

STAFF
UPDATE

Exclusively for staff at The University of Manchester

STAFF SURVEY ACTION PLAN

An action plan based on the findings of the 2006 Staff Survey has been drawn up focusing on a number of key issues which address and prioritise important areas identified by staff in the survey.

The second biennial staff survey was conducted last year and was completed by more than 2300 University employees. The results were presented to the University's Planning and Resources Committee (PRC) and to the Board of Governors in the autumn, and a summary of the results was published in the November edition of *Staff Update*.

The survey revealed an increase in staff confidence in the ability of the University to achieve the ambitious goals set out in the strategic plan, *Towards Manchester 2015*. The survey also revealed some very clear messages about issues that affect and concern you. These included areas of job satisfaction, communication (with a particular frustration expressed with blanket 'all staff' emails),

management skills and the induction process. You can find out more about the survey at

 www.manchester.ac.uk/staffsurveyresults

Following consideration of the survey results, the Action Plan was drawn up and was approved by PRC in February. It lists the actions, responsible officers and agreed completion dates. Some progress against the actions in the plan is already being made. The Staff Stress Survey was carried out after the staff survey and a separate and detailed action plan drawn up which highlights how the University plans to deal with this issue. This can be viewed at www.manchester.ac.uk/stressfocusgroups

The production of up-to-date job descriptions has now been undertaken which staff should have been asked to verify as an accurate reflection of their current duties. These will help to clarify current working arrangements and enable staff to be focused on their role. They will also be used in the next stages of the Pay and Grading exercise and for future Performance and Development Reviews.

The review of all HR policies, procedures and practices is already well established and a policy to recognise and reward exceptional performance has been drafted and is currently the subject of negotiation with the main campus Trade Unions.

A communications plan is being developed and will be implemented in May to improve the internal communications of Human Resources issues. In other areas, the actions represent the longer term activities to improve the overall level of satisfaction of all employees starting at induction for new starters to improved processes for performance and development reviews. The results of these reviews will be used in the formulation of a training and development programme.

This Action Plan will be carefully monitored and Staff Update will bring you further updates on progress against each of these areas as they happen in the future.

See inside for the full Action Plan on page 7.



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DAME PROFESSOR JOAN HIGGINS

Emerita Professor Joan Higgins, left the Christie Hospital on 31 March where she has been Chair for nearly five years to take up a new role as Chair of the NHS Litigation Authority in London.

Professor Higgins, former head of the Manchester Centre for Healthcare Management at the University, was also made a Dame in the Queen's New Year Honours for services to healthcare.

She has made an outstanding contribution to the NHS on a national and local level, and helped shape the teaching and research of healthcare management in this country and across Europe. Alongside a distinguished 30 year academic career in social and health policy, she has dedicated 25 years to the NHS in a non-executive role.



CONTRIBUTION TO EPIDEMIOLOGY

The Division of Epidemiology & Health Sciences, held an event at the Whitworth Hall in celebration of Professor Alan Silman's outstanding contribution to epidemiology, rheumatology and academia during his time as Head of the arc Epidemiology Unit, at The University of Manchester over the last 18 years.

During the afternoon, a number of former fellows and senior colleagues from the arc EU gave presentations reflecting on their time at the Unit, and the influence of Professor Silman in shaping their future careers. Between these

formal presentations, friends and colleagues gave entertaining reminiscences reflecting on their experiences of working with him. After an informal reception, a dinner was held in his honour with an after-dinner speech by his longstanding colleague Professor Bill Ollier.

Over 200 people travelled from far and wide to attend the celebration. Everyone joined in wishing Professor Silman well in his new role as Medical Director to the Arthritis Research Campaign Charity.

Below Professor Alan Silman and his wife Ruth.



YOUR CHANCE TO ASK ABOUT HUMAN RESOURCES

Do you have a burning question about a Human Resources issue? Perhaps you want to find out what's going on with pay and grading? Or are you interested in the terms and conditions and rewards you can expect as a University employee?

Well, you'll have the chance to ask your question at an open meeting being hosted by Karen Heaton, the University's Director of Human Resources, which takes place later this month.

At the meeting, Karen will give a short presentation on the University's proposed 'People Strategy' – a document which addresses the HR issues across the campus and focuses on the future of the service.

Then it's over to you to ask her a question about the strategy - or HR in general.

The meeting will take place on Wednesday 11 April starting at 1pm and will finish at 2pm. The venue is Lecture Theatre 1.1 in the Kilburn Building (number 39 on the campus map at www.manchester.ac.uk/visitors/travel/maps/numerical)

Seats will be allocated on a first come, first served basis.

POPPY APPEAL



The Poppy Appeal collection last November raised a total of £1793.81 for the Royal British Legion. The collection was arranged by Deputy House Services Manager Frank Green (pictured left) assisted by porter John Bennett who volunteered to co-ordinate the distribution of 20 collection boxes to buildings around the campus, tripling the amount collected the previous year over the two-week period leading up to Remembrance Sunday.

On behalf of the RBL, Frank and John would like to thank all those who contributed.

VOLUNTARY SEVERANCE SCHEME

A new Voluntary Severance Scheme has been introduced with effect from 12 March 2007. This replaces the Scheme (May 2006) which has been terminated. The general aim of the Scheme is to assist in achieving the academic, strategic and financial goals laid out in the Manchester 2015 strategic plan.

All applications, in the first instance, must be made to the Director of Human Resources. This will enable us to log, centrally monitor and report on the number of applications received, which have been approved and which, if any, have been rejected.

The Vice-President/Dean, Registrar and Secretary or appropriate Head of Organisational Unit (for example School, Directorate), will be available for an informal and confidential consultation about the likelihood of an application being accepted. You may also wish to consult with your Human Resources Manager and/or your trade union representative before proceeding with an application.

A copy of the scheme and application form can be found at

www.campus.manchester.ac.uk/humanresources

Karen Heaton
Director of Human Resources



MANCHESTER V SALFORD... LOCKING OARS FOR 36 YEARS

It's official: the 2007 Two Cities Boat Race will take place on Saturday, 12 May.

The fiercely contested annual event, between the Universities of Manchester and Salford will take place at Salford Quays, against the stunning backdrop of the Lowry.

As well as the Boat Race, spectators will be treated to the spectacle of Dragon Boat racing in the morning, and a carnival atmosphere along the quayside, with entertainment and refreshments for all the family.

Manchester came out on top last year, winning six of the seven main events.

Thousands of spectators are expected to line the route to watch the 36th Two Cities Boat Race. The crews from the two universities will compete along the traditional River Irwell course, which starts at Sam Platt's Pub and finishes at the Lowry Bridge.

Chris Cook, President of The University of Manchester Boat Club, said: "The event gives both clubs an opportunity to demonstrate the

skill, commitment and passion of their athletes and is a great chance for Manchester to demonstrate its rowing superiority over Salford."

Admission is free.

Dragon boat teams wanted!

Ahead of the main event, the Dragon Boat teams will be competing in aid of SPARKS (Sport Aiding Medical Research for Kids), the chosen charity for this year and teams are being sought for this exciting race.

Each boat needs 16 people to paddle and someone to drum or scream (whichever is their preference). Fancy dress or team strip is not compulsory, but is encouraged for the spectacle, as long as a life jacket will fit over it.

Potential boat organizers should register their interest via Richard.handscombe@manchester.ac.uk who will send out more information on the amount of sponsorship you will need to gather for a boat, and supply posters and sponsorship forms.

www.twocitiesboatrace.co.uk



FOODONLINE!

FoodOnCampus have launched their new website which aims at bringing catering outlets, food promotions, healthy eating advice, and delivered food services directly to your desktop.

They have marked the launch by adding a number of incentives and promotions to the website aimed at rewarding visitors.

Staff and students will be able to check opening and closing times, menu options, prices and even the special of the day in each of the 25 outlets on campus. Some of the outlets will also feature a webcam which will allow visitors to check how long the queue is before they set off to make their purchase.

And all this will just be scratching the surface of what the site will be able to offer to FoodOnCampus customers. The website will also give its visitors the opportunity to:

- Download special promotions
- Learn exciting ways to eat healthily
- Give feedback on individual outlets
- View past survey results
- Check the location of vending machines across campus
- View any of the eight delivered food packages

The site can be found at

www.manchester.ac.uk/foodoncampus

SKILLS SWAP SHOP

The newly formed Human Factors Interest Group (HFIG) is looking for members to swell its ranks.

The University-wide initiative focuses on the intersection between people and technology.

Dr Simon Harper from the School of Computer Science said: "We're interested in research areas such as perception and cognition, human behaviour, usability and accessibility, human factors and HCI, and experimental and applied psychology.

"The group has a monthly meetings aimed at identifying research collaborations, funding opportunities, and understanding and disseminating interesting work.

"Having members from such diverse Schools as Medicine, Business, Politics, Sociology, Psychology and Computer Science, we're simply a diverse 'swap-shop' of skills, interests, and ideas."

Recent events have included the skills swap-shop and research speed dating and we have upcoming events focusing on funding bodies, human factors in e-Science, and cybernetics.

Anyone interested in joining should email Dr Harper on hfg-organisers@lists.manchester.ac.uk

COURSES IN ONLINE LEARNING

Distributed Learning and IT Services offer a programme of workshops and courses to help staff develop and deliver online learning for the University. All are free of charge for participants. The Summer 2007 workshop programme starting on 16 April will include sessions on:

- Accessible Online Learning Pages with Dreamweaver
- Graphics and Images for WebCT & Online Learning
- Communicate with PowerPoint
- WebCT Introduction
- Building your WebCT Course
- Online Assessment and Feedback
- Communicating and Collaborating Online

You can see course details and request a place for any course online. For further information please E-mail dl.courses@manchester.ac.uk or ring David Hume extension 57118.

AWARD SCOOP FOR MEDIA CENTRE

THE University's Media Centre has won an award for its DVD of University graduation.

The award was made by the Standing Conference for Heads of Media Services (SCHOMS) the professional body for heads of services working within UK Higher Education.

The DVD supplied for judging was randomly chosen from the 38 ceremonies held in July 2006.

The productions were evaluated for quality and professionalism and The University of Manchester and the University of Strathclyde were awarded joint first place.

The whole Media Centre team takes part in the production before, during and after graduation week, the main organiser is Senior Engineer Peter Child, Senior Engineer. The team produces the event and around 1000 DVDs in-house which are distributed world-wide. Manchester was the first university to web stream ceremonies, and these are also watched around the world.

Media Centre Manager Eddie Poole said: "I received the award at the North-Western Universities Purchasing Consortium (NWUPC) AV Group Meeting in mid-January - I was not aware that we had won the award - it came as a complete surprise, and as we were awarded it by our peers it means a great deal to us."



GREEN CAMPAIGN IN HALLS

In a new campaign to act on climate change, Sports Training and Residential Services (STARS) has partnered up with environmental charity, Global Action Plan, to look at ways in which they can decrease their carbon footprint across the University's residential halls.

Global Action Plan are working with 25 Environment Champions volunteered from across the three campuses, taking in 13 Halls of residences and three members of staff. The aim of the project is to reduce energy consumption across halls and improve overall environmental performance.

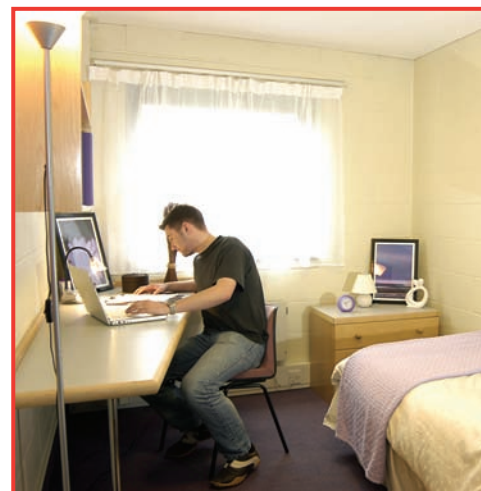
In January and February, the Champions performed an energy use and recycling audit across the Halls of Residence which included spot checks on common areas and a questionnaire.

Audits undertaken by the Champions revealed that a massive 72% of lights were left on when not in use. Also, 56% of appliances were found to be left on standby, rather than switched off at the plug; microwaves and televisions were the top culprits. Bin audits showed that 18% of rubbish thrown away was paper, something which can easily be recycled.

On 21 March the Environment Champions launched the campaign with a range of activities at Owens Park on the Fallowfield campus.

Champions are now encouraging students across the Halls to reduce the amount of energy wasted. The aim is to reduce the number of lights and appliances left on when not in use by over a third by May of this year.

This will be the first stage in an on-going campaign to make The University of Manchester greener, if you would like to get involved please contact Project Manager, Sarah Cameron at sarah.cameron@globalactionplan.org.uk or Lesley Humes in the STARS office.



LANGUAGE AUDIT



The community at The University of Manchester contains a wide variety of skills and talents. One of these is the ability of many people to communicate in a language other than their native tongue. I commend the initiative outlined below to explore the language capabilities of the people working and studying at The University of Manchester. I encourage you to complete the short survey even if you don't have a command of a second language.

Professor Bob Munn
Vice-President for Teaching and Learning

The University is committed to knowing more about and being able to map the linguistic and cultural diversity and capability of its staff and students. This data can be used to inform international recruitment, widening participation initiatives at home and needs for teaching and learning support. The data on second and foreign language competence can also be used to raise the profile of the University's staff and student capability within an increasingly globalised academic environment as well as the wider economy and employment market.

The International Development Division, the Student Recruitment, Admissions and Widening Participation Division and the MLP, Careers and Employability Division would therefore be very grateful if you could take a minute of your time to complete a Mother Language and Second/Foreign Language capability survey.

Please do so even if your Mother Language is English and you speak no other languages as it still helps to build a total picture of the University. All responses will be treated anonymously.

 www.careers.manchester.ac.uk/mothertongue

RED NOSE DAY



Staff in the Directorate of Estates Design Services Group (DSG) (pictured above) really entered into the spirit of Red Nose Day on Friday, 16 March and raised a total of £190.59 with a variety of fundraising activities.

Dress down day saw some of the DSG staff dressing 1970s-style, and colleagues were encouraged to do the same wearing something big and/or red for a donation of £2

Staff in the Beyer Building were encouraged to take part in the official Red Nose Sweepstake—

£2 per stake and the winner takes half. Practice Manager (DSG) Nikki Eaton-Barnes and colleagues also collect donations from staff in the building.

Staff in Student Recruitment raised £79 from a dress down day and The School of Arts, Histories and Cultures organised a cake sale in Humanities Lime Grove, from 10am and continuing until the last cake was sold, bringing in a total of £92.44 – and reportedly several pounds in weight!



YOUR GUIDE TO STAFFNET



The new and improved staff intranet was launched on 29 March. To help you get the most out of Staffnet, we've created a brief guide to each section, helping you to find your way around.

The Intranet team, led by Kate Lawson, welcomes any feedback and comments about the new site and its functionality. The team will be carrying out regular consultation and a rolling programme of user testing to further develop StaffNet. This is your intranet and your views have helped shape the new Staffnet. It is important that you continue to give your view on what is and isn't working well. Contact staffnet@manchester.ac.uk

HOMEPAGE

The new homepage provides the user with improved routes to information through an enhanced search function, better task-based navigation and an A-Z of University websites. We've also redesigned the tab structure based on your comments and the new structure should help allow you to find what you want more quickly and easily.

The Search Box allows you to now search staff, services and the whole site from the homepage. We've found the search functions to be one of the highest used areas of the intranet and bringing this together will make finding what you want easier.

The A-Z of University Sites is something many people have asked to be improved. The changes we've made should make this a more useful additional navigation tool.

www.staffnet.manchester.ac.uk

PERSONAL SUPPORT

The Personal Support section is about giving you the support that you may need while working at the University and includes counselling, advice, security and wellbeing to name but a few.

www.staffnet.manchester.ac.uk/personalsupport

STAFF LIFE

The focus here is on the campus community and non-work-related activities. These include lunchtime and after-work events such as health and fitness, societies and clubs, and a guide to what's on in and around the campus.

www.staffnet.manchester.ac.uk/stafflife

EMPLOYMENT SECTION

This section contains information relating to your working life at the University. It includes information on pay, pensions, training courses, health and safety, expenses, contacts and internal vacancies.

The Staff Survey highlighted issues with induction and we've included a mini home page for new starters to help new staff find all the information they are likely to need when they start with the University.

www.staffnet.manchester.ac.uk/employment

GUIDE TO THE ADMINISTRATION

One consistent comment we've received is the desire to be able to find who does what, where you can get a particular type of support or service, and where to find forms or policies. We've brought all this information into one section to allow you to search and find contacts and relevant links more quickly and easily.

The online guide includes details of each office function, location, contacts, services and related policies, forms and other documentation. This means that you will be able to search for information using keywords, service categories or organisational structure. You can also browse using an A-Z index if you prefer to search that way. Users are encouraged to update their details if necessary using the simple online form.

www.staffnet.manchester.ac.uk/theguide

STAFF SURVEY ACTION PLAN

See article on page 1.

| ISSUE | ACTION | WHO | WHEN |
|---|---|--|--|
| Satisfaction with aspects of job | <ul style="list-style-type: none"> Finalise the pay and grading exercise and communicate final position to staff Introduce recognise and rewarding exceptional performance Continue to develop and promote wellbeing programme Produce up to date job descriptions Research, develop and implement career progression and succession planning programmes Review performance and development process to ensure it is user friendly and provides valuable feedback on performance in the past year, development needs and career aspirations Utilise results of performance and development reviews to inform training and development programme. Design and deliver a learning programme on meeting and managing customer expectations | <p>Director of Human Resources</p> <p>Director of Human Resources</p> <p>Director of Human Resources/ Director of Counselling Service</p> <p>Line Managers/Staff</p> <p>Director of Human Resources</p> <p>Director of Human Resources</p> <p>Director of Human Resources</p> <p>Director of Human Resources</p> | <p>July 2007</p> <p>February 2007</p> <p>September 2007</p> <p>Ongoing</p> <p>By September 2008</p> <p>By September 2007</p> <p>September 2007</p> <p>October 2007</p> |
| Improve the communication of information to all staff on Human Resource issues | <ul style="list-style-type: none"> Develop and implement a communications plan which makes best use of the media available | Director of Human Resources | May 2007 |
| Develop effective leaders and managers at all levels | <ul style="list-style-type: none"> Develop and deliver a University wide Leadership Programme Develop and deliver an effective management development programme Develop and deliver an induction to management programme for all new managers and front line supervisors Review HR policies, procedures and practices to ensure they are user friendly Develop and deliver a series of workshops for managers on implementing policies and procedures and best practice | <p>Director of Human Resources</p> <p>Director of Human Resources</p> <p>Director of Human Resources</p> <p>Director of Human Resources</p> <p>Director of Human Resources</p> | <p>December 2007</p> <p>December 2007</p> <p>December 2007</p> <p>Ongoing</p> <p>December 2007</p> |
| To improve the level of satisfaction and the overall effectiveness of the induction process | <ul style="list-style-type: none"> Review and develop a participative and informative induction process covering all staff Introduce mini surveys after three months' service | <p>Director of Human Resources</p> <p>Director of Human Resources</p> | <p>September 2007</p> <p>September 2007</p> |
| Internal communications training | <ul style="list-style-type: none"> Develop a full suite of internal communications training sessions covering a range of internal communications issues and aimed at a number of competency levels | Director of Communications, Media and Public Relations | September 2007 |
| Management and moderation of email communication | <ul style="list-style-type: none"> Internal Communications Office to take responsibility for moderation of the 'manchester-staff' email list and produce guidelines and protocols for its uses Work to progress, launch and support a new set of targeted email lists, initially along Faculty, School and Directorate lines | <p>Director of Communications, Media and Public Relations and Head of IT Services</p> <p>Director of Communications, Media and Public Relations and Head of IT Services</p> | <p>May 2007</p> <p>May 2007</p> |
| Intranet | <ul style="list-style-type: none"> Create a new web team to implement the improvements proposed by the Web Project. Relaunch StaffNet | Director of Communications, Media and Public Relations and University Web Manager | May 2007 |

A SUMMER OF SPORT

Summer's here (officially) and there's plenty on offer from SPORT to help keep you fit and healthy with the new health and fitness timetable, special deals at the Armitage and Sugden Sports Centres plus staff tournaments in mixed hockey, women's football and rugby 7's. See below for further details.

Book at SPORT – Head Office, William Kay House, 333 Oxford Rd. For more information email campus.sport@manchester.ac.uk or call 0161 275 5991



SUMMER HEALTH AND FITNESS TIMETABLE OUT NOW!

The University's summer health and fitness timetable is out now and bigger than ever! Pick up a 'Guide to Classes' leaflet from around campus or visit the website



www.sport.manchester.ac.uk/healthfitness

or email health.fitness@manchester.ac.uk for more information. Enrolment courses and pay-as-you-go classes are available at staff discounts.

ARMITAGE SPORTS CENTRE FITNESS SUITE SUMMER OFFER

One month = £25 (staff, students, public)

Summer offer of up to 5 months = £90* (staff, students, public)

*memberships started after 1 May 2007 will expire on 1st September

Contact The Armitage Sports Centre on 0161 224 0404 or visit the centre for more information.



STAFF TOURNAMENTS – MIXED HOCKEY, WOMEN'S FOOTBALL AND RUGBY 7'S

Staff and students are being encouraged to enter the Campus Sport tournaments scheduled for April and May.

Mixed hockey will take place on Sunday, 29 April from 10.30am – 4.30pm at the Armitage Sports Centre. (£40 per team)

Mixed touch rugby 7's will take place on Sunday, 6 May (venue tbc) from 10am – 3pm. (£40 per team)

Women's football will take place on Sunday, 22 April from 10am – 3pm at the Armitage Sports Centre (£25 per team)



SPECIAL MEMBERSHIP RATE FOR STAFF AT THE SUGDEN SPORTS CENTRE

12 month staff membership = £225 (or £18.75 per month through the payroll system)

Price includes use of the Fitness Suite and 23 workout classes

Contact the Sugden Sports Centre, Grosvenor Street on 0161 306 4026 or visit the centre for more information and a payroll deduction form.

PAUL BURNS

Operations and Deputy Manager, City Campus;
Warden, Opal Gardens; Senior Warden, Victoria Park Campus



"It is not just a matter of accommodation. We provide a really vital support service to the University as a community."

Not just one job, but three. Not just nine to five, but open all hours. And he just loves it. Paul Burns is a happy man, positively wallowing in the seemingly endless demands of running Halls of Residence and looking after the well-being of students, especially those from overseas.

"I get a real kick out of seeing students arriving and then hearing the din of a getting-to-know-you sort of party," he says. "I work with a brilliant international team of tutors and the whole experience gives me a real buzz."

As Warden of Opal Gardens, he is in his element living "over the shop", watching over and mixing with the 60 different nationalities who form the predominantly postgrad community. "I am very keen on pastoral care," he says. "I am happy to be on call." But he isn't available quite all the time. He may be devoted to his students, but he is also a dedicated Man City fan. "They know not to call me when City are playing," he says.

But to the job facts. For the record, Paul is Operations Manager and Deputy General Manager of the University's City Campus, which stretches from Fairfield Hall to Whitworth Park, comprising some 4,000 beds – effectively all the old UMIST Halls and a few VUM halls. That's one job. He is also Senior Warden of the Victoria Park Campus and Residential Warden of Opal Gardens. Just the (three) jobs!

He is also happily married to his Italian wife, Emanuela, a lecturer in Ancient Roman History at Birkbeck, University of London, who must be very understanding. She even has a City season ticket.

From his modest office in Chandos Hall, adjacent to the railway viaduct, with trains constantly passing overhead, he is at the heart of the City Campus, managing multifarious operations, involving all aspects of student accommodation. It isn't all plain sailing, of course. "Problems can arise when people live together. Wardens and managers work closely with the Accommodation Office and we are certainly clamping down on all forms of anti-social behaviour to protect the interests of the majority." So, the disciplinary role is very much part of the pastoral care package.

"The important thing is that we have a real and constant concern for our students," he says. "It is not just a matter of accommodation. We provide a really vital support service to the University as a community. We have almost 10,000 students in residence, the largest in the UK, and we are here to support them – and, when necessary, to pick up the pieces. The difference between us and the private sector is that students coming back from the classroom come home to a socially welcoming and supportive community."

A Manchester man himself, Paul began teaching English as a foreign language (TEFL) and spent eight fruitful years in Japan (in the shadow of Mount Fuji rather than the railway viaduct), acting as counsellor and trainer to an international brigade of teachers. That obviously gives him a special feel for his work with overseas students coming here. "In Japan, I was helping foreigners adjust to life in a strange country. It's the same here – it can be quite unsettling for someone to be suddenly placed in a novel environment."

He came home to Manchester in 1999, at first to a TEFL job in the University, but soon moving over into pastoral care and accommodation management. "I get a real kick out of pastoral care," he says. "The novelty never wears off. And the pastoral side fuses nicely with the management and administration aspects of the office hours. I'm really lucky, because all the roles dovetail so neatly."



To place a classified advert, contact Janice Brown at uniads@manchester.ac.uk or 0161 275 2113. The deadline for the May issue is 12 noon on Thursday, 19 April.

HOUSES FOR SALE

House for Sale. Very large 2 bedroom house in quiet conservation area with wooden floors and high ceilings throughout. Lounge with open fire, large dining room, spacious modern bathroom, large contemporary kitchen. Own parking space and enclosed rear garden. 10 minutes Oxford Road/Central Manchester. Price: £244,995. Email: suecarrrette@aol.com for details and photos.

2 bedroom, GORGEOUS terraced house for sale in Reddish, complete with cellar as a surrogate garage. Contact: paul.i.williams@manchester.ac.uk for details, or see Edward.mellor.co.uk ref. STP070275

Five-bed detached house located in sought-after, residential area of Gatley, short walking distance to village shops and direct trains to city centre and airport. In excellent condition, large dining kitchen, spacious lounge, dining room/children's room, downstairs cloakroom, conservatory, single garage plus off-street parking, sunny private gardens. Price £399,999 ono for quick sale. Phone Chaplin 0161 374 6927.

Bramhall, £159,950. Second floor, 2 dble bed, spacious flat presented to high standard with tandem garage. Secondary glazing, recently decorated. Adjacent to leafy Bramhall Park. Contact joan.sharp@manchester.ac.uk

ACCOMMODATION TO LET

Staff member has spare dble room in spacious flat. Sought after location in Piccadilly Village nr canal. Very safe quiet gated area. Suit postgrads/staff, non-smokers. Current tenant resident weekdays only. 5 mins Piccadilly/Metro Station, City centre and buses to Uni. Parking available. £425 pcm incl. bills. Email: Jennifer.Main@manchester.ac.uk

Livingstone Place, Opal Gardens. Postgraduate single en suite rooms available in self catering flats on campus. Visiting researchers and groups welcome. £95 pw. (27)52812 or email: jayne.hindle@manchester.ac.uk

Didsbury: Sabbatical let from August. Lovely 3+ bedrm hse on quiet street in great neighbourhood. Includes home office, lge kit/din room, nice gdn. Nearby facilities incl. trains, Fog Lane Park, Beaver Rd Primary School. Perfect for family. £775 pcm. Contact: 0161 275 3168 or email daryn.lehoux@manchester.ac.uk

Room 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 Road. £80pw inc bills exc phone. Suit female prof on short-term let/visiting acad. Email suecarrrette@aol.com

Fallowfield, South Manchester. Tastefully furnished & decorated period mid-terr house located on quiet cul-de-sac. Easy acc & gd transport to city centre, hospitals and Uni campus. Fully DG & GCH, 2 dble bedrms, through lge/din rm with stripped polished wooden flr. Ext fit kit with mod appliances. Small gdn to front and courtyard to rear. mod alarm system. £625 pcm + bills. Suitable for visiting academic/prof(s) non-smoker(s). No pets. Dep. & refs reqd. Contact Mike 0161 445 1426 or 07717 171 779.

Spacious 2 bed hse in quiet conservation area with wooden floors throughout. F.F. lge with open fire, lge din rm, spac bathrm with power shwr. Large kit with washer/dryer, dishwasher etc. Gdn & own parking space. 10 mins Oxford Road/Central M/cr. Suit couple or single, non-smokers only. £795pcm exc bills + dep. Email suecarrrette@aol.com

House Share Openshaw. Nice clean 2 bed semi-det hse in quiet area. Small bck gdn. Parking space avail. 20 min to Picadilly. Buses every 5 mins. I cycle to Oxford Rd, it takes 30 min. Rent £260pcm all inclusive except phone. Short/long term let poss. Very easy going female house mate. Call 07946883231 or e-mail mbegum@cs.man.ac.uk

Heaton Mersey: Oasis in Urban Jungle. 2 bed mews terrace in conservation area. lge lge and kit. Bath and shwr. Ideal location for Stockport/Manchester/Didsbury/ all motorways and Uni. Gdns front and rear. Garage, conservatory. Part (white goods) or Unfurnished. Prof/Staff. Non smokers. £550/month. Avail March 19. 07789 926353 days (0161) 4481890 eves

HOLIDAY ACCOMMODATION

Cuba. Vibrant holidays, working with leading Cuban Artists. Stay in painting Old Havana & the fascinating landscapes of the Vinales valley. All levels. Fully bonded. 01925 726 688 or www.paint-cuba.co.uk

Andalucia, small house with pool, panoramic views, remote rural situation, 45 minutes from Malaga Airport. Good bird watching, walks; Natural Park 10 minutes drive £175 to £250 pw. http://www.las-fincas.co.uk/jimfdstott@yahoo.co.uk

NICE. Attractive apartment near Promenade des Anglais; terrace; views; satellite TV; parking; sleeps 2/3. pcnm@lubs.leeds.ac.uk

Sandown, Isle of Wright. Luxury 6 berth caravan, sited on lovely family park. The site has a clubhouse, outdr swimming pool, children's play area & laundry facilities. Ideal for walking, sight-seeing & is 14 mins from Sandown sunny beaches, many dates still avail. 07815 796 673 for a brochure.

Florida's Gulf Coast. Spac luxury villa with all amenities. Sleeps 8, 4 bed, 2 bath, soft 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

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.ck Email: gp.ck@virgin.net

Andalucia - Gaudin: 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.thespanishvilla.com or 07801 341856

Algarve – Spacious modern villa 3 bedrooms, sleeps 6. Fully equip kitchen, sky tv, dvd, ensuite, private garden and balcony. 10mins from resorts of Alvor & Praia da Rocha. Facilities- indoor/outdoor/children's pools, Jacuzzi and tennis courts. Lagos – Luxury apartment 2 bedrooms, sleeps 4. Balcony overlooking pool, situated on golf course. 5mins from Lagos and marina. 0161 652 5008/07771 623800 or www.lnj-property.com

2 bedroom apartment in the serene village of Los Lobos, Almanzora region of Almeria to let. Ideal retreat, 7 mins from the beach, 15 mins from the Championship golf course of Desert Springs and other courses. Contact paul.i.williams@manchester.ac.uk for details. 5% University discount available on advertised rates.

In unspoilt Spanish town, 1 bedroom apt. 2nd floor, well-decorated, view of the sea, sleeps 2/4. 5 mins from beach, 40m from Almeria airport. Contact: v.price@trinityhigh.com or 0161 226 8674

CARS FOR SALE

SEAT IBIZA FR 1.8T Petrol in Black Metallic, 04reg, 23650miles, full service history, immaculate condition, £8799 m.soussis@gmail.com - 07779 248 534

Ford Fiesta 1.25 Zetec 2000 W Reg. £2,200. Manual, 27,000 miles, Mint Green, manual 5 speed, petrol, 3 months MOT, FSH, Stereo, immobiliser, alloy wheels, central locking, airbags, folding rear seats, front fog lights. Contact Rachael Sullivan ext 52244

MISC SALES

Beautiful M&S dark brown leather 'Abbey' style sofa, large two-seater, measures H95 x W223 x D102cm, cost £1300 new. Price: £500. Can email photos. Tel: 275 2112 (x52112), lisa.c.mccarthy@manchester.ac.uk

Bike seat. Children's, suit 6mth – 5 yr old. Excellent condition. £40 ono. (27)52359.

Lovely Mothercare baby's wooden crib and mattress, excellent condition, hardly used. Suitable from birth. Can be static or can swing. Was £70 new plus mattress cost (bought 9 mths ago), will sell both for £40 ono. Contact Caroline 0161 969 601 or cazz@davehutch.fzs.com

2x2 seater sofas, matching footstool & scatter cushions. 4 yrs old, great cond. & scotchguarded. From a pet free home. £50.00 ono. 6ft x 3ft chunky pine table well used but good cond. £30.00 ono. Pine cot bed & mattress cost £280.00 new, offers around £100. Purchaser must collect. Contact to view photos. Contact Ruth ruth.maddocks@manchester.ac.uk or (27)56202

Bistro Set – 2 chrome and beech effect high stools and matching table, measures H95 x W223 x D102cm. Can be static or can swing. Was £70 new plus mattress cost (bought 9 mths ago), will sell both for £40 ono. Contact Caroline 0161 969 601 or cazz@davehutch.fzs.com

Practically brand new (bought 20/02/2007) Canon EOS 30D Camera complete with EF-S 18-55 lens, all manuals, CD software, strap, battery & charger. £650. Tel: 07879 852789

10 drawer mahogany butterfly cabinet, H30" W23" D23" glass top drawers 20" x 20". £500. Please phone 07879 852789 for det.

Mobility Scooter: Victory Pride. Bought, as 2nd owner, in September 2005. Red, with shopping basket. Excellent condition, hardly used. £650. Contact Lesley 275 5522 or email lesleyjordan@manchester.ac.uk

Theatre Tickets - 5 seats in the stalls to see the musical CATS on Friday, 25th May 2007 at 7.30pm, price £22 each Contact 0161 798 7914 or 0161 275 2180

Hotpoint Frost Free 50-50 Fridge/Freezer. 4 years old. Perfect condition and working order; new fitted kitchen necessitates sale. £150 ono. Tel 07767 833361.

Mahogany Solid Wood Extending Oval Dining Table. 4 chairs, 2 carvers. Dimensions: 100 x 180cm (220cm ext). Exc cond. £250 ono. Buyer to collect. Contact Cheryl 0161 275 1330 or email Cheryl.jackson@manchester.ac.uk

LG 12-place setting dishwasher. 3 years old. Perfect condition and working order; new fitted kitchen necessitates sale. £80. Tel 07767 833361.

Twin Dolls Pram with cover set, pram tray, £15 ono; Wooden Dolls House with furniture £25 ono; Small Rocking Horse £10 ono; IKEA Pine Shelving Unit/Bookcase £15 ono; Pine chest of drawers £20 ono. (Items as seen). Tel 07828 853 389 or 0161 275 3676.

LG washing machine, large drum. 3 years old. Perfect condition and working order; new fitted kitchen necessitates sale. £80. Tel 07767 833361.

WANTED

Families wanted to host Spanish children coming on a School immersion exchange from June 22nd to July 20th 2007. An allowance of £550 will be paid to cover all living expenses. Please contact: ana.martin@step-master.com for further details.

Wanted: 3 or 4 bedrm hse in the Cheadle Hulme or Heaton Chapel area of Stockport for visiting academic and his family, July 2007-July 2008. Contact Stephan Rudolfer on (27) 55054 or email stephan.rudolfer@manchester.ac.uk

Wanted: House for small family (two adults, two children), during July and August. Academic visitors from Spain to Manchester University. Contact peter.kawalek@mbs.ac.uk

Volunteers Wanted: Are you a cigarette smoker? We are looking for volunteers for a research study to test lung function in smokers compared to non-smokers using magnetic resonance imaging (MRI). We are especially looking for long term smokers and those who smoke at least 20 cigarettes per day. For comparison we are also looking for volunteers who have never smoked. If you would like to volunteer please contact: Dr Deirdre McGrath, Imaging Sciences, Stopford Building, tel: 0161-2755154 or email: deirdre.mcgrath@manchester.ac.uk

SERVICES

Desk Top Publishing. (Theses, dissertations, essays, CVs stationery etc.) Web page design, internet service, photography, transcribing, scanning (text recognition and images) multimedia presentations. 07941 464070 or 07726 845654.

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

Coaching/Career Consultancy/Psychotherapy/Hypnotherapy with Chartered Psychologist, UKCP accredited, NLP Psychotherapist & qualified Coach with over 20 years consultancy experience. Psychometric assessment available. Contact Fokkina McDonnell 0161 865 3193, email fokkina@tiscali.co.uk

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 (ansaphone).

Struggling to Repay your Debts? If you are struggling with loan and credit card repayments and don't know what to do, call Graham Niven at Tandem Financial Solutions. I will give you free confidential advice and find the right solution for your debt problem. Free home visits are available if required. Call 0161-211-3495 or visit www.tandemfs.co.uk

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: icampbell@fmail.net

Unique handmade jewellery, great as a gift. Different colours avail. From £10. To order contact Chris uniquejewels@exploringthepast.co.uk For designs visit www.uniquejewels.exploringthepast.co.uk Tel: (27)56075 or 07800 531 602

Qualified 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. Tel: 0161 865 9647 (answering service). Mob. No. 07743 324169

Private Italian language tuition. Native Italian tutor, 14 years' exp. Lessons tailored to suit all levels, one-to-one or small groups. £15 per hour, free initial consultation. Call Amedea on 07834910173.

LNJ Property - We aim to deliver a friendly, helpful and professional service in any building project undertaken, no matter how big or small. Kitchens / Joinery / Paving / Loft Conversions visit www.lnj-property.com for details or call Simon 0161 652 5008.

Emotional Health/Personal Change. Phobias, depression, anxiety, anger, Post Traumatic Stress, low self-esteem, allergies, bereavement. Are you experiencing any of these and want to make positive changes? Are you considering changing career or retiring? I can help. Contact Brian McHugh NLP Master Practitioner, EFT (Emotional Freedom Technique) Practitioner, TAT (Tapas Acupressure Technique) Practitioner and Qualified coach. 07956-490410 brian@bmchugh.co.uk, www.seechanges.co.uk

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.

Jetwash. Paths, patios, walls and conservatories cleaned with a high pressure industrial jet wash. No job too big or small. Professional job with minimum wait time. Free estimates. Call Chris 07704356036

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

Guitar Tuition from a professional, graduate guitarist experienced in recording and gigging. Also tuition in home recording and music software (Cubase, Acid, Kontakt, Fruity Loops etc.). Available in Chorlton or Wilmslow or home visits. Contact Edward Hulme Tel 862 9365 Mobile 07949477005 or email eddgarhulme@aol.com

Homeopath, fully qualified based in Chorlton. Ideal for pregnant women wanting to use natural medicine. Can supply homeopathic birth kit and provide consultation. Call 0161 881 2128 for more information.

Tailor made Spanish tuition offered by fully qualified Spanish teacher. Are you a complete beginner? Do you want to improve your existing language skills? Are you already fluent and want to keep up with your Spanish? All levels available. For enquiries email: josevfp@lycos.com

THE CENTRE FOR JEWISH STUDIES

Monday 16 -Thursday 19 April

The Centre for Jewish Studies Sherman Lectures 2007

Ethiopian Jews encounter Israel: social, psychological and cultural perspectives of the immigrant and refugee in society.

Speaker: Gadi BenEzer (The College of Management, Rishon Letzion)

Monday, 16 April

Journeys in migration and refugee studies: narratives of the Ethiopian Jewish exodus.

5.15pm, Arts Lecture Theatre, Humanities Lime Grove Building

Tuesday, 17 April

Mutual creative space: a principle for cross cultural work and its application to Ethiopian immigrants in Israel.

5.15pm, LG12, Humanities Lime Grove Building

Wednesday, 18 April

The psychological processes of the receiving society: encounters with the strange and the alien.

5.15pm, LG12, Humanities Lime Grove Building

Thursday, 19 April

Immigration, parents' empowerment, and information technology: the Ethiopian Israeli case.

5.15pm, LG12, Humanities Lime Grove Building

For further information see:

www.mucjs.org/sherman07.htm or contact the Centre for Jewish Studies at cjs@manchester.ac.uk or on 0161 275 3614

INTERNATIONAL E-SCIENCE/GRID AWARENESS EVENT

Tuesday 1 May 2007

1pm, Kilburn Building, The University of Manchester

Presentations and demonstrations from successful projects and information about how to utilise e-Science methods for future proposals and collaborations.

Lunch provided. Registration is required. For further details email enquiries@esnw.ac.uk or contact Kaukab Shah on 275 7040 or visit www.esnw.ac.uk

THE WORLDWIDE UNIVERSITIES NETWORK

The Worldwide Universities Network runs many seminars in a variety of disciplines. Many of these are viewed by postgraduates and professors in Manchester. To find out more visit www.wun.ac.uk/virtualeseminars.php or contact the WUN_Manchester through dee.gilmore-stewart@manchester.ac.uk



THE UMSA 2007 QUIZ NIGHT

Friday 27 April 7.30 pm, Harwood Room, Barnes Wallis Building, Sackville Street

In Aid Of THE JOE GEELING TRUST

The money raised will go to research into Cystic Fibrosis and Booth Hall Children's Hospital. If you would like to donate to the Trust please email Paula.Roach@manchester.ac.uk

1st PRIZE £100 2nd PRIZE £50 3rd PRIZE £20

The night also includes: Hot Pot and Crusty bread (Veggie option), The Grand UMSA Raffle And Music!

Entry £1.50 per person, maximum of 6 people to a team.

Team sheets to be handed in before the quiz night.

20TH OPEN GRID FORUM (OGF20) AND THE 2ND EGEE USER FORUM

Manchester Central, The University of Manchester

At OGF20, the global Grid community will gather to develop Grid standards, showcase real-world applications, discuss large-scale grid infrastructure techniques and applications, workshop Enterprise and eSciences best practices and present business case studies and solutions. The EGEE project provides the world's largest production grid infrastructure for applications. The EGEE User forum will be of interest to scientists who use Grid technologies.

To register for both events visit www.ogf.org/OGF20/events_ogf20.php

For further details visit www.ogf.org/ogf20 and <http://egee-intranet.web.cern.ch/egee-intranet/User-Forum/>

HEALTHY VOLUNTEERS NEEDED FOR MEDICAL RESEARCH

We are looking for MALE healthy volunteers 50 years of age or over to help with our research at the University of Manchester, Department of Rheumatology in Hope Hospital, Salford.

ARE YOU INTERESTED IN VOLUNTEERING?

We have a range of ongoing studies for which we require volunteers. We carry out our research in order to gain a better understanding of pain and its causes and to help with future therapies. Your help would be greatly appreciated.

If you are interested, please contact:

- Dr Ghislain Chimon or Alison Watson on 0161 206 4529
- or email Nevil.chimon@manchester.ac.uk
- or write to us at Rheumatic Diseases Centre, Clinical Sciences Building, Hope Hospital, Salford, M6 8HD

TEST FOR OSTEOPOROSIS – DISCOUNT FOR STAFF

SPORT is hosting a day of bone density testing in the Well-Being Room, Dover Street Building on Tuesday, 17 April. Staff are encouraged book early to secure a slot at a discounted rate of £20 (prices normally £37.50-£50).

Along with your results, you will receive an information pack and nutrition and lifestyle advice to enable you to safeguard yourself against the condition ensuring you have strong and healthy bones for life.

To book a test, email health.fitness@manchester.ac.uk indicating your preferred time. The appointment will take 10 – 15 minutes and results and advice are given immediately.

Appointments are available between 9am and 5pm. Payments should be made on the day by cash or cheque only.

If you have any questions relating to the test itself, please call Tracey or Isobel on 07951 152172.

THANK YOU!

Wood Street Mission

Last month a cheque for the sum of £2,500 was handed over to the Wood Street Mission. This money was raised from the monthly Wood Street Lottery between 1 January and 31 December 2006. The same amount was handed out to members whose numbers came up in the monthly draws.

This money will go towards helping 1,261 families with clothing, bedding, small household items, toys and baby equipment including direct help for 2,989 children. At Christmastime 1,682 families received help with 3,664 children receiving a toy parcel.

Wood Street remains at the heart of providing free help with essential items to many families for whom the welfare state is not enough. Your help is invaluable and they cannot help anyone without your support.

If you wish to find out more about the work of Wood Street, please contact muriel.shingler@manchester.ac.uk

Wood Street Lottery 07 Mar 2007

Winner of the Wood Street Draw for March

Mrs Anne Smith, Academic Systems, EPS Faculty, winning number 27
Congratulations Anne!

DEADLINE FOR NEXT ISSUE

The next issue of Staff Update is out on Tuesday, 1 May, the deadline for news and advertisements is 19 April at 12 noon.

News and information to uninews@manchester.ac.uk (52112)

Information for the noticeboard to unievents@manchester.ac.uk (52922)

Advertisements/distribution queries to uniads@manchester.ac.uk (52113)

CAMPUS CLOSE-UP

KRO

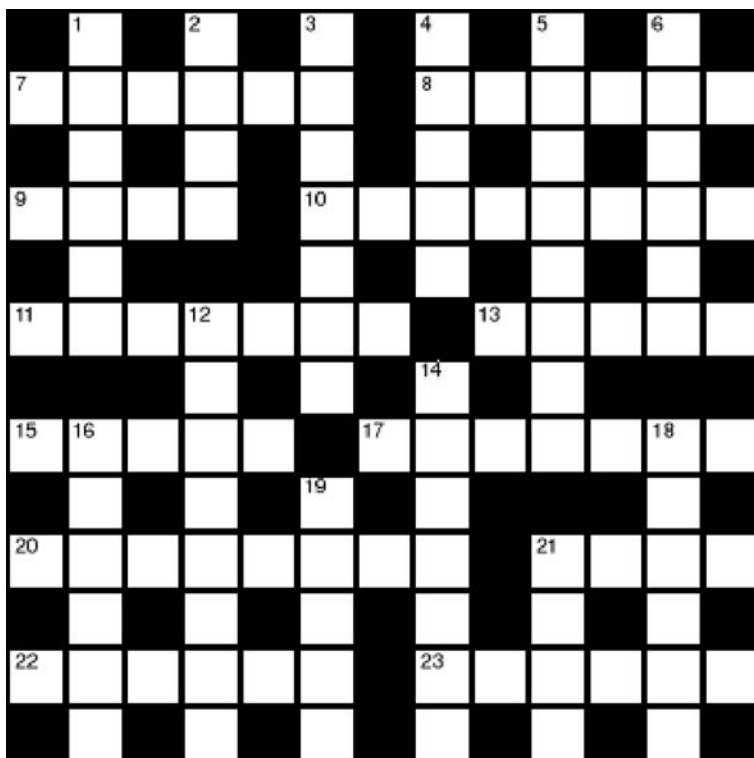
welcome to the family



Can you guess what this month's image is?
Send your entries to uniads@manchester.ac.uk
before 19 April. The winner will get a free meal and drink at Kro Bar.

Last month's winner was Michelle Inwood, Project Officer, Eurolens Research, Moffatt Building.

CROSSWORD GENERAL KNOWLEDGE CROSSWORD (GREEK MYTHOLOGY)



The crossword makes a welcome return to *Staff Update* this month. This one is a general knowledge one for the classicists among you. Solution next issue.

Across

- 7 The ferryman who brought the souls of the dead across the river Styx (6)
- 8 The Muse of astronomy (6)
- 9 Goddess of discord; sister of Ares (4)
- 10 The daughter of King Oedipus who disobeyed her father and was condemned to death (8)
- 11 The virgin goddess of the hunt and the moon; daughter of Leto and twin sister of Apollo (7)
- 13 Monster with nine heads (5)
- 15 Vicious winged monster; often depicted as a bird with the head of a woman (5)
- 17 To ask for or request earnestly (7)
- 20 Sweetened beverage of diluted fruit juice (8)
- 21 God of love (4)
- 22 A woman transformed into a Gorgon by Athena (6)
- 23 Greek god of darkness who lived in the underworld (6)

Down

- 1 "At _____ a man suspects himself a fool" Edward Young (6)
- 2 Greek god of war (4)
- 3 Having no cogency or legal force (7)
- 4 Civilian dress (5)
- 5 A spout consisting of a grotesquely carved figure (8)
- 6 A small sausage of minced beef or pork (6)
- 12 Son of Gaea and Tartarus who created the whirlwinds; had a terrifying voice and 100 dragon heads that spouted fire (8)
- 14 Goddess of fertility and protector of marriage (7)
- 16 Higher grade of school exam (1-5)
- 18 The supreme god until Zeus dethroned him; son of Uranus and Gaea (6)
- 19 A nymph of lakes and springs and rivers (5)
- 21 Two is the only prime number that is _____ (4)

THE SOLUTION WILL
APPEAR HERE IN
THE NEXT ISSUE