

STAFF
UPDATE

Exclusively for staff at The University of Manchester

STAFF SURVEY RESULTS

The results are now in from the staff satisfaction survey – and in this issue of Staff Update we will reveal some of your opinions about life here at the University.

The good news is that many of you believe that the University is on course to achieve the ambitious goals set out in the 2015 strategy. In addition, many staff said that they are proud to say that they work at The University of Manchester.

On the other hand, the survey has revealed some very clear messages about issues which affect and concern you. Overall job satisfaction shows a slight dip since the last survey, but over three times as many staff are satisfied with their current job as not. Concerns also emerge about administrative support, the induction of new staff and workload.

Commenting on the findings the University's President and Vice-Chancellor Professor Alan Gilbert said: "Firstly, I would like to thank everyone who took part in the survey – your views are valued. The results reveal some encouraging findings and I am particularly pleased that the majority of staff who responded believe in the 2015 agenda and feel

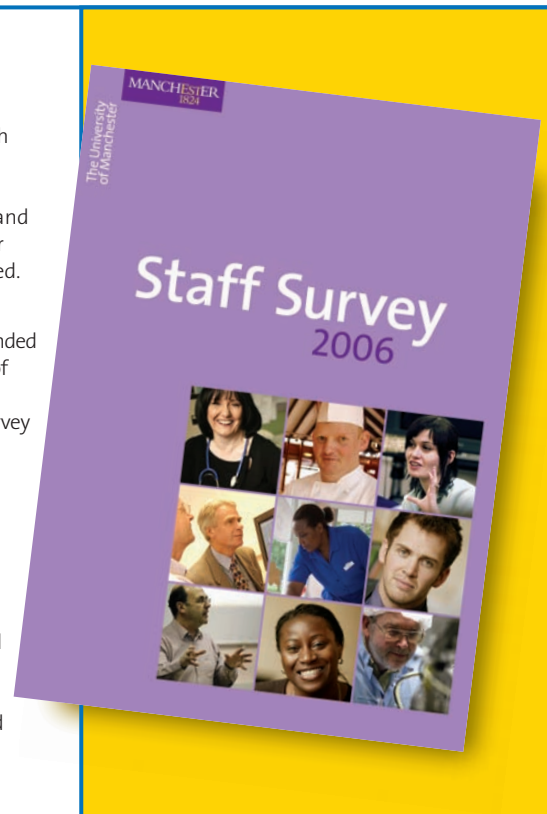
that the University can achieve the ambitious goals we have set for ourselves.

"Having said that, the survey highlights some issues which greatly concern staff. In many such cases it is evident that colleagues are rightly dissatisfied with processes, procedures or outcomes that need significant improvement, and the findings of the survey will help us focus our efforts in seeking solutions," the President added.

The survey was carried out in April and May of this year and more than 2,300 members of staff responded to the questionnaire. This is approximately 20% of the University workforce – and about the same amount of people as completed the first staff survey which was carried out in November 2004.

Because this is the second time the University has carried out a staff survey, we can now compare results from this survey to the first – to see if, and where, things are getting better.

You'll find more details from the survey in the centre pages of this issue of Staff Update – and there's also a chance for you to submit any questions you might have about the findings. The Staff Update team will do their best to find answers to your questions and publish these in future editions.



GIVE A GIFT

University staff are being urged to help out a local children's charity this Christmas. The Wood Street Mission is based in the centre of Manchester and aims to help children and families in the city and Salford.

The Mission is appealing for University staff to donate food parcels or toys which will be distributed to needy families over the festive period.

Donations can include new or second hand toys, books, games or puzzles but must be made before 8 December.

If you would like to make a donation please contact Muriel Shingler, who is a retired member of University staff, on muriel.shingler@manchester.ac.uk or telephone 3062523.

Said Muriel: "The response from University staff last year was tremendous. Wood Street Mission was able to help 1,441 families and 3,280 children received a toy."

To find out more about the Wood Street Mission visit

 www.woodstreetmission.org.uk

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NEW APPOINTMENTS

Marianne McKenzie will be joining the University on 1 December in the post of Director of Finance. She will have a one month 'hand over' period with the present Director of Finance **Geoff Hope Terry**, before Geoff retires at the end of December.

The Conference Sales Office in STARS has welcomed two new members of staff to its team. **Sophie Moore** and **Maria Dominguez** have recently joined the central sales team based in Staff House.

Alex Waddington has joined the Faculty of Engineering and Physical Sciences as Media

Relations Officer. Alex replaces **Simon Hunter** who left the University in August.

Pro-Chancellor and Chairman of the Board of Governors **Norman Askew** has been re-elected to that post until August 2010.

The Chair of the University's Audit Committee **Kathleen Tattersall** has been appointed to the membership of the HEFCE Audit Committee.

Please send brief information on appointments, along with a photo if you have one, to uninews@manchester.ac.uk - or call 0161 275 2112.

MOVES

Rachael McGraw and **Lisa McCarthy** are now job-sharing the role of Internal Communications Manager. Rachael works Monday to Wednesday and Lisa works Wednesday to Friday. Both can be contacted on 275 2112 and can be found in room G3 in the Beyer Building.

The Telecoms Office has moved from the Beyer Building to Room LG.012 of the John Owens Building. All contact telephone numbers remain the same.

RETIREMENTS



From left to right: Professor Humphreys, Professor Stanford, Professor Bob Young (Head of School), Professor Sale and Professor Lorimer.

Ray Lewis, Director of Human Resources, retired from the University on 30 September.

The School of Materials will be saying goodbye to four of its professors before the end of 2006. **Professor John Humphreys, Professor John Stanford, Professor Frank Sale and Professor Gordon Lorimer** are all retiring and a celebratory dinner was held in their honour at Lancashire County Cricket Club in September. The four have more than 120 years experience in their field between them.

Honorary Research Fellow and part-time lecturer **Bill Williams** has retired from the University's Centre for Jewish Studies. An event was held to mark the occasion which was attended by 120 colleagues, students and community leaders. At the event the 'Bill Williams Jewish Studies Library' was unveiled to mark the contribution Bill has made to the Centre.

Professor John Allen has retired after six years as Chairman of Manchester Science Park (msp). Before his chairmanship he was Chief Executive of msp for seven years. Venture Capitalist, **Peter Folkman**, will take over the position of Chairman.

Dixie Fortune, Special Projects Manager in the Faculty of Engineering and Physical Sciences, retired from the University at the end of September. Dixie's career at the University spanned 28 years. Dixie would like to say goodbye to all her friends and colleagues across the campus and thank them all for their support.

CORRECTION

In last month's Staff Update on page 2 we incorrectly stated that **Professor Fred Nixon** of the School of Social Sciences had retired.

Please send brief information on retirements, along with a photo if you have one, to uninews@manchester.ac.uk - or call 0161 275 2112.

EDITORS LETTER

Hello and welcome to the November issue of Staff Update.

This is the first issue I've put together since returning to work after maternity leave. I have to say that walking down Oxford Road, it really hit me just how much the University has changed over the past 12 months. Perhaps the most obvious sign of change is all the building work which is going on. It's a real outward sign to the rest of the world that things are moving on here at the University.

Perhaps more difficult to discern is the way that the people who make up the University community have changed over the two years since the merger. One useful indicator is featured in this issue – the results of the latest staff survey.

Finally, a reminder that all contributions to Staff Update are welcomed – and encouraged. If you'd like to make a contribution then please get in touch. Whether it's an idea for a story, a letter or a question – I'd be delighted to hear from you. Please send any contributions to uninews@manchester.ac.uk or give me a call on 275 2112.

Rachael McGraw
Internal Communications Manager
and Editor of Staff Update

OBITUARIES

Highley Sugden

The University regrets to report the recent death of Highley Sugden, a former Deputy Chairman of UMIST Council (from 1973 to 1984). He was 94.

During his long and active life, Highley Sugden gave distinguished service in the Second World War, winning two Military Crosses in North Africa with the Royal Tank Regiment.

In peacetime he was a Director of Henry Simon Limited; chaired the Stockport Health Authority and the High Peak Magistrates; and was President of Stockport Chamber of Commerce and Industry and of Derbyshire appeals for the National Trust.

A keen sportsman, he gave his name to The Sugden Sports Centre, whose facilities are enjoyed by University students and staff.

A memorial service will be held for Highley at St John's Church in Buxton (at the junction of the Manchester and Macclesfield Roads), at 2pm on Friday, 17 November. All are welcome to attend.

NEW STRUCTURE FOR FMHS

New structural and leadership arrangements for the Faculty of Medical and Human Sciences have been approved by the Board of Governors.

The new structure is designed to better enable the Faculty to meet the University's ambitious *Manchester 2015* goals. It retains a single School of Medicine but recognises its complexity by establishing within the over-arching structure of the School of Medicine a small number of Research Schools and a 'Manchester Medical School' with responsibility for medical education and training.

The aim is to give the research activities of the School clearer focus, to improve opportunities for collaboration between clinical research in the medical field and cognate fundamental research in other parts of the University and to provide for a strong, enduring partnership between the School and its partner NHS Trusts.

The new structure was devised by a special Working Party established by the President and Vice-Chancellor in July 2006. In addressing these challenges, the Working Party conducted an extensive and wide-ranging consultation exercise, particularly with staff from the Faculties of Medical and Human Sciences and Life Sciences and the University's partner NHS Trusts.

The key features of the new structure and leadership arrangements are as follows:

- Vice-President Professor Alan North, while remaining Dean of the Faculty of Life Sciences, has been appointed Dean of the Faculty of Medical and Human Sciences (and Head of the School of Medicine) for a period of three years in the first instance.

- There will be no alteration to the current status of Dentistry, Nursing, Pharmacy and Psychological Sciences as separate Schools within the FMHS.
- The School of Medicine will be reconstituted so as to be organised around three functions as follows: research, which will be managed, funded and coordinated through a number of Research Schools (to be determined), each led by a Head of Research; medical education and training, which will be managed, funded and coordinated through the Manchester Medical School, and led by a Deputy Dean (Medical Education); and liaison with partner NHS Trusts, which will be managed and coordinated by a Deputy Dean (Clinical Affairs).
- The Deputy Dean (Medical Education) and the Deputy Dean (Clinical Affairs), and the Heads of each of the proposed Research Schools will be included in the Senior Management Team (SMT) of the Faculty of Medical and Human Sciences.

In the course of its deliberations, the President's Working Party considered a wide-range of issues and possible alternative structural arrangements, including the option of a full merger between the Faculty of Medical and Human Sciences and the Faculty of Life Sciences.

In recommending the introduction of a one-dean/two-faculties solution for an initial period of three years, the Working Party has left open the opportunity for increased collaboration and inter-operability between the two Faculties to evolve in time into a full merger. Equally, it leaves open a longer term outcome in which the philosophical case against a full merger prevails, and the two

Faculties remain separate, either under a continuing one-dean/two-faculties model or under a new arrangement in which each Faculty has a different Dean.

Professor Alan North is now working closely with colleagues in the Faculty of Medical and Human Sciences to devise a detailed implementation plan and timetable for the establishment of the Research Schools and the appointment of the Deputy Deans and other key appointments. The implementation plan will also devise mechanisms for achieving greater collaboration between medical and human sciences and the life sciences and arrangements for the efficient and effective management of the Faculty.

The President's Working Party has also recommended that Professor North and Professor John Perkins, Vice-President and Dean of the Faculty of Engineering and Physical Sciences, examine opportunities for greater collaboration across the whole spectrum of life sciences research and prepare proposals for encouraging and facilitating greater opportunities for such research collaboration in future, with particular attention being directed at the future role and function of the Manchester Interdisciplinary Biocentre (MIB).

A full copy of the Report prepared by the President's Working Party (including a diagram showing the new structure) is available on the staff intranet at:

 www.campus.manchester.ac.uk/medialibrary/internal-comms/mhs-structural-review.pdf

ARCHBISHOP LECTURE

Staff and students are invited to listen to a lecture by the Archbishop of Canterbury Rowan Williams, here at the University on 15 November.

The lecture marks the launch of the Manchester Research Institute for Religion and Civil Society (MRIRCS) which is to carry out advanced research into the relationships between religion and civil society.

The lecture by the Archbishop of Canterbury will take place in Whitworth Hall from 6pm - 7pm, and staff and students are invited to attend on a strictly first come, first served basis. If you would like to attend please use the Oxford Road entrance, and be seated by 5.45pm.

 www.arts.manchester.ac.uk/mrircs

IN THE PINK

Staff at the National Primary Care Research and Development Centre (NPCRDC) were tickled pink a couple of weeks ago as they took part in the Breast Cancer Campaign's 'wear it pink' campaign.

Everyone in the office wore something pink on the day and organisers Fran Morris, Anna Coleman and Lynda McIntosh encouraged everyone to contribute £2 to the campaign. Additional funds of £32 were raised by sponsoring Director Martin Roland to wear a flashing sequined Stetson – in pink, of course!

Breast cancer is the most common form of cancer and one woman in nine in the UK will be affected by it during her lifetime. "The total £131 raised by NPCRDC from 'wear it pink' will help the campaign to research a cure for breast cancer," explained organiser Lynda McIntosh.

If you would like more information about 'wear it pink' or if you would like your own fundraising pack please call Freephone: 0800 107 3104 or visit

 www.wearitpink.co.uk



YOU SHOULD HAVE SEEN THE ONE THAT GOT AWAY

Glorious sunshine and calm waters were the order of the day at the UMSA Annual Seafishing Trip which took place at Holyhead, Anglesey in September.

A number of anglers set sail aboard two boats – and a huge range of fish were landed including dogfish, bull huss, pollock and whiting.

Rob Derbyshire from Estates (right) bagged the catch of the day though, with a 14 kg shark called a tope. In the end, everyone caught something and when back on dry land a visit to the pub was the order of the day to discuss the day's events and hand out trophies to those who had landed the biggest/rarest/most fish.



POSTGRADUATE FUNDING SEARCH

The postgraduate pages of the University website have been updated to include a new postgraduate funding opportunities search. The search is a database of awards collected from Schools and Faculties across the University and also contains awards from external sources. Prospective postgraduate students can use the facility to search for eligible funding by subject area, level of study (PGR, PGT or both) and by country of nationality.

For further information visit

 www.manchester.ac.uk/postgraduate/funding

THE NAME GAME



Here's your chance to make a permanent mark on the University campus – by choosing the name for the new flagship building currently under construction on Oxford Road.

The building – which is currently known as the SCAN building – is a major part of the £350 million redevelopment of the University campus. It is located right at the heart of the campus where the old 18-storey Maths Tower once stood and will be a significant new landmark for the University campus when it is finally completed in February 2008.

The eight storey building will house a state-of-the-art 1,000 seat lecture theatre as well as providing the new home for Student Services, Catering, the School of Nursing and the Institute of Health Sciences. There will also be a new block of student accommodation at the rear towards Upper Brook Street.

While the working title for the building is SCAN (which stands for Student Services, Catering And Nursing) – it's felt that this doesn't really encapsulate the important role the building will play in the University's future. So now is the time to start thinking about a new name.

Diana Hampson, Director of Estates said: "We're looking for a name which will reflect the importance of the new building – at the heart of the University campus. It will become a landmark for the University for many years to come so it's vital we think of an appropriate name."

If you have a suggestion then please send it to rachael.s.mcgraw@manchester.ac.uk before 20 December 2006. A panel of judges will look at the suggestions before making a final decision early in the New Year. If you suggest the name which is finally chosen then you will receive £50 worth of High Street shopping vouchers.

DO YOU NEED A DE-STRESS?

As part of the University's Well-Being programme, SPORT and the Counselling Service are offering tailor-made stress reduction packages for groups of staff.

The 'De-Stress' days will be organised exclusively for staff from your office, School or Faculty and can include a range of activities such as Indian Head massage, Managing Stress, Tai Chi, Pilates, Shiatsu massage, Yoga and Mindfulness.

If you are interested in organising a package for your staff, please contact Gail on 275 5985 health.fitness@manchester.ac.uk or Mary on 52864 or counsel.service@manchester.ac.uk

THANKS FOR YOUR STASH

Thanks to all members of staff who took part in the recent 'STASH Amnesty'. People were invited to donate their old sports kit in aid of two charities - Reach 2007 and SOS Children's Villages.

The University of Manchester Athletic Union is hoping to raise more than £15,000 for the charity SOS Children's Villages in South Africa and 15 students will travel to South Africa next Easter to hand over the cheque, distribute the sports kit, and deliver coaching sessions for local children.

If you'd like to support this project contact Mark Thompson on 275 6977.

A NEW AGE FOR LEGISLATION

As you will have heard in the news, legislation has just been passed which makes it illegal to discriminate against anyone on the grounds of age. The Employment Equality (Age) Regulations obviously have implications for staff at the University, so here we take a quick look at the regulations and offer some guidance on how you can comply with the law.

The law is intended to provide protection for all staff and job applicants, as well as students. It means that the University can be held responsible for the actions of its employees if they discriminate, harass or victimise people on the grounds of their age. Such action could result in tribunal cases with unlimited compensation payments.

The legislation covers both direct and indirect discrimination. Direct discrimination occurs if someone is treated less favourably because of their age, so if someone is refused employment, training or promotion simply because they are too young or too old.

Indirect discrimination takes place when selection criteria, policies, benefits or rules disadvantage people of a particular age, for example, asking for five years' experience in a particular role, as this may exclude younger staff who are less likely to have this. This would not be admissible unless it could be justified.

It is also now illegal to harass someone due to their age. Behaviour such as teasing, joking or name calling related to age – for example, calling people 'old fogies' or 'wet behind the ears', may be regarded as harassment and should be avoided.

The University must ensure that all courses and funding are open to students of all ages and that selection is not based on age and that all aspects of recruitment and promotion focus on the skills and abilities of candidates, not their age. The requirement to provide date of birth information has been removed and in future, job adverts should avoid references to age.

Having said that, there are some occasions when it is lawful to treat people differently because of their age if it can be justified. Some roles require many years of training, so in these cases there may be a maximum age for recruitment to reflect that training period.

The University has reviewed its policies and terms and conditions of employment and student recruitment in relation to these areas, to remove any discriminatory practices, but it relies on all staff to put these into practice. If you require further information about the new legislation then contact the Equality and Diversity Office on 306 5857 or visit their website at

 www.manchester.ac.uk/aboutus/equalityanddiversity

SUCCESS ON THE MENU

The Modern Caterer – the café at The Whitworth Art Gallery - is celebrating after scooping two awards in the prestigious Manchester Food and Drink Festival Awards last month.

The Modern Caterer won the 'café and casual eating' category and a newly launched award for Health and Sustainable Eating.

Vice-President Professor David Gordon represented the University at the awards event and said: "The University is delighted at this unique double success for The Whitworth Art Gallery and its café."

"It is particularly pleasing that the awards were for Healthy and Sustainable Eating and Best Café and Casual Eating, as they epitomise the ethos of The University of Manchester: excellence and sustainability, in a welcoming and supportive environment."

The Modern Caterer serves up a mix of locally sourced and organic produce to create a menu of breakfasts, lunches and afternoon teas with reference to British classic dishes, Mediterranean favourites as well as selling a selection of home baked cakes.



The Modern Caterer's Peter Booth

CHRISTMAS CARDS

With Christmas rapidly approaching, the STARS team has created a unique University Christmas card which members of staff can buy.

The image, which shows Chancellors under cover of snow, can be viewed at

 <http://tinyurl.com/y3oaz8>

It features a simple message, the University logo and a brief history of Chancellors. The cards cost

55p each (plus VAT) and the minimum order quantity is 20. Payment must be made by journal transfer.

If you'd like to place an order then you must do so before 5pm on Friday, 3 November. All cards will be delivered week commencing Monday, 20 November. If you'd like to place an order please contact lisa.linekar@manchester.ac.uk

CODE OF PRACTICE FOR POSTGRADUATE RESEARCH DEGREES

The Research Office has recently published a Code of Practice for Research Degrees which sets out the University's framework in relation to the management and coordination of postgraduate research degrees. The Code is intended for use by academics, administrators and postgraduate research students and is revised on a regular basis.

The Code of Practice can be found at:

 www.campus.manchester.ac.uk/researchoffice/graduate/code

If you require any further information or have any feedback relating to the Code of Practice or policies and procedures in graduate education, please contact Helen Baker (helen.baker@manchester.ac.uk) in the Graduate Education team within the Research Office.

COMPETITIVE CONFERENCE



The President and Vice-Chancellor and members of the Senior Management Team met with Heads of School and Task Force/Project members last month (Friday, 6 October 2006) for a half-day conference to discuss strategies for “Building an Internationally Competitive Resource Base” and to outline the activities of the Task Force that has been established to undertake this challenge.

Introducing the conference, Professor Gilbert explained the need for the University to diversify and expand its revenue base and, without compromising the quality of support for students, academic teachers and researchers, reduce the proportion of the University's budget spent on administration. “Such measures are important,” he said “if the University is to meet its ambitious *Manchester 2015* goals. Discussions about the future direction of the University are now behind us and we must focus on the much more arduous task of implementation,” he told the conference.

“For the best of academic reasons, we must diversify and expand our revenue base, substantially and without delay,” he said. “The simple fact is that the University is not fully-funded for most of its core academic activities. Research, teaching home undergraduate students and most of our “third mission” (outreach) activities all produce revenue gaps. If we are serious about matching the best universities in the world, we need to reduce costs by critically examining the efficiency of all our day-to-day operations and urgently find ways to expand our recurrent, discretionary income without compromising quality.”

Expanding on the argument that he presented in his message to staff in the last issue of UniLife

(www.manchester.ac.uk/medialibrary/unilife/volume4-issue1.pdf), the President said that the availability of adequate resources would be key to the implementation strategy. He reminded Heads of School that the focus on revenue growth and cost effectiveness were not only emphasised in *Manchester 2015*, but were also given priority in the Operational and Performance Reviews held in October 2005 and re-affirmed in the Stock Take Report 2006.

The Task Group established in the summer by the President is comprised of two Projects which will examine and explore these twin themes in greater detail and offer detailed recommendations for moving forward urgently on both fronts.

The first Project, led by the Registrar and Secretary, has its focus on the practicalities of ensuring that resources are used wisely and efficiently, that ‘re-work’ is avoided, that redundant processes are eliminated and administrative support is provided in areas where it is most needed. Albert McMenemy outlined how his group was addressing these issues by reviewing various aspects of our pay and non-pay costs and the establishment of a series of process and systems reviews.

An early indication of the work of the Registrar and Secretary's group was given in separate presentations about reducing energy costs, more cost effective procurement of goods and services and a review of the admissions process. The meeting agreed to establish an Energy Management Group and to streamline the admissions process so that applicants for undergraduate and postgraduate taught programmes received an offer from the University within three days.

The second project, led by Professor Rod Coombs, Vice-President for Innovation and Development, is focused on identifying opportunities to expand activities that will raise discretionary income. It has


five major themes exploring: international student recruitment, on-line course provision, CPD/Executive education, revenue from industrial engagement, and revenue from alumni and benefactions. Professor Coombs and colleagues explored the potential of each of these five areas and explained that different Faculties and Schools were likely to find that some of these activities were more likely to generate recurrent income streams than others.

In order to explore these revenue generation strategies in more detail, it was agreed that a set of planning and financial forecast templates would be developed to enable Faculties and Schools to cost these various activities and model different scenarios so that detailed plans could be produced as part of the University's planning process. The meeting also discussed the need for better space planning and more timely market intelligence data to inform these discussions.

The President emphasised that the stage had been reached where important revenue targets had to be reinforced by powerful budget incentives. The aim would be to reward success and discourage failure, and more broadly to face up to the reality that Schools and Faculties not significantly improving the recurrent, discretionary income at their disposal were actually retarding the progress of the University towards its 2015 goals.

Progress on the development of these strategies and initiatives will be reported in future editions of Staff Update.

The President's discussion paper on “Building an Internationally Competitive Resource Base” is available on the University's intranet at

 www.campus.manchester.ac.uk/medialibrary/internal-comms/resource-base-paper.pdf

CONFERCARE



“The conferences hosted at the University are a great opportunity to show off the research that’s taking place here so it’s important that delegates leave with a positive impression of the University in their mind.”

From left: Andy Tickle, Janet Adnams and Jackie Grindley

Anyone who has ever organised a conference will appreciate the amount of work which goes into planning these events. Imagine trying to get all those people in the right place at the right time to hear the right speakers. Never mind about sorting out accommodation, social events and the like.

Well that’s the job of the ConferCare team – the University’s own conference support specialists, who are based in the Barnes Wallis Building. ConferCare is made up of three people – Janet Adnams who is Conference Services Manager and heads up the team; and Conference Services Assistants Jackie Grindley and Andy Tickle. Janet and her team work for the Events Office which is managed by Christine Scott-Dunn and is part of STARS.

Janet has been helping to organise conferences, first at UMIST and then at The University of Manchester for over 20 years, so is a seasoned professional. She took on the role while she was working as PA to Andrew Yates, but over the years the events side of things grew so much that she decided to focus on that.

The ConferCare name was created about four years ago and the team now works on around 15 conferences a year, many of which are events organised by University academics. They can be small – just 100 delegates – or huge – like one Janet arranged in 1986 where there were 3,500 delegates!

Their services are invaluable to academics who obviously know a lot about their chosen field, but perhaps don’t have that much experience of

running conference events. Janet explains: “The process begins when an academic gets in touch with an idea about a conference. Often at this stage they might just have a date and a venue, so we meet to discuss their needs. From there we tailor a package specifically for the client – we don’t have any ‘typical’ package as all events are different.”


ConferCare can look after the ‘basic’ services – things like creating and managing delegate registration systems, collating booking responses and issuing joining instructions to delegates. They can also take care of the financial side of things too, collecting payments and chasing debts.

These are what Janet describes as the ‘bread and butter’ jobs, but ConferCare can also arrange other services such as accommodation and transport for delegates and organising any social events or excursions. Information packs and name badges can also be created by the team. “We can create and host websites for the event as well as manage the abstract submission process and put together the timetable of speakers for the event. Some events also feature exhibitions and we can arrange these too.” The team also act as a hotel booking service for anyone visiting the University campus. They have negotiated some good discounts with city centre hotels so if you need to book a room for a visitor then give the ConferCare team a call.

All of this careful planning leads up to the big day itself – and on event days Janet and her team play a very ‘hands on’ role. Says Janet: “We can provide staff to organise and run delegate registration. It’s good to see the event run smoothly and meet the

speakers and delegates who you may have built up a rapport with during the organisation process.” However, there is the odd occasion when the unforeseen can occur, and the challenge is to react to the situation as quickly as possible to prevent a potential crisis, leaving delegates none the wiser! Says Janet: “The conferences hosted at the University are a great opportunity to show off the research that’s taking place here so it’s important that delegates leave with a positive impression of the University in their mind.”

A reflection of their success is the fact that Janet and her team don’t actively market their services across the University – they receive most of their business from word of mouth recommendation. But Janet has plans to expand the team in the future and is keen that more people get to hear about their services. So if you’d like to get in touch with Janet and her team visit

 www.conference.manchester.ac.uk/meetingmanchester/confercare



UNIVERSITY STAFF SURVEY - THE RESULTS

Here we take a look in more detail at some of the results of the staff survey which was carried out in April and May 2006. Where possible we have compared these results with those revealed by the first staff survey in November 2004.

Throughout this article you'll see reference to 'mean' scores which are used to measure staff satisfaction. This is because many of the questions in the survey asked people to give an answer on a scale of 1 to 5, where 1 equals low satisfaction/agreement/confidence and 5 equals high satisfaction/agreement/confidence.

Space restrictions mean that we can't publish all of the results and charts here in Staff Update – but much more information from the survey is available on the University intranet site at

www.manchester.ac.uk/staffsurveyresults

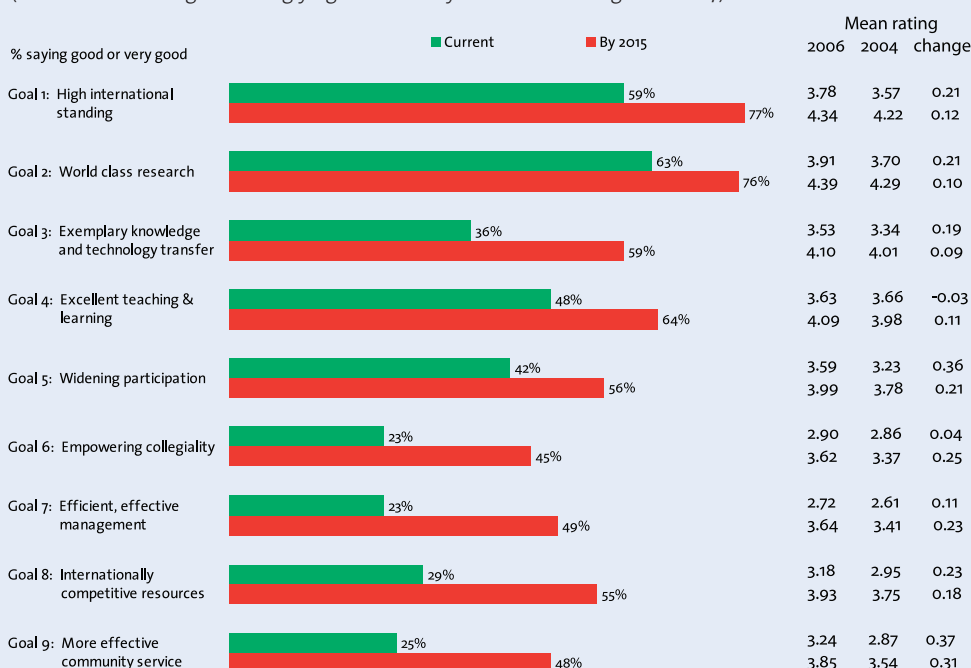
STRATEGY AND LEADERSHIP

The survey suggests that staff have increased confidence in the ability of the University to achieve the goals set out in the 2015 strategic plan. In 2006, a higher proportion of staff expected the University to meet the nine strategic goals outline in Manchester 2015. The goals which staff have most confidence in achieving are those of high international standing; world class research; exemplary knowledge and technology transfer; and excellent teaching and learning. All of these received a mean score above 4.00.

The survey also reveals an increase in the confidence in the senior leadership of the University - with a mean score recorded of 3.55, compared to 3.37 in 2004. Staff are also reasonably confident in local leadership (mean 3.45) and, although the question has changed slightly since the 2004 survey, the indication is that this also represents an improvement since the last survey.

Expectations of improvement in performance against strategic goals

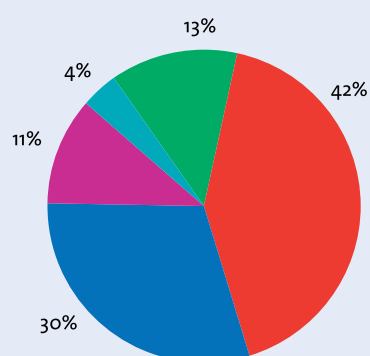
(Base: Those who agree/strongly agree that they understand the goals = 1167)



JOB SATISFACTION AND COMMITMENT

Overall satisfaction with current job

(Base: all respondents = 2313)



■ Very satisfied
 ■ Fairly satisfied
 ■ Neither/nor
 ■ Fairly dissatisfied
 ■ Very dissatisfied
 ■ Not stated

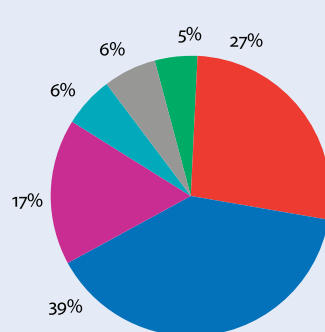
55% of respondents are satisfied
Mean Satisfaction Score = 3.49

The good news is that a high proportion of staff indicate that they are proud to say that they work for the University (a mean score of 3.96) and would tell others that the University is a good employer (mean 3.64). However, the overall job satisfaction indicator shows a slight dip in the mean from 3.53 in 2004 to 3.49 in 2006, but over three times as many staff are satisfied with their current job than are not. In addition, the full set of indicators show that satisfaction with different aspects of the job has remained broadly consistent since the merger. These results are set against a background of uncertainty over pay and grading, industrial action and a period of continued restructuring and system implementation following the merger and can be seen to provide a firm base from which to move forward.

COMMUNICATION

Overall satisfaction with quality of communication

(Base: All respondents = 2313)



■ Very satisfied
 ■ Fairly satisfied
 ■ Neither/nor
 ■ Fairly dissatisfied
 ■ Very dissatisfied
 ■ Not stated

32% of respondents are satisfied
Mean Satisfaction Score = 3.09

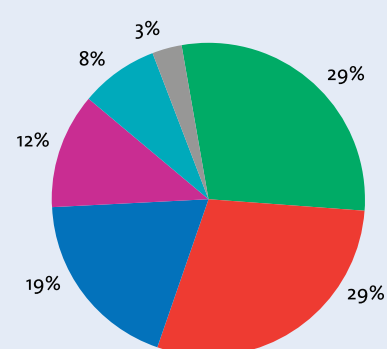
There has been a series of actions to improve internal communications following the 2004 survey and, although there has been an increase in satisfaction within certain specific areas, the overall mean satisfaction scores of 3.09 for the quality of communication and 3.10 for the timeliness of communication demonstrate that there is still significant room for improvement.

New and revised communication channels such as UniLife, E-update, and Staff Update have received favourable ratings as to their usefulness (means of 3.71, 3.60, and 3.56 respectively), and staff are generally more satisfied that they receive information on areas of importance to them.

EFFECTIVE MANAGEMENT AND ADMINISTRATION

Overall satisfaction with line manager

(Base: All respondents = 2313)



■ Very satisfied
 ■ Fairly satisfied
 ■ Neither/nor
 ■ Fairly dissatisfied
 ■ Very dissatisfied
 ■ Not stated

58% of respondents are satisfied
Mean Satisfaction Score = 3.61

Respondents' ratings of their immediate line manager follow a very similar pattern to the 2004 survey. An overall mean satisfaction of 3.61 was recorded in 2006 (this mean was 3.66 in 2004). Managers score better against 'personal attributes' such as listening to staff views and concerns and keeping staff well informed, but score less well against management skills and qualities such as setting clear objectives and keeping the team focused on objectives.

Overall satisfaction with administration is low with a mean score of 2.87. A third of respondents disagree that the devolution of services and facilities to Faculties and Schools has brought about an improvement in University administration (mean 2.62).

These scores should be considered in the light of the ongoing implementation of core IT systems, implementation of the new pay and grading structure and the continued development of devolved structures and working practices. Nevertheless, the level of satisfaction needs to be improved, and there will be more focus on resolving these issues and trying to improve systems. These will be delivered through the Internationally Competitive Resource Task Force, and particularly the Processes and Systems Improvement Project.

TRAINING AND DEVELOPMENT

The feedback with regards to training and development continues to be mixed. Overall satisfaction with support for training and development is slightly higher than 2004 with a mean score of 3.42 (this score was 3.39 in 2004). Almost two thirds of respondents had received

training in the twelve month period preceding the survey, with training relating to the job (or on the job training) and IT/systems training being the most popular. All types of training received a mean usefulness score above 3.00.

PROFILE OF 2313 RESPONDENTS

Profile of Respondents by Faculty

	number	%
Engineering and Physical Sciences	349	15
Humanities	423	18
Life Sciences	201	9
Medical and Human Sciences	431	19
Faculty (not stated)	56	2
Directorate/Cultural Asset/Other	853	37

Profile of Respondents by Role within the University

	number	%
Academic	755	33
Administrative/Management	630	27
Secretarial/Clerical	349	15
Technical	272	12
Manual and other support staff	199	9
All other	108	5

Profile of Respondents by Involvement in Research/Teaching and Learning

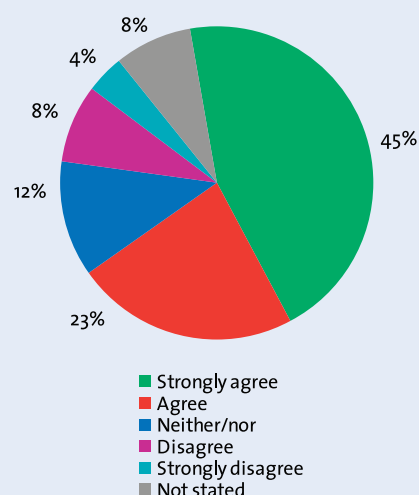
	number	%
Conduct research (only)	271	12
Teach/support learning (only)	68	3
Conduct research and teach/support learning	394	17
Conduct research (total)	665	29
Teach/support learning (total)	462	20
Provide administrative support for research	147	6
Provide administrative support for teaching/learning	147	6

UNIVERSITY STAFF SURVEY - THE RESULTS (CONTINUED)

RESEARCH, KNOWLEDGE AND TECHNOLOGY TRANSFER, AND TEACHING, LEARNING AND ASSESSMENT

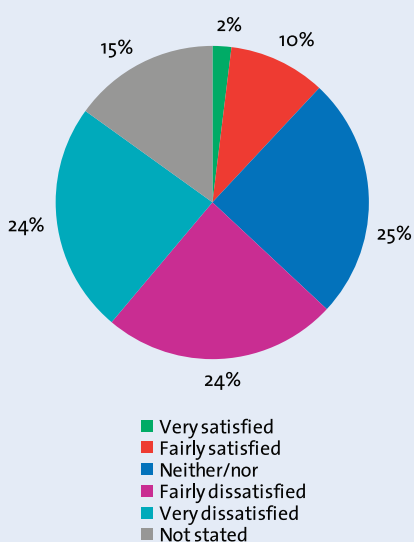
Balance between research and teaching and learning

University SHOULD give equal reward to research and to teaching and learning



68% of respondents agree
Mean Agreement = 4.05

University DOES give equal reward to research and to teaching and learning



12% of respondents agree
Mean Agreement = 2.33

The feedback from staff on these areas is mixed. There are some positive results, but there are also areas which need more focus. In particular, there is a difference in the satisfaction in the area of research compared to teaching, learning and assessment. The overall mean satisfaction score for support for research is 3.09, whilst overall satisfaction with support for teaching, learning and assessment is considerably lower at a mean of 2.93.

More than two thirds of respondents agree that the University should give equal reward to research and to teaching and learning (mean 4.05), but significantly less believe that it does (mean 2.33).

Similarly, more researchers than teaching staff agree that their environment encourages their interests and that their research or teaching is valued. Not surprisingly, those who both teach and conduct research are more likely to find it difficult to manage their overall workload.

Of those who conduct/provide support for research, a significant number believe that the University should encourage the commercialisation of research (mean 3.79) and there appears to be a strong belief that it does (mean 3.60). Despite this result only a small proportion of academics have used the services of UMIP and efforts will be made to increase activity in this area and take up of these services. Those who have used UMIP expressed a reasonably high level of satisfaction with the training/information sessions (mean 3.89) and with the advice/support received (mean 3.65).

When asked about online learning, those who manage units/programmes estimate that 62% of administrative materials and 43% of learning resources to support face to face units are made available on line. These relatively positive results are offset by the fact that only 25% of the learning resources available online have been specifically designed for this purpose. There is still much to be done in this important area and this is further supported by low satisfaction with technical support to develop and deliver online learning (mean 2.54).

You can find more about the staff survey at

www.manchester.ac.uk/staffsurveyresults

If you have any questions about the findings of the staff survey then please send them to uninews@manchester.ac.uk and we'll do our best to get a response for you which will be published in the December issue of Staff Update.

KAREN HEATON

DIRECTOR OF
HUMAN RESOURCES



I know there is a mountain to climb in some respects when it comes to HR issues and I know that there has been a lot of change and the pace of that change has scared some people. But I believe that Human Resources can make a huge contribution to the 2015 agenda.

 www.manchester.ac.uk/humanresources

Karen Heaton is the University's new Director of Human Resources. She is also a person who believes in making a difference. "It's important to me that I work for an organisation which makes a real impact on people's lives. Wherever I work, I have to believe in what the organisation is about and what it is trying to do."

It's pretty obvious that she believes in the aims and ambitions of The University of Manchester when she says: "This is an organisation which is in the ascendancy – the 2015 agenda is very inspiring and offers some great opportunities."

But Karen is also a realist and understands that along with great ambitions come great challenges. "I know there is a mountain to climb in some respects when it comes to HR issues and I know that there has been a lot of change and the pace of that change has scared some people. But I believe that Human Resources can make a huge contribution to the 2015 agenda."

"I realise that we in the HR team can't please everyone all the time, but we do aim to please the majority of people with the service we offer and strike a balance between the needs of the organisation and the needs of the individual."

So where does Karen see HR being in 2015? "The University of Manchester should be known for offering an excellent working environment, competitive terms and conditions and good rewards – and not just in a monetary

sense. We need to recognise the amazing work that people are doing here," she says.

During her first few weeks in the job, Karen has been meeting with senior leaders across the University to get a better feel for the HR issues the campus faces. She's also had a good look at the results of the staff survey and, along with her HR management team, will be carrying out a number of consultations with staff right across the Faculties and Administration to get a clear picture of all the issues and concerns.

As a result, a new HR strategy will be drawn up and if approved, will be rolled out in the New Year via a number of action plans which will be clearly communicated to all employees.

So what kind of issues will the strategy cover? Obviously pay and grading is a major piece of work for the HR team. "It's an issue which has become all consuming, so we need to see the project through to a satisfactory conclusion and resolve the issues which surround it," says Karen.

"I'd also like to look at the University's HR policies and procedures to make sure they are all fair, robust, transparent – and perhaps most importantly, consistent across the organisation," says Karen.

She's also keen to see how IT can be used to speed up processes and reduce the need for filling in lots of forms by hand. "We'd like to create a self-help website for managers to help them tackle their HR issues. We also need to make sure managers have the right information to help them do their jobs. HR needs to

provide them with accurate and good quality data on employee issues and we'll be looking at new ways of providing that information," says Karen.

Karen also realises that in some areas of the University bureaucracy can be a barrier to achieving results and comments: "Every large organisation has bureaucracy, but we need to try to make things as simple as possible so that people can get on and do their jobs well."

Karen would also like to see a greater emphasis on recruitment. "We need to be smarter in the way that we recruit people so that we get the right people with the right skills at the right time. We need to create a more diverse workforce – that's one of the things that attracted me to this job in the first place – there is such a variety of people working here."

Karen is a seasoned professional in the HR field. She joins the University from the Places for People Group, which is a leading housing and regeneration specialist. Prior to that she spent seven years at Manchester Enterprises Ltd (formerly the Manchester Training and Enterprise Council) where she was Group Director of Corporate Services. Karen took over from Ray Lewis who retired at the end of September.

Karen lives in Holmfirth and when she's not at work she likes nothing better than to pull on her wellies and go walking in the Holme Valley. She also harbours a secret desire to be a Formula One driver and loves watching grand prix.

To place a classified advert, contact Lorraine Harrop on uniads@manchester.ac.uk or 0161 275 2113. The deadline for the December issue is 12 noon on 16 November.

HOUSE FOR SALE

Heaton Mersey, Stockport. 1 bedrm mod end mews hse in quiet area close to all amenities. Ideal 1st time buyer prop just mins from Didsbury, Stockport, M60, on 42 bus route & only 20 mins to the Uni by car. Open plan lge with French drs leading to easily maintained gdn. Kit/din, bedrm with fitted walk-in robe, bathrm with shwr, dble glazed throughout. CGH, alarm, parking space. No chain. Reduced for a quick sale to £125,950. 07791 169 119.

Burnage, Spac 3 story town hse. 3/4 bed, integral garage. GCH, PVC DB Glazed windows, close to all local amenities. £169,950. 07791 181 747.

Peak District retreat. Chinley Village, with views of Eccles Pike, spac stone-built 3 bedrm cottage. FGCH, family sized bathrm, gdns to f & r. Close to gd village shops, schools & stat. 30 mins commute by train to M/cr. £169,950. Rawcliffes on 01298 813 577

Disley, Cheshire. 3 bed late Victorian hse 'The Old Police Hse'. Ideal for uni, nr village centre & local shops/schools & 5 mins from local station. 30 mins by train to Oxford Rd station. £295,500. 01663 766 209.

ACCOMMODATION TO LET

Bramhall/Cheadle Hulme. Immac f/f 2 bed bungalow. GCH, beaut dec, shwr, auto-washer etc. Very comf & cosy. Parking for 2-3 cars. Extremely sought after loc. £550pcm. 0161-485 3112.

Rm to let. Dble rm in quiet period hse for non-smoker. Power shwr, dishwasher, own parking space, open fire. 5 mins station, 10 mins Oxford Rd. £80pw inc bills exc phone. Suit female prof on short-term let/visiting acad. Email suecarrette@aol.com

Hydle Lode Lane. 2 bed terr prop. Gd cond throughout, close to schools & train stat. £450pcm. 0161-480 8583. www.shieldpropertymanagement.co.uk

Heaton Mersey. Self cont accomm on grd flr with own entrance & drive. Rent neg. 0161-442 9551 (plse leave message with contact details) or 07770 962 133.

Levenshulme. 1 self-cont flatlet, own shwr/wc & kit. Newly dec. Suit prof gent. Ref's reqd. Dep £280. £280 evey 4 wks inc c tax & water rates. 0161-224 2339 after 7pm.

Chorlton. Lrge 4 bed f/f Victorian hse in quiet St. Close to shops & public transport. Gdn, off-rd parking. Would suit family/visiting academic. £1000pcm. Email: peter.knight@manchester.ac.uk

Glossop. 2 dble bed terr prop. Exc cond, small gdn to rear. Close to schools. Quiet area/neighbors. Town centre & train stat direct line to Piccadilly. £495pcm. 0161-480 8583. www.shieldpropertymanagement.co.uk

Old Trafford. 2 dble bedrms in gorgeous lrg Edwardian hse to share with female owner. Quiet, clean & tidy home with all mod cons inc wireless broadband. F/F. £317 & £337 all inc. 07940 819 513 or email: mitchuges@bolblue.com

Hollingworth, nr Hyde. 3 bed semi-det hse in quiet cul-de-sac. Dble rm & sep recept rm, gdn, off-rd parking & garage. Commutable distance of the Univ occasional lifts poss. I have a small & exceptionally friendly cairn terrier, so if you don't like dogs or smoke, do not apply. £300pcm +tel bill if require landline use. 01457 764 947.

Alderley Edge. Lrge 4 bed det hse. 5 mins from station, 2 short lets months Jan-Feb, May-July 07. £300pcm discount for cat sitting. Suit new staff/postdoc/pggr. 01625 583 605 or email: ags@manchester.ac.uk

Whalley Range. Lge rm avail in quiet hse with female owner. Ideally weekdays only, suit commuting academic, non-smoker. All mod cons. Avail & rent neg. 07876 732 427.

Lamba Court, Salford Quays. New build develop by Bellway homes. 2nd flr Luxury 1 bedrm, canal side. Balcony apart, concierge service, secure allocated parking. Stylishly furn to a very high standard. 15 mins walk to centre of M/cr. £600pcm. 07971 278 781.

Glossop. 2 bed furn 1st flr apart. New kit & bathrm. Neutral dec throughout. Gd quality cream carpets all new. 2 mins walk to stat & centre. Exc cond. £450pcm. 0161-480 8583. www.shieldpropertymanagement.co.uk

Prestwich. Lovely 2 dble bed period terr hse on quiet st. Avail now. Newly refurb. GCH & dble glazed throughout. Very close to Heaton Park, tram stop & frq bus routes. Perfect for couple or 2 share. Furn or unfurn. Bills can be inc at add cost if reqd. Viewing essent. £550pcm. 07968 212 764.

Whalley Range. Lrge 4 bedrm hse to let with liv rm, din rm, kit, utility rm & small gdn. Very quiet area, but easy access to Uni & local shops. Avail from now for pg and/or staff only. £900pcm exc bills + 1 mnths dep. Currently unfurn but can be furn. 0161-881 0929 or 07769 855 793 or email: khalid.nadvi@manchester.ac.uk

Spac 2 bed hse in quiet conservation area with wooden flrs throughout. F/F. Lnge with open fire, lrg din rm, spac bathrm with power shwr. Lrg kit with washer/dryer, dishwasher etc. Gdn & own parking space. 10 mins Oxford Rd/Central M/Cr. Suit couple or single, non-smokers only. £795pm exc bills + dep. Email: suecarrette@aol.com

Lrge dble rms avail in newly dec shared hse. 10 mins from Univs, walking distance from local amenities. Spac kit & lnge. £50pw. 07967 477 638.

Glossop, Simmondley Village. 2 bed bungalow, beautiful old village dating back to 1500. Picture postcard material. Close to schools & train stat. Beautiful off-rd parking. Gd gdns. Must be viewed. £650pcm. 0161-480 8583. www.shieldpropertymanagement.co.uk

HOLIDAY ACCOMMODATION

Florida's Gulf Coast. Spac luxury villa with all amenities. Sleeps 8, 4 bed, 2 bath, 3oft pool & spa, overlooking lake. Close to beaches & Sarasota's cultural centres 50 mins from Tampa, 100 mins from Orlando. £600pw, no premiums for holiday periods. 0208 224 6751 http://www.sunbirdsvilla.com email: mark@sunbirdsvilla.com

Falmouth area. secluded, super-comfortable chalet with own woodland, between creek and sandy beach; en-suite, verandah, fabulous views; sleeps 4-6. Short breaks welcome. £195-625pw. Email: <reddrugg@waitrose.com>; website (incl. Availability Chart): www.hoadworks.com/towan.htm

Sarrazac, Dordogne. Perigordian farmhouse in lrg gdns. Sleeps 6 adults (+2 children under 2yrs). Luxury private swimming pool. Fully refurb interior. Fully equipped mod kit. Facilities for special needs. All linen & towels provided. Prices from £250 - £850 pw. 00 33 533 62 95 51 or www.la-vigne.co.uk

Luxury holiday chalet nr Aviemore. Sleeps 10. All amenities inc sauna & wood-burning stove. Close to numerous outdr activities. Discounts avail. See www.chalet45.net for info. Email: tessa.brannan@manchester.ac.uk for enqs.

Andalucia-Gaucin. In a beautiful white village, a uniquely designed villa, built as a series of apart and cottages, around a central courtyard and pool. Sleeps 2-13 (6 bedrms/6 bathrms). Breathtaking views to Gib & N. Africa. www.thespainishvilla.com or 07801 341856

Tuscany holiday cottage to let. Superb setting near mountains. Large garden. Air conditioning. Florence, Arezzo, Siena easily accessible. Ideal for walking, sight-seeing, museums, restaurants, wine tasting, swimming and much more. Tel: 0208 6998883. Website: http://freespace.virgin.net/gp.c Email: gp.c@virgin.net

CARS FOR SALE

2000 Silver Hyundai Accent 1.3 GSi. 4 dr, low mileage (26k), gd cond. 1 elderly owner. MOT til Aug 07. 6 mnths TAX. Full service record. Genuine reason for sale. £995 for quick sale. 0161-766 8670.

MISC SALES

Large bag of baby boys clothes 0-3 months. Approx 20 items - sleepsuits, trousers, tops, jumpers, two winter coats - all Next/Mothercare/Cherokee - £20 ono. Mamas and Papas musical cot mobile (snails design) exc cond - £10. Contact rachael.s.mcgraw@manchester.ac.uk or (27)52112.

Dble bed inc orthopaedic mattress, hardly used £80 ono. Set of drawers & wardrobe £20 ono. Buyer to pick up. Email: Melanie.j.price@manchester.ac.uk

Gas cooker, Leisure 2000. White enamel, 4 burners, oven & high level grill. Flex hose inc & booklet. Very clean & tidy. £65 ono. Ring Paul on 0161-274 4094.

Mothercare pram, converts into pushchair. Suit from birth. Grey check fabric with shopping basket & raincover. Pristine cond. £60 ono. 0161-226 4260 (Evngs) or email: Barbara.lebrun@manchester.ac.uk

Bike seat. Children's suit 6mnth-5yr old. Exc cond. £40 ono. Cot bed, pine, Mothercare. Suit 3mnth - 5yr old with mattress. Exc cond. Only 3 yr old. Cost £180 will sell for £40 ono. (27)52359.

21" Sony Television & stand. £45 ono. 0161-643 2593.

2 seater sofa & single armchair in terracotta coloured fabric. Gd cond. £60 ono. 0161-747 6209 after 5pm.

Lovely reclaimed pine furn for sale, too lrg for current hse. Very lrg dresser, sofa table & coffee table. Offers invited. 0161-431 4031 after 6pm.

WANTED

Airbed dble with built in electric pump. 07815 550 663 or email: tkcyog@hotmail.co.uk

SERVICES

John Toland, Professional Glazier & Window Fitter. All window, glass & framework. Dble glazing. Replacement of failed unit (misted glass). Fascias & soffits. 07963 620 887 or 01457 855 382 (ansphone).

Ian Campbell Builders. All types of Paving, Drainage, Landscaping, General Building Work, Bricklaying & Masonry and Property Repairs. Free Estimates. 0161-438 5159 or 07989 724 694 or email: lcampbell@fmail.net

House Improvements. From decoration to carpentry finishes. Wood floors refinished, plastering, doors, architraving, skirting, shelving, storage/wardrobe units. Design & fix. Experienced tradesman. 0161-223 0125 ansaphone & fax.

Exp. Joiner. All types of carpentry, woodwork, joinery. Tiling & Plastering. Kitchen, bedroom & office fitting. New windows, doors, ceilings. Hardwood/laminate flooring. Skirting & dado rails, stairs & staircases. Plumbing & electrics. Bricklaying & masonry. Problems discussed. No call-out charge. Free estimates. 0161-610 8597 (answering service) or 07743 324 169.

Graphic/Web Designer. Professional offers a wide range of services from logos, business cards, letterheads, advert, flyers & more to business/conference/academic web sites. 0161-832 8699 or email: eaubois@absoluteone.net or www.absoluteone.net -

Totally Typing. Dissertations, Theses, Essays & all other types of coursework undertaken by a fast accurate & professional typist. 10% discount for referrals & repeat clients. Contact Joanne for a quote. Tel/Fax 0208 761 5045 or email: totallytyping@onetel.com

Handy Home Improvements. Tiling, painting (internal & external), decorating. Joinery, doors, windows & ceilings, plastering. Get all these niggly jobs done in one day. 07963 620 887 or 01457 855 382 (ansphone).

Unique handmade jewellery, great as a gift. Different colours avail. From £15. To order Chris uniquejewels@exploringthepast.co.uk For designs visit www.uniquejewels.exploringthepast.co.uk Tele: (27)56075 or 07800 531 602

Kitchens/Bedrooms/Bathrooms. Supplied & fitted. CORGI Registered fitter avail to undertake work. No job too big or small. Estimates given. Will also supply & fit ceramic wall & floor tiling as well as laminate floors. 07970 481 033.

Desk Top Publishing (Theses, Dissertations, Essays, CV's, Stationery etc). Web Page Design, Internet Services, Photography, Transcribing, Scanning (text recognition & images), Multimedia Presentations. 07941 464 070 or 07726 845 654.

NOTICEBOARD

THE UNIVERSITY OF MANCHESTER INCUBATOR COMPANY LTD (UMIC)

The University of Manchester Incubator Company Ltd (UMIC) is pleased to announce the opening of its high specification conferencing suite in the Core Technology Facility located on Grafton Street. The suite caters for meetings and events from 2-100 people and consists of conference rooms, meeting rooms, a board room and the 'Egg' an impressive facility with state of the art projection equipment with seating for 100.

To enquire about availability and tariffs, please contact Alison at UMIC on 0161 606 7239 or by email Alison.warren@umic.co.uk or visit www.umic.co.uk

UNIVERSITY CAROL SERVICE

Tuesday, 19 December
12.30pm - 1.15pm, Whitworth Hall

All members of staff and their families welcome. There will be a collection for Rainbow Children's Trust which works with children suffering from cancer.

A RAY OF SUNSHINE

Healthy volunteers aged between 20-60 years are needed to take part in a study into sunlight exposure. The study will involve measuring individual sunlight exposure levels, giving ultraviolet light treatments and assessing vitamin D production through blood samples.

Volunteers will be reimbursed for their time and inconvenience. For further information, please contact Marie Durkin at the Photobiology Unit, Hope Hospital on 0161 206 0458/1150 or email marie.durkin@manchester.ac.uk

FLEX THOSE MUSCLES

Are you male or know any males between 18 and 24 years old who are in good health? Volunteers are needed to take part into a study to investigate the strength of muscles and bones in young adult males. Volunteers will be expected to take part in a number of scans at the Clinical Radiology Unit in the Stopford Building. Some other physiological measurements such as muscle strength tests will also be taken.

If you are interested, please contact Lisa Edwards on 275 5297 or lisa.edwards-1@postgrad.man.ac.uk for more information and a screening questionnaire. Volunteers will be reimbursed for their time.

DEPRESSION STUDY

Wythenshawe Hospital Gastroenterology Unit is looking for volunteers who think they are depressed or have diagnosed depression to participate in an ethically approved study on colour perception.

For further details, please email helen.carruthers@smuht.nwest.nhs.uk



SUNBURN STUDY

Volunteers are needed for a sunburn response study being carried out by the Photobiology Unit at Hope Hospital. Volunteers should be healthy, aged 18 - 65 years and be caucasian. They should have type 1 skin (always burn, never tan) or type 4 skin (always tan, never burn).

Reimbursement for time and involvement is £130 and completed over the course of one week.

For further information please contact Margaret Brownrigg 0161 206 0457 or e-mail margaret.brownrigg@manchester.ac.uk

JOLLY HOCKEY STICKS

Manchester Moss Park ladies hockey club is looking for new players. Anyone from absolute beginners to ex-university first teamers are welcome. Training is held every Thursday from 7pm - 9pm at Trinity Sports Centre on Cambridge Street and matches are usually played on Saturdays or Sundays.

For more information email or phone Amanda Irwin on amanda.j.irwin@manchester.ac.uk or 07766 607328 or see www.mossparkhockey.org.uk

CHINESE LANGUAGE COURSES

The Confucius Institute at The University of Manchester - a partnership between the University and Beijing Normal University - is pleased to announce that it will be running Chinese (Mandarin) language courses from October 2006.

Fee discounts are available to University staff and students.

For more information please email catriona.dobson@manchester.ac.uk or call 275 8667.

CHRISTMAS LUNCH

If you're looking to book a Christmas lunch for you or your team then why not try Chancellors Hotel and Conference Centre? Visit www.meeting.co.uk/chancellors_christmas_menu.pdf to view their festive fayre or call 907 7414. Alternatively, if you prefer a city centre location try Manchester Conference Centre/Days Hotel on Sackville Street. Visit www.meeting.co.uk/mcc_christmas_menu.pdf to see an online brochure and menus or call 955 8064 (68064 internal).

VOLUNTEERS NEEDED FOR RAYNAUD'S AND SCLERODERMA RESEARCH

Volunteers are needed for the above study. They should be healthy and have no history of cardiovascular disease, high blood pressure or diabetes. A skin biopsy will be taken. Please contact Liz Wragg or Dr Herrick on 0161 206 0192 or Fiona Stirling on 0161 206 4191 for further information.

EXPANDING YOUR HORIZONS

This is the name of a one day conference being held for fixed term researchers at the University. Speakers include Professor Simon Gaskell Vice President (Research), Professor Nigel Vincent Vice President (Graduate Education) and Dr Iain Cameron RCUK and UKHerd Task Force Member. The conference takes place at Chancellors Conference Centre on 9 November. For further information and to check if any places are still available contact: Susan Hogan on 0161 275 0287 or susan.hogan@manchester.ac.uk

ZENITH REACHES THE PEAK OF RELAXATION

Time Out focuses on the many and varied activities you can get involved in around campus in your spare time. This month, Staff Update editor Rachael McGraw pays a visit to holistic therapist Zoë Haines who is based in Staff House.

How many times do you reach the end of the working day and find yourself totally stressed out and frazzled?

If that's the case, then help is at hand in the shape of Zenith Therapy – which has just started to provide holistic therapies to staff and students right here on the University campus. Zenith is run by qualified therapist Zoë Haines and everything from aromatherapy and reflexology to massage is on offer.

Zoë has been running the sessions in the UMSA Activities Room in Staff House since August and has already built up a satisfied clientele. And if you're a member of UMSA you're entitled to discounts on any therapy session.

"It's going really well," says Zoë. "I was particularly busy around student registration as I think some staff were pretty stressed at that time." If things continue to go well, Zoë has plans to expand onto the South Campus too.

Zoë kindly agreed to give me an aromatherapy session so I could see the benefits for myself. The session starts with the client filling in a consultation form which covers everything from your physical health to your diet and lifestyle. You can complete this form face to face with Zoë or via email before the therapy session to save time.

The form helps Zoë to understand what you want to get out of your therapy session – in my case a bit of rest and relaxation!

Aromatherapy uses concentrated essential oils extracted from herbs, flowers, trees and other plants, which are massaged into the body. The blend of oils used is important as they can either stimulate the body and mind – or relax it. It's an ancient practice which has its roots in Egypt, China and India.

Zoë chose a relaxing blend of ylang ylang, bergamot and marjoram for me. It was a lovely, relaxing experience – if you closed your eyes and lost yourself in the gentle background music you could almost forget the fact that you were in Staff House on a cloudy October day!

If you'd like to find out more about the services on offer, then contact Zoë at zoe.haines@manchester.ac.uk or visit her website at www.zeniththerapy.co.uk

You can book a one off or a series of sessions. If you book three or more sessions at once then you qualify for a 20% discount.

Do you do something in your lunch hour or before or after work which you think other members of staff might like to hear about? If so, please contact the Staff Update team via uninews@manchester.ac.uk and we'll try and feature your activity.

Zoë Haines from Zenith Therapy



ANY QUESTIONS?



This is your chance to have answered all those burning questions that keep you awake during the dark watches of the night.

Email your queries to uninews@manchester.ac.uk and we will endeavour to answer them.

Would it be possible to have a standard crossword in Staff Update? We like doing the current crossword – but it has become a bit of a game to see how many words we recognise in the clues!

Ivan Easdon
Senior Safety Advisor
School of Materials

Thanks for your comments Ivan. Our crosswords are created by an expert in the field and are intended as a bit of light relief and fun! What do other people think? Are they too hard – or too easy – or just about right? Contact us via uninews@manchester.ac.uk and let us know.

WEBSITE REMINDER

Anyone who looks after a University website needs to remember that all sites need to be transferred to the '.manchester.co.uk' domain before 31 December 2006.

A lot of work has been done to transfer legacy websites from the old '.umist.ac.uk' and '.man.ac.uk' domains - but there are still quite a few sites which haven't yet moved.

So make sure that you make the move – or close down the site if it is no longer needed. Also remember that when you have transferred your website to '.manchester.ac.uk' you need to close down the old site, otherwise visitors might come across it and become confused. For further details about moving or closing down sites visit:



www.campus.manchester.ac.uk/staffnet/webproject/integration/legacy

GRADUATION CEREMONIES

Graduation ceremonies will be taking place at the University between Tuesday, 12 and Friday, 15 December. More details and a full listing of ceremonies can be found at www.campus.manchester.ac.uk/scc/graduation

Any questions should be directed to the Graduation Team in the Student Services Centre on either 57108, 57240, 57289 or 52617.



OPEN MEETINGS

The next Open Meeting is being held on 15 November and will be given by Dr Pat Sponder, Head of Student Support and Services from 1pm - 2pm. It will focus on the student experience, how we obtain the views of students and their levels of satisfaction. This will take place in Crawford House, Lecture Theatre 1 and seats will be allocated on a first come, first served basis. After the presentation there will be an opportunity to ask questions.

WOOD STREET MISSION DRAW

The winner of the Wood Street Mission Draw for the month of October is Mrs G Dawson, Payroll, John Owens Building. The winning number is 101.

DEADLINE FOR NEXT ISSUE



The deadline for the December issue of Staff Update is Thursday, 16 November. Please send news, letters, questions etc to uninews@manchester.ac.uk

ACADEMIC DIARIES

A small number of 2006/7 academic diaries are still available, on a first come first served basis. The A5 version is £3.90, plus VAT, and the pocket version costs £1.90, plus VAT.

If you would like to place an order please contact Lisa Linekar on 918 6662, stating how many you require, the full delivery address and your internal phone number. Payment can be made by cash, cheque or journal transfer – if you use the latter method please quote your journal transfer code when placing your order.

CONGRATULATIONS!



Congratulations to **Mark Glass** from Payroll who is celebrating the birth of his son William Michael Kerruish who was born on 12 August. Both baby and mother Rachel are doing well.

Congratulations to **Dr Julian Mecklenburgh** whose daughter Elena was born on 16 July. Elena weighed in at 7lb 12 oz.

Congratulations to **Dr Roy Wogelius** who is celebrating the birth of daughter Ava Thurston who was born on 13 August at 11.50am weighing in at 6lb 14 oz. Mother Anna and baby are doing well.



Congratulations to **Sara Gonzalez**, one of the Widening Participation Managers in the Faculty of Medical and Human Sciences, who gave birth to a baby girl, Rosa Aylen Gonzalez, on Sunday, 1 October at 3am.

Congratulations to **Dr Clive Saunders** who has just celebrated 40 years service at the University. Dr Saunders, who is a senior lecturer in the Atmospheric Science Research Group in the School of Earth, Atmospheric and Environmental Sciences reached the landmark in October.

Please send brief information on weddings, births, achievements and other good news, along with a photo if you have one, to uninews@manchester.ac.uk or call 0161 275 2112.

CAMPUS CLOSE-UP



KRO

welcome to the family

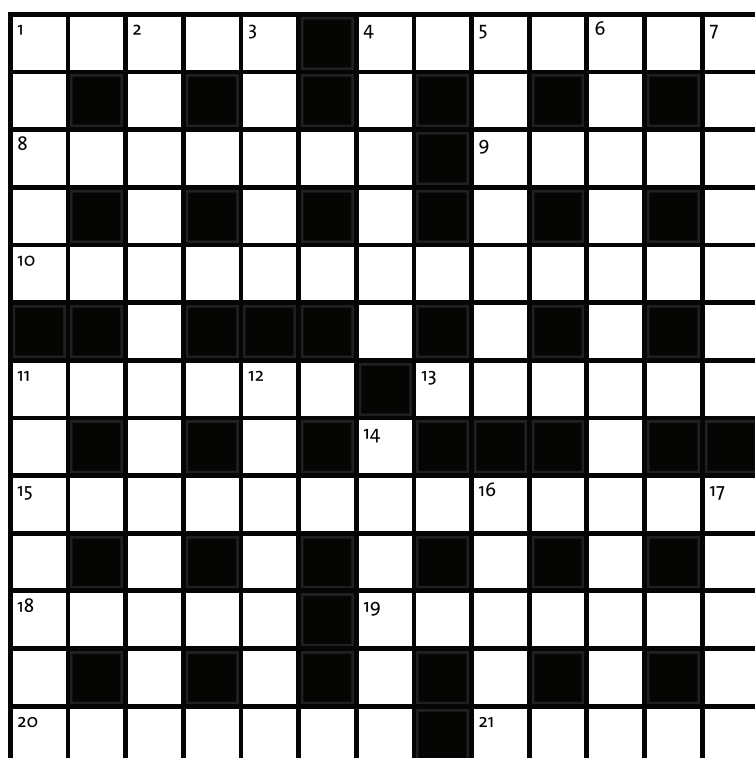


Last month's image showed a close up of the escalator in the Precinct Centre. The winner was Mary Clare from the Records Management Office who wins a free meal and drink at Kro Bar. Congratulations!

Can you guess what this month's mystery image is? If so, please send your answers to lorraine.harrop@manchester.ac.uk before 16 November 2006.

Can you guess what this month's unusual optical is? If you can, then send your answers to lorraine.harrop@manchester.ac.uk before 16 November 2006

CROSSWORD GENERAL KNOWLEDGE



Across

- 1 Capital and largest city of Bulgaria (5)
- 4 United States poet (7)
- 8 The Hillman Imp, for example (7)
- 9 Austrian painter influenced by art nouveau (1862-1918) (5)
- 10 List of voters (9,4)
- 11 An unwholesome atmosphere (6)
- 13 Peter _____ British actor (born in Ireland in 1932) (6)

- 15 Novel by Victor Hugo later staged as a musical (3,10)
- 18 An American genus of snakes (5)
- 19 A huge destructive wave (7)
- 20 _____ Rigby, picks up the rice in the church where a wedding has been... (7)
- 21 Tanner a character in Coronation Street (5)

Down

- 1 Battle in World War I (1916) (5)
- 2 Novel by James Joyce (9,4)
- 3 A cravat with wide square ends (5)
- 4 Newspaper produced by the Salvation Army (3-3)
- 5 Test developed by Hermann Rorschach, a Swiss psychiatrist (7)
- 6 Name describing Joan of Arc (4,2,7)
- 7 United States film actress (1938-1981) _____ Wood (7)
- 11 French author of sophisticated comedies (1622-1673) (7)
- 12 Fine decorated china made in Saxony (7)
- 14 A wise old counselor to the Greeks at Troy (6)
- 16 Type of accent found in café (5)
- 17 A French river (5)

Solution to the Cryptic crossword appearing in the last issue

