

STAFF UPDATE

Exclusively for staff at The University of Manchester

TIME TO HAVE YOUR SAY

The third University-wide staff survey is about to be launched.

From mid-April you'll be able to access the staff survey online at the University's intranet site - StaffNet. More information and a weblink to the survey will be sent to you nearer the time via email and eUpdate. Staff who don't have easy access to a computer at work will be able to get hold of a printed copy of the survey - you should speak to your line manager or supervisor for more details.

If you filled in the 2006 survey, you'll notice some differences this time round. We've listened to your feedback - and made this year's survey shorter and quicker to fill in.

While the 2008 questionnaire has been fine-tuned, many of the same questions as last time will still appear - so that any trends which have developed over the past 18 months can be spotted.

All in all, it should only take you about 15 minutes to complete and you can be assured that all responses will remain anonymous and confidential.

Karen Heaton, Director of Human Resources will be keeping a close eye on the results of the

survey and said: "It's important that as many of you as possible give us your thoughts and views - this really is your chance to have your say about things which affect your everyday life as an employee of this University.

"Where we see trends emerging you can be assured that we will do our utmost to address these by developing realistic action plans which deliver results. Not everything can be solved overnight, but by seeking your views we can find out the things that really concern you and try to do something about them. Equally, we'd like you tell us about the things which are working well so that we can spread good practice across the University where it's appropriate to do so," she added.

The last time the Staff Survey was carried out was in 2006 when more than 2,300 of you gave your views. The results were publicised to all staff and an action plan was drawn up. Since then staff have been kept updated as to the progress which has been made on these issues - and you can find out more details and an up-to-date action plan at:

 [www.staffnet.manchester.ac.uk/
employment/staffsurvey](http://www.staffnet.manchester.ac.uk/employment/staffsurvey)

Here's a taster of some of the things which have been achieved following your suggestions:

- A People and Organisational Development Strategy has been approved which details the key themes and priorities for its implementation
- A review of all HR policies, procedures and practices is already well established and a policy to recognise and reward exceptional performance has been implemented
- A review of internal communications has taken place and many significant changes have been made for the benefit of all staff



UNIVERSITY PLACE OPEN FOR BUSINESS

Monday 7 April marks the opening of University Place – the University's new £65 million flagship building on Oxford Road.

With its distinctive rotunda, University Place is set to become the focal point for major events here on campus, as well as being the first point of contact for prospective students and members of the public.

The impressive building is home to a state-of-the-art 1000 seat lecture theatre, a new Visitors Centre, a new restaurant called 'Eats', plus a café and shop.

A number of administrative functions will also be re-locating to University Place including the:

- Disability Support Office
- Accommodation Office

- Student Experience Office
- Office of the Head of Student Support and Services
- Academic Advisory Service
- University Visitors Centre

University Place is also home to the School of Nursing, Midwifery and Social Work which moved there at the end of 2007. To the rear of the rotunda are 300 student bedrooms.

University Place was built on the site of the Maths Tower which was demolished in 2005/6. It is the flagship building in the University's £620 million capital programme – the largest capital programme in the history of higher education in the UK.



APPOINTMENTS



Professor Colin Stirling (pictured above) has been appointed Vice-President for Teaching and Learning. The position will focus on quality assurance and improvement in the teaching and learning area, informed by the recommendations of the 2007-08 Undergraduate Education Review. The new Vice-President will also have an important role to play in the enhancement of the student experience.



Michael Hartmann (pictured above) has joined Manchester Business School (MBS) as its new chief external officer.

Michael, formerly assistant dean and managing director of executive programmes at the Joseph L. Rotman School of Management (part of The University of Toronto), will spearhead MBS' external business outreach strategy and develop the School's award-winning executive education portfolio.

Professor David Abrahams, Beyer Professor of Applied Mathematics and Head of Applied Mathematics at the University, has taken over as President of the Institute of Mathematics and its Applications. He will give his first Presidential Address at an event at the Royal Society in June.

HOME FROM HOME

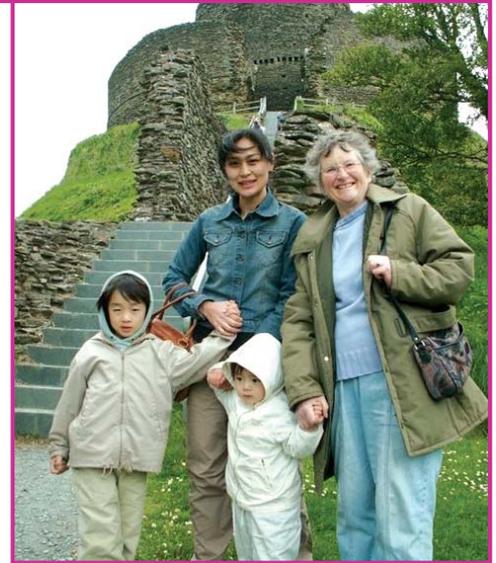
Would you like to play host to a student from another country who is studying here at Manchester? If so, you could be just the person the University's International Society is looking for.

The Society needs individuals or families to host an overseas student - maybe a couple of times a year. This could involve anything from providing a traditional British Sunday lunch to taking them on a visit to a local landmark or event.

Sue Fernley, Director of the International Society said: "The majority of students never get the chance to visit a local home to see what a British home is like. We have found that both students and their hosts gain a great deal from these meetings - they can share experiences and learn about each others day-to-day lives. Some friendships have carried on via correspondence and further meetings for over 30 years!"

The International Society is a registered charity which has been established for more than 35 years and arranges social, educational and cultural activities for students of all ages and from more than 150 different countries.

Ideally you should live in easily commutable distance from Manchester city centre - anywhere in Greater Manchester, Derbyshire, Cheshire, Lancashire and West Yorkshire would be ideal.



If you are interested in entertaining students, learning more about the scheme or receiving an information leaflet, contact Sue Fernley, Director, International Society, William Kay House, 327 Oxford Road, Manchester M13 9PG. You can phone on 0161 275 7695 or email susan.fernley@manchester.ac.uk

 www.internationalsociety.org.uk

OBITUARY

Roger James Kingsley OBE FREng, DEng (Hon)
1922 - 2008

Roger Kingsley came to England in 1936 as a German refugee, gaining a place at Manchester Grammar School. On leaving school he joined the army in wartime and was on the Special Forces Roll of Honour and Mentioned in Dispatches.

He returned to Manchester in 1946 and studied chemical engineering at the Tech, the forerunner of UMIST, graduating with first class honours.

Roger joined Petrocarbon at Carrington as a design engineer. He subsequently joined Lankro Chemicals, as chief engineer, later technical director and then managing director. Roger contributed enormously to the expansion of Lankro from a small operation to an international public company. When Lankro was acquired by a

US Corporation he led its European operations from Paris.

He became a member of the Institute of Chemical Engineers Council in 1967, received the Institution's Osborne Reynolds Medal in 1972 and was elected President in 1974. In 1978, he was elected to the Royal Academy of Engineering.

He joined UMIST's Council in 1987 and this led to his interest in technology transfer and he was instrumental in the formation of UMIST Ventures, becoming its first chairman. His distinguished contributions to the University and his profession were recognised by an Honorary Doctorate and by an OBE, in 1992.

Above all he is remembered for his dignity, integrity, persistence and genuine interest in others' work and achievements.

DON HANSON

The article in last month's *Staff Update* about Don Hanson receiving the Medal of Honour implied that Don no longer held the post of Chair

of UMSS. He does, in fact, still hold this position. *Staff Update* is happy to clarify this matter.

STUDENTS SUPPORT RECYCLING

In an effort to keep going green, additional recycling bins have been installed in the Student's Union building on Oxford Road.

The bins will accept paper, newspaper, magazines and plastics and have been placed in prominent positions throughout the building, including the Lunar Café.

The move has been made following co-operation between the Students' Union and the Environmental Services Unit in the Directorate of Estates.

The Students' Union is currently trying to pass an Environmental Sustainability motion which includes calls for the better provision of recycling facilities across the campus.

Simon Atkinson, the University's Waste Co-ordinator said: "The University recognises the need for better recycling facilities and the Directorate of Estates has recently drafted a Waste Strategy in an attempt to address the concerns of the Union, as well as our own staff.

"If adopted, the strategy would enable us to bring the installation modern recycling facilities across the campus in a co-ordinated manner. In the meantime, the Directorate wants to support the excellent recycling efforts the Students' Union already carries out by supplying it with additional recycling bins in the Steve Biko Building.

"The aim of this is to raise awareness amongst students and also set the standard for what we would like to do across the rest of the campus."



PADDLES UP!

Are you interested in entering the Two Cities Boat Race? If so, you've still got time to persuade your colleagues, friends and family to take part!

This year's event will take place between the universities of Manchester and Salford on Saturday, 10 May at Salford Quays.

The day will kick off with a fly-past by one of only two World War II Lancaster bombers still flying. Then the Dragon Boat racing will get into full swing. Organisers are hoping that 30 teams and boats will take part – all with the aim of raising money for SPARKS – Sport Aiding Medical Research for Kids,

A boat will be provided for each team taking part – all you need to do is get together a team of 17

people (16 paddlers and one person to beat out time). The total cost of a boat is £1000 (this works out that everyone in your team needs to raise £58 each).

Payments need to be made before 30 April and should be brought or sent to:

Richard Handscombe
STARS Office
The University of Manchester
3rd Floor Staff House
Sackville Street
M60 1QD

For more information visit:

 www.twocitiesboatrace.co.uk



WELL BEING WEEK



Two pieces of news from the SPORT team this month. Firstly a 'Well-Being Week' is being held between 22 and 24 April at Manchester Museum. It promises to be a great opportunity for staff to learn more about health, fitness and well-being – as well as try out some exciting activities!

Free classes will be on offer to staff - including Alexander Technique, pilates, yoga, belly dancing and tai chi. Places are limited so you must pre-book your free place by emailing health.fitness@manchester.ac.uk specifying which class you would like to try.

Classes include:

- **Managing Stress**, Tuesday, 12 noon - 12.45pm
- **Alexander Technique**, Tuesday, 1pm - 1.45pm
- **Tai Chi**, Wednesday, 12 noon - 12.45pm
- **Belly Dancing**, Wednesday, 1pm - 1.45pm
- **Pilates**, Thursday, 12 noon - 12.45pm
- **Iyengar Yoga**, Thursday, 1 - 1.45pm

You can drop in to the other activities, including Indian Head massage, reflexology, hand massage, blood pressure testing, Ardwick Alcohol Service, healthy food tasting and campus walks. There will also be advice and information on nutrition and weight management, substance abuse, sexual health, first aid, stress management and back care.

If all of that gives you an added incentive to improve your health, fitness and well-being, then check out SPORT's new summer timetable. A wide range of activities are on offer including yoga, pilates and dance classes as well as traditional "workout" classes such as kick boxing, bums and tums and aerobics.

Enrolment courses begin week commencing 14 April 2008.

To view the timetable visit

 www.manchester.ac.uk/sport

or to request a copy of the leaflet email health.fitness@manchester.ac.uk

CONGRATULATIONS

Double congratulations to **Anna Beaumont**, Team Leader for Data Quality and Records Management in the Student System Office and RAE 2008 Student Data Co-ordinator; and **Lee Ashton**, Accounting Officer in the School of MACE, on the birth of their beautiful twins Luci Nicole weighing 3lb 9oz and Oscar Lennon weighing 5lb 3oz, who arrived six weeks early on 18 February 2008.

REFECTORY OUTLETS CLOSE

As University Place opens its doors, a number of catering outlets and functions rooms in the Refectory Building on South Campus are closing theirs. From Friday, 4 April the following will be closed:

- Haworth, Stopford and Jubilee Suites
- Private Dining Rooms
- Hopkinson Restaurant
- Greenwood Room
- Refectory Shop
- Refectory Food Court

Some outlets will remain open within the Refectory until the end of the summer. These are:

- Staff House Lounge - although with a more limited food and drink offering
- Rooms on the first floor used by UMSA
- Staff House Committee Room
- The Concourse Café

EYE EXAMS

Free eye examinations are available in the teaching clinic at the Vision Centre in the Moffatt Building for University staff.

The eye examinations run on a Monday, Thursday and Friday morning at 9am or 11am. There is also a clinic running on Friday afternoon at 1pm and 3pm.

If you purchase glasses through the teaching clinic you will receive a 20% discount.

If you would like to make an appointment please contact the Vision Centre reception on 0161 306 3860.

APPROVED PRINTERS

A new list of approved print suppliers has been put together following an extensive EU tendering process.

Anyone who is responsible for buying in print on behalf of the University should make every effort to use the suppliers on the list.

The list of printers can be found at:

 www.campus.manchester.ac.uk/designstudio/printers

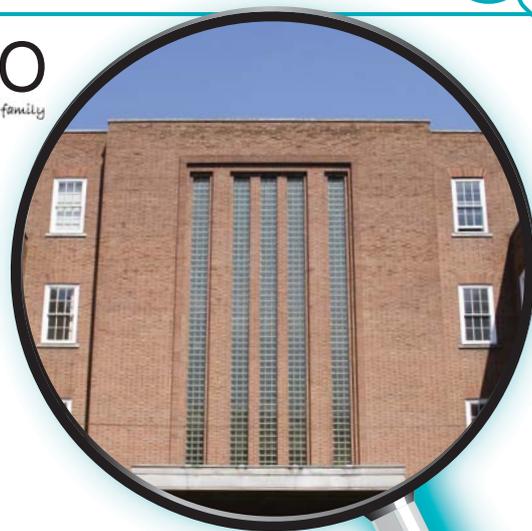
and on the supplier database (CuPID) at:

 www.campus.manchester.ac.uk/purchase/Office/home.htm

CAMPUS CLOSE-UP

KRO

welcome to the family



Which part of the University do you think this month's image depicts? If you think you know, then send your entry to uniads@manchester.ac.uk before Thursday, 17 April. The winner will get a free meal and drink at Kro Bar.

March's lucky winner was Steph Marsh, a secretary in the Directorate of Estates. Steph correctly guessed that the image was of Coupland 3.

EGG THANK YOU

The Wood Street Mission would like to thank everyone who donated a chocolate Easter egg to the 2008 Easter Egg Project.

In total, 350 eggs were received and distributed to families in Manchester and Salford.

CLASSIFIED ADS

By now you'll have noticed that classified ads are no longer carried in Staff Update. Instead you can find them on the University intranet StaffNet at:

 www.staffnet.manchester.ac.uk/news/ads

You can also submit your ads online by visiting this site. Ads for staff and students remain free of charge in some categories and there is a small charge for all external advertisers.

CONTACT US

Do you have a story or piece of news you'd like to see included in the next issue of Staff Update?

If so contact uninews@manchester.ac.uk or 0161 275 2112 (x52112)

For online ads and distribution enquiries contact uniads@manchester.ac.uk or 0161 275 2113 (x52113) or via

 www.staffnet.manchester.ac.uk/news/ads

TRAINING UPDATE

Exclusively for staff at The University of Manchester

COURSES AVAILABLE AT STAFF TRAINING AND DEVELOPMENT UNIT

Book online at www.manchester.ac.uk/training Don't forget to bookmark the web address so you can check for additional courses.

For more information, email courses-stdu@manchester.ac.uk or telephone 52525

APRIL 2008

Customer Service for Front Line Staff – BF6

10am – 4pm
15 April 2008

Writing Discussion Sections – TL43

2pm – 3.30pm
15 April 2008

Safety on Work Placements – HS69

9.30am – 12.30pm
16 April 2008

Minutes Meetings and Agendas – BF11

10am – 4pm
17 April 2008

Safe Use of Ladders and Steps – HS30

Two sessions
9.30am – 12.30pm or 1pm – 4pm
17 April 2008

TEDI - Training in Equality and Diversity Issues – MS9

9.30am – 1pm
18 April 2008

Abrasive Wheels Course – HS5

9am – 12.45pm OR 1.15pm – 5pm
21 April 2008

Improve Your Memory – P25

9.30am – 1pm
22 April 2008

An Introduction to Performance Management – BF55

10am – 4pm
22 April 2008

Manual Handling Risk Assessment – HS18

1pm – 4pm
23 April 2008

Report Writing – BF38

9.30am – 4.30pm
23 April 2008

TEDI - Training in Equality and Diversity Issues – MS9

9.30am – 1pm
24 April 2008

Mind Mapping – P37

9.30am – 1pm
29 April 2008

NEW DATES – HS41 and HS47 Fire Awareness Training – HS41

10am – 12.30pm
29 April 2008

Fire Evacuation Marshall Training – HS47

1pm – 4pm
29 April 2008

Springboard Development Programme for Women – P28

9.15am – 4.30pm
Four workshops now commencing 29 April, 6 June, 4 July and 5 August – must be available for all dates. Contact Stephanie Walters on 63532 for further details.

MAY 2008

Accident Investigation – HS35

9.30am – 12.30pm
1 May 2008

Basic First Aid Course – HS86

9.30am – 4.30pm
1 May 2008

Performance Coaching for Line Management – MS42

9.30am – 4.30pm (both days)
2 May and 8 May 2008 (2-day course; must be available for both dates)

IOSH Managing Safely – HS12

9.30am – 4.30pm
6, 13, 20 and 27 May 2008 (4-day course; must be available for all dates)

Pre-Retirement course – OE2

9.15am – 5pm
6 May 2008

Introduction to Project Management – BF55

9.30am – 4.30pm
7 May 2008

Productive Partnerships between Managers and PAs – BF47

9.30am – 4.30pm
7 May 2008

TEDI - Training in Equality and Diversity Issues – MS9

9.30am – 1pm
14 May 2008

University of Manchester Secretaries Workshop – BF48

9.30am – 4.30pm
14 and 27 May 2008 (2-day course; must be available both dates)

COSHH Assessment for Non Lab based Staff – HS49

9.30am – 12.30pm
15 May 2008

PDR Reviewer Training (Academic Related and Support) – AP8

9.30am – 1pm
15 May 2008

Principles of Risk Assessment – HS15

1pm – 4pm
15 May 2008

Safe Use of GMOs – HS26

10.30am – 12.30pm
19 May 2008

Presentation Practice – P32

9.30am – 1pm
20 May 2008

Achieving Flow in Writing – BF45

2pm – 3.30pm
21 May 2008

Project Management – BF25

9.30am – 4.30pm
20 and 21 May 2008 (2-day course; must be available both days)

Effective Recruitment and Selection – MS5

9.30am – 4.30pm
22 and 23 May 2008 (2-day course; must be available both days)

GM Training for Principal Investigators – HS85

10.30am – 1pm
22 May 2008

Risk Assessment Workshop – for Lab based Staff – HS67

9.30am – 12.30pm
22 May 2008

Safety for Biological Safety Officers – HS44

10am – 1pm
23 May 2008

JUNE 2008

Laser Safety Training – HS42

1.30pm – 4.30pm
2 June 2008

Assertiveness for Women – P2W

10am – 4pm
3 June 2008, with a follow-up session on 17 June 9.30am-12.30pm (must be available for all dates)

Basic First Aid Course – HS86

9.30am – 4.30pm
4 June 2008

Gas Safety and Regulators Course HS7 – Compressed Gases Course

9am – 12noon

HS7A – Cryogenic Gases Workshop 1pm-3pm

HS7B – Practical Sessions Workshop

3.15pm – 4.30pm
4 June 2008 (all sessions)

Some of our more popular courses fill up very quickly. If a course is full we will add you to a waiting list and notify you of any available future dates. Where courses are heavily oversubscribed we will try to arrange additional dates and will notify those on the waiting list first.

COURSES AVAILABLE FROM IT SERVICES DIVISION

View courses and Book online at www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff Don't forget to bookmark the web address so you can check for additional courses.

For more information, email itscourses@manchester.ac.uk or telephone 56102

APRIL 2008

Campus Solutions – Attendance and Absence

10am – 12noon

1 April 2008

Introduction to Campus Solutions

10am – 11.30am

1 April 2008

Campus Solutions – Publishing Plans

10am – 12.30pm

2 April 2008

ResourceLink HR – Recruitment

9.30am – 12.30pm

2 April 2008

Campus Solutions – Search Match/Direct Entry

10am – 12noon

2 April 2008

Campus Solutions - Course Unit Selection

10am – 11.30am

3 April 2008

ResourceLink HR – Recruitment

9.30am – 12.30pm

3 April 2008

Campus Solutions – Academic Advisement

10am – 12.30pm

7 April 2008

ResourceLink HR – Recruitment

9.30am – 12.30pm

7 April 2008

Campus Solutions – UG Admissions and Offer Making

10am – 1pm

7 April 2008

Discoverer – Guide to Using Student Records Reports

10am – 12.30pm

8 April 2008

ResourceLink HR – Recruitment

9.30am – 12.30pm

8 April 2008

Campus Solutions – Course Catalogue and Class Scheduling

10am – 12.30pm

9 April 2008

ResourceLink HR – Recruitment

9.30am – 12.30pm

9 April 2008

Campus Solutions – Programmes and Plans

10am – 12.30pm

9 April 2008

Discoverer – Guide to Using Admissions Reports

10am – 12.30pm

10 April 2008

Introduction to Campus Solutions

10am – 11.30am

11 April 2008

Campus Solutions – Assessment and Progression 1 Gradebook

10am – 12noon

14 April 2008

ResourceLink HR – HR Refresher

9.30am – 12.30pm

14 April 2008

Discoverer – Guide to Using Student Records Reports

10am – 12.30pm

14 April 2008

Discoverer – Course Unit Reporting

10am – 12noon

15 April 2008

ResourceLink HR – Training Admin Drop-in

9.30am – 12.30pm

15 April 2008

Campus Solutions – Student Records Maintenance 1

10am – 12.30pm

15 April 2008

Campus Solutions – PG Admissions

10am – 1pm

16 April 2008

ResourceLink HR – HESA

9.30am – 12.30pm

16 April 2008

Oracle Financials - Research Project Managers Day 1 – Intro to Projects

10am – 4pm

16 April 2008

Campus Solutions – Student Records Maintenance 2

10am – 12noon

17 April 2008

Oracle Financials - Research Project Managers Day 2 – Project Budgets

10am – 1pm

17 April 2008

Campus Solutions – Assessment and Progression 2 Grade Rosters/Exam Grids

10am – 12.30pm

18 April 2008

Discoverer – Guide to Using Admissions Reports

10am – 12.30pm

18 April 2008

Campus Solutions – Research Student Management

10am – 12.15pm

21 April 2008

ResourceLink HR – Training Admin New Starter

9.30am – 12.30pm

21 April 2008

Discoverer – Guide to Using Student Records Reports

10am – 12.30pm

22 April 2008

ResourceLink HR – Training Admin Refresher

9.30am – 12.30pm

22 April 2008

Oracle Financials - Sales Invoices & Credit Memos

9.30am – 4pm

22 April 2008

Introduction to Campus Solutions

10am – 11.30am

23 April 2008

ResourceLink HR – Recruitment

9.30am – 12.30pm

23 April 2008

Oracle Financials - Project Journals Course

10am – 1pm

23 April 2008

Discoverer – Guide to Using Admissions Reports

10am – 12.30pm

24 April 2008

Campus Solutions – Student Records Maintenance 1

10am – 12.30pm

28 April 2008

ResourceLink HR – HR Refresher

9.30am – 12.30pm

28 April 2008

Discoverer – Guide to Using Student Records Reports

10am – 12.30pm

29 April 2008

ResourceLink HR – Recruitment

9.30am – 12.30pm

29 April 2008

Oracle Financials - Requisitions

9.30am – 12.30pm

29 April 2008

Campus Solutions – Student Records Maintenance 2

10am – 12noon

30 April 2008