charity funds research into inflammatory bowel disease (IBD) and Mike has raised nearly £1,200 for his cause.

IBD sufferers include MUFC footballer Darren Fletcher, TV presenter Carrie Grant, comedian Stewart Lee – and Mike's 11-year-old son, Jake, who was diagnosed at three. Jake has been in and out of hospital for most of his life, takes 12 pills every day and has an intravenous infusion every two months.

If you'd like to add your support, go to: www.justgiving.com/Mike-Addelman/

On 21 April, Kath Henderson, a Disability Advisor in Student Support and Services, completed the London Marathon in four hours, 13 minutes and 30 seconds.

She raised the tidy sum of £643.42 for MoodSwings, an award-winning Manchester-based charity which helps people to recover from mood problems and the severe emotional distress they can cause.

You can still show your support for Kath's great achievement by donating online at: www.justgiving.com/Kath-Henderson2



LIFE SCIENCES COMMUNITY OPEN DAY IS BACK

On Saturday, 6 July from 11am, the Michael Smith Building will be open once more for a Community Open Day, with brand new tours, activities and talks.

All are welcome. There'll be free parking outside the building.

For further information, look out for posters or contact:

• natalie.liddle@manchester.ac.uk

www.ls.manchester.ac/openday

OBITUARY: PROFESSOR MARTIN WEDEPOHL (1933-2013)

Martin Wedepohl was one of the greats in the power systems industry who helped UMIST dominate power systems research in the 1960s and early 1970s.

After several years in industry, he embarked on an academic career in UMIST's Department of Electrical Engineering and Electronics, where he was promoted to full Professor in 1967 and became Head of the Power Systems Group and Head of Department in 1970.



YOUR CHANCE TO INFLUENCE THE FUTURE OF TRANSPORT

Transport for Greater Manchester (TfGM) wants to hear from you during a four-week consultation period from 22 May to 26 June.

Changes are planned to Oxford Road and the city centre to provide improved access to all that the city has to offer.

The proposals form just one part of a larger picture: the bus priority package. One of the largest investments in the Greater Manchester bus network in decades, this will enable more people to enjoy faster, more punctual and reliable bus services from a wider area across Manchester city centre.

Working in partnership with Manchester City Council, TfGM wants to hear the views and comments of people like you, who will continue to use the transport network for years to come.

You can view the proposals online at:
www.tfgm.com/buspriority/

You are invited to send your views to TfGM in one of the following ways:

- online at the above website
- email to buspriority@tfgm.com
- Post to Transport for Greater Manchester, Bus Priority, FREEPOST RRHE-RKUU-KSJV, Manchester, M1 3BG
- Tel 0300 123 1177

You'll also have the opportunity to talk to TfGM representatives at the following public events:

- Tuesday, 11 June (2-7pm) at Manchester Metropolitan University, Atrium Entrance Area, All Saints Campus, Oxford Road
- Wednesday, 12 June (12-5pm) at the Royal Manchester Children's Hospital, Atrium Entrance Area, Oxford Road
- Thursday, 13 June (2-7pm) at The University of Manchester, Sackville Street Building Entrance Hall, Sackville Street
- Tuesday, 18 June (11am-5pm) at The University of Manchester, Former Visitors' Centre, Whitworth Building, Oxford Road

WHAT DO YOU THINK ABOUT ENVIRONMENTAL SUSTAINABILITY?

The Environmental Sustainability Survey is open until Friday, 28 June.

The results will give us an overview of what issues you think are important, how aware you are about what the University is doing and how interested you are in getting involved.

Take part in the survey online at:

www.staffnet.manchester.ac.uk/sustainability

ON YOUR BIKES

Come along to the Annual Cycle Event (ACE) 2013 to celebrate, support and encourage cycling!

Everyone is welcome – whether you're on a bike or not. The event takes place on Thursday, 20 June (8.30am- 4pm) at MMU Business School and Student Hub (near All Saints Park).

Highlights include:

- Free breakfast until 10.30am
- Guided rides in from around Manchester
- Cycle-related companies offering training, advice and demonstrations

- Lots of incentives, giveaways and prize draws
- Photo competition - Tweet pictures of your cycling journey to win prizes! @oxfordrdcycle and #ace2013

To find out more, log on to the ACE 2013 website (you can also pre-register your attendance for prize draw entry).

For further information on cycling schemes, initiatives and facilities at the University, contact:

- andrew.j.hough@manchester.ac.uk
www.mmu.ac.uk/ace2013

P60S FOR TAX YEAR 2012-13

HR Services has completed the year-end process for the tax year 2012-13 and your P60 is available to view and print from MyView.

Your P60 is the summary of your pay and the tax that's been deducted from it in the tax year.

MyView is the HR Services area where you can view online your payslips and P60s for the last six years. You can also update personal details there, including your home address and bank details.

There is a quick link to MyView in the left-hand menu on the front page of StaffNet:

www.staffnet.manchester.ac.uk

HR Services will be able to assist if you have any questions about your P60 or MyView. Please contact them at:

- HRServices@manchester.ac.uk or 54499

GIVE AS YOU EARN

Did you know that you can donate to charity directly from your salary and enable the charity to reclaim basic rate tax on your contribution?

If you're keen to support a local or national charity of your choice, you can ask the University to deduct contributions from your salary through the Give As You Earn (GAYE) scheme - and save tax at the same time.

This means that if you give £10 using GAYE, you'll actually be donating £12.50 to the charity without spending a penny more.

To start donating, just download a donor instruction form from the Charities Aid Foundation website (link below) and send it to HR Services, 2nd Floor, Simon Building, Brunswick Street.

www.cafonline.org/my-personal-giving/plan-your-giving/caf-give-as-you-earn.aspx

JUST THE JOB

Adam Woof
Operations Manager
The Chancellors Collection



After several years as Christie's Bistro Manager, Adam Woof was recently appointed as Operations Manager – responsible for running The Chancellors Collection, which comprises Christie's Bistro, Café Muse and Café Rylands.

Adam has had to hit the ground running in his new role, as there's a busy time of year coming up, with graduation, school holidays and even weddings to look after.

Adam says: "Traditionally, the Bistro is very busy during graduation, as we not only remain open to the public, but we also organise private events for various University Schools.

"Café Muse is next to the Manchester Museum, so it's very popular with families, and its position on Oxford Road means that it gets a lot of customers who are passing by.

All the venues attract very different customers, and that's the challenge for me, to bring these together under The Collection while still understanding and appreciating what makes them unique."

Adam has a long connection to Manchester, working part-time in Christie's Bistro while studying for his undergraduate degree.

"I worked as Bistro Manager from 2008 onwards, and I was asked if I'd like to stay on after I finished my degree.

"When Chancellors won the tender to operate the Bistro in 2010, I transferred to work for the University, and in September that year I started a Masters Degree in Supply Chain, Operations and Project Management at Manchester Business School – which I completed while working full-time. It was quite difficult juggling both, but my managers were very supportive."

Adam is also responsible for overseeing catering requirements for Whitworth Hall, the Committee Rooms and high-profile private events. "We organised the catering for two Royal events last year, and we have Foundation Day coming up in October.

"There's also the official opening of the Alan Gilbert Learning Commons in June – that could be interesting, as it will be in a marquee opposite! It's not just planning the food and drink, it's the logistics as well that we have to consider – catering can be quite a challenge, especially outside!"

The Council Chamber and Whitworth Hall are licensed for wedding ceremonies, and the team can organise everything from wedding breakfasts to entertainment. "This year seems to have been a bit quiet for weddings; maybe there are a lot of superstitious couples who don't want to get married in 2013! Having said that, we already have a lot of bookings for next year."

Things may slow down a bit in August, and that's when Adam will be looking at the menus, redesigning and refining them where necessary. "We're always looking forward and considering new ideas to maintain a premium catering offering. We're also planning a launch event for The Collection, possibly in September or October, at which staff can find out more about what we can offer."

To find out more about event planning at The Chancellors Collection, visit:

- www.chancellorshotel.co.uk/chancellors-collection



CONTACT US

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

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If you wish to keep up with the news, you can view UniLife online at: www.staffnet.manchester.ac.uk/unilife