

STAFF  
UPDATE

Exclusively for staff at The University of Manchester

## WELLBEING SURVEY RESULTS

**Results from the University's second Staff Stress Survey, undertaken between November 2007 and January 2008, are in. A total of 4,547 staff responded – up significantly from 3,654 in the first survey in 2005-06.**

Overall, results indicate only moderate level of stress risks in most areas - similar to findings at other universities. The higher stress risks faced by academic staff identified in 2005 have decreased; risks for academics are now similar to those for other staff. Stress risks have increased slightly for other groups.

Main concerns are strained relationships at work and increased risks faced across all areas by staff reporting a disability. Given the significant changes within the University, it is unsurprising that the risk of stress arising from change has also increased.

The Health and Safety Executive's (HSE) indicator tool was again used to conduct the survey, examining six key areas.

**Demands:** Main stress risks are the pace of work and difficulty meeting demands from different sources. While risks faced by academic staff have decreased, they remain at the highest risk of stress arising from demands placed upon them.

**Control:** Most staff, particularly academics and research staff, report high levels of control. This can protect them from other stress risks.

**Support from managers and colleagues:** In general, staff report good levels of support from managers and colleagues. Academic staff feel less able to rely on managers or colleagues to help them with work problems. Manual staff report less supportive feedback and less encouragement from line managers.

**Relationships:** A relatively high incidence of strained workplace relationships was reported. Bullying is not a major problem when the University is compared with the HSE normative database, although staff numbers reporting being bullied have increased since 2005-06.

**Role:** Action is needed to reduce stress risks arising from lack of clarity regarding role. Most organisations also have high risks when benchmarked against the HSE database. Manual staff have relatively low risks in this area.

**Change:** Stress risk arising from change and how it is managed has increased slightly since 2005-06.

## What happens next?

An initial action plan will respond to the findings and Brainbox Research, the consultancy firm that conducted the survey, will run staff focus groups over the next two months to explore what can be done by the University, managers and individuals to reduce stress risks and help staff cope more effectively with stresses.

Subsequent ideas will help to refine the action plan to improve staff wellbeing, developed after the first survey. A preliminary revised plan will be published in June and a final version in October. The 2009 survey will gauge progress.

Andrew Mullen, Deputy Director of HR, said: "Although there has been an increase in risks identified in some areas, overall these results show that measures taken by the University to reduce stress are having a positive effect during a period of significant change.

"The survey provides a vital measure of progress and will help us to revise our plans to address staff wellbeing. It is a testimony to the value of the survey that so many staff participated.

"Again, we aim to repay this contribution by continuing to develop and build on existing wellbeing activities. We cannot rest on our laurels and must strive for continuous improvement to maintain the University's exemplary work in the area of wellbeing."

The full Staff Survey Stress Report is available at:

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

NEW WEBSITE  
HOME PAGE

**As you will probably have noticed, the University website home page has recently changed. This is one of the first steps in transforming the purpose and functionality of the website, to allow it to play an important part in addressing the key priorities of the University outlined in the 2015 strategy.**

The new page is designed to allow more direct communication with our target audiences and to push information to attract potential students and researchers and enhance the University's profile.

Several features will change regularly, enabling us to reflect current marketing campaigns and to bring information previously buried within the website to the front.

Other developments include frequently updated news and a news feed, allowing you to subscribe to University news on your mobile phone.

This all means that you can now use the home page to publicise campaigns or highlight information to a massive global audience (over one million visitors every month).

To suggest a feature which you think could benefit from publicising on the home page, contact the Central Web Team at [webteam@manchester.ac.uk](mailto:webteam@manchester.ac.uk), or call Chris Eccles on 58382.

## EATS UP!



Visitors to the newly-opened University Place building may find it a mouth-watering prospect, thanks to new restaurant Eats, which opened for business on April 7.

Eats replaces the old Refectory Food Court, which closed on April 4. Similarly, a new shop in University Place has replaced the now-closed Refectory Shop, while a new café replaces the Concourse Café, which will be closing in August.

General Manager for Catering, Alison Aucott, said: "We annually survey students and staff at the University, and our new food outlets in University Place have been developed in line with our survey findings.

"This means Eats still offers old favourites, such as pasta bakes and jacket potatoes, but we've also added new options – for example, more international dishes, a bespoke stir-fry, where you can choose your ingredients and watch the chef cook your meal in front of you, and pizzas made fresh on-site. Plus there's what we call the 'bowl food' concept, i.e. home-made chunky stews and soups."

"We're also providing a larger choice of menu items and a broader range of prices, so that

students on a tight budget, for example, can get a lunchtime meal for under £2.

"It's been a real team effort getting everything ready on time and we're proud that the result has been so successful."

Located opposite the building's entrance, Eats has a clean, crisp look with large images of fresh fruit and vegetables on the walls, promoting a healthy image. Menus are created in conjunction with a team of nutritionists from the Manchester Royal Infirmary.

The café and shop are based on the right of the large entrance hall, with a seating area for diners to eat, drink, read the paper, or tap away on laptops, courtesy of the wireless internet connection.

Recycling bins are available in the restaurant and café areas and both venues operate on a "self-clear" table policy.

### Opening Hours

Eats: Monday – Friday, 8am - 7pm

Café: Monday – Friday, 8.30am – 4.30pm

Shop: Monday – Friday, 8am – 5pm

## FAIRTRADE FOOD



*Sally Hickson (right) meets Manchester alumnus Sophie Grigson*

### Fairtrade status

FoodOnCampus (FOC) has gained Fairtrade University Status for the third year running on behalf of the University.

The Fairtrade Foundation status recognises the University's outstanding efforts in promoting, selling and using Fairtrade products across campus wherever possible, in line with our Fairtrade Policy, developed in March 2005.

Alison Aucott, Catering Manager, said: "We are very proud that FoodOnCampus were able to gain Fairtrade status for the third year for the University.

"By committing to and buying Fairtrade, the University, its students, staff and visitors are making a difference to farmers across the globe, ensuring they get a fair price for their crop that also covers the cost of sustainable production."

### Fairtrade flapjacks

Sally Hickson (pictured above, with Sophie Grigson), Capital Project Officer at the School of Nursing, Midwifery & Social Work, recently boosted her own Fairtrade profile when a recipe she created using Fairtrade ingredients was selected for inclusion in a Fairtrade Recipe Book.

Sally submitted her Fairtrade Raspberry Flapjacks recipe to a competition in Sainsbury's magazine. She recently attended the official book launch in London, where she was congratulated on her achievement by top celebrity chef and Manchester alumnus Sophie Grigson, who edited the book.

"I'm immensely proud to have been included in the recipe book," Sally said. "I love baking and I firmly believe in the Fairtrade philosophy that provides a better deal for third world producers."

Sally's flapjacks were baked by the University's FoodOnCampus team and sold in the John Ryland's café and Concourse café for Fairtrade Fortnight.

 [www.foodoncampus.manchester.ac.uk/ethicsandsustainability/fairtrade](http://www.foodoncampus.manchester.ac.uk/ethicsandsustainability/fairtrade)

## OBE AWARDS

**Dinah Crystal and Stephen Furber have both received their OBEs at ceremonies held at Buckingham Palace, presented by HRH Prince Charles, the Prince of Wales.**

Steve Furber, ICL Professor of Computer Engineering at the School of Computer Science, received his OBE for services to computer science in February. Dinah, Director of External Relations and Clinical Education at the School of Law, received her OBE for services to pro bono legal services in May.

*Dinah Crystal is congratulated by HRH Prince Charles*



## NEW RECYCLING SYSTEM IN UNIVERSITY PLACE

### A new recycling system is in place at University Place.

Co-operation between FoodOnCampus (FOC) and the Environmental Services Unit in the Directorate of Estates has enabled recycling facilities to be installed in the 'Eats' restaurant; next to the shop and café; near the 1,000-seat lecture theatre, and in other public areas.

Visitors can recycle paper, newspapers and magazines, cans and plastic bottles. FOC are also continuing the old Refectory's tradition of recycling plastics, cardboard and cans produced as a result of food preparation.

Meanwhile, staff moving into the offices in Block Two have agreed to "bin the bin". Instead of having litter bins for each desk, recycling points have been installed in communal areas, such as kitchens.

Staff segregate their waste into different bins, thereby maximising recycling and minimising the amount of waste disposed of to landfill. The office paper recycling boxes/blue bag scheme is also in place, as normal.

Yvonne McLean from Student Support Services said: "We are more than happy to take part in the new recycling scheme. We're keen to do our bit to limit our impact on the environment, even if that means taking more responsibility for the waste we produce."



Simon Atkinson, Waste Co-ordinator at the Directorate of Estates, said: "Many people have worked hard to get various recycling facilities installed in the new buildings, setting the standard for what Estates want to achieve across the rest of the University."

"I am particularly impressed with those who have 'binned the bin'. We need people like this who are prepared to lead by example if we are to manage our waste in a more sustainable manner. Hopefully, others will follow suit when they see how easy it can be."

## SUMMER FITNESS PROGRAMME



**During the summer vacation, SPORT are offering staff a special deal on gym memberships and the biggest-ever vacation programme at the Well-Being Room.**

### The Well-Being Vacation Programme

All courses are eight-week enrolment courses and begin week commencing 30 June.

Courses on offer:

- Tai Chi for health
- Iyengar Yoga
- Pilates
- Nutrition and weight loss
- Ashtanga Yoga

Prices start from £33 for staff and £45 for the general public.

Further information on the Well-Being Vacation Programme can be found at:

[www.manchester.ac.uk/sport](http://www.manchester.ac.uk/sport)

Alternatively, email [health.fitness@manchester.ac.uk](mailto:health.fitness@manchester.ac.uk) for a timetable.

### Armitage Summer Memberships

The Armitage Sports Centre is located in the heart of Fallowfield with a modern fitness suite, indoor sports halls and outdoor pitches. Car parking is available.

Summer Special monthly memberships for the Armitage Fitness Suite in Fallowfield are now available to staff for only £25 per month, available until 1 September 2008.

Alternatively, the Summer Special Membership is available from now until 30 September 2008 for £90 - so the earlier you join, the better the deal!

To take advantage of the deal, visit the Armitage Sports Centre reception desk.

[www.manchester.ac.uk/sport/facilities/armitagesite](http://www.manchester.ac.uk/sport/facilities/armitagesite)

## HELP NEW GRADUATES FIND JOBS



**Manchester's Graduate Recruitment Fair promises to be bigger and better than ever in 2008, with over 180 exhibitors expected to attend the two-day event on Wednesday 11 and Thursday 12 June.**

The Fair is the biggest of its kind in the UK, with different exhibitors on each day offering opportunities aimed at graduates from a wide range of degree disciplines.

The MLP, Careers & Employability Division, which organises the annual event, is seeking the help of colleagues across the University in promoting the Fair to new and recent graduates.

Please contact Jan Hewitt if you would like further details, as well as for any publicity items

that you may be willing to distribute, such as posters, leaflets, draft copy for an email to students, etc.

The Fair is open from 10.30am to 4pm each day at the Armitage Centre in Fallowfield. It is consistently voted "the best recruitment fair" by the Association of Graduate Recruiters.

Full details, including a list of all exhibitors, are on the website at:

[www.manchester.ac.uk/careers/graduatefair](http://www.manchester.ac.uk/careers/graduatefair)

Contact Jan Hewitt at the MLP, Careers & Employability Division:  
[jan.hewitt@manchester.ac.uk](mailto:jan.hewitt@manchester.ac.uk) / 52828.

## CONGRATULATIONS

A warm welcome to Anna McCarthy, born on 27 March weighing 8lb at Wythenshawe Hospital, to Lisa McCarthy, Internal Communications Manager in the Communications, Marketing and Public Relations Division, and husband Paul. Anna arrived on her brother's third birthday!

Further congratulations to Ailsa Delaney, Database and Finance Assistant at the Division of Development and Alumni Relations, who gave birth to baby boy Luca Paul on 28 March, weighing 6lb 11oz.



## NEW POLICY ISSUED

As part of an ongoing review of policies, the attention of all staff is drawn to the revised policy on Drug and Alcohol Abuse. This sets out the responsibilities of both management and staff in maintaining a safe and supportive working environment.

A copy of the policy can be found online at:

 [www.campus.manchester.ac.uk/medialibrary/policies/HR/drug-and-alcohol-abuse-policy.pdf](http://www.campus.manchester.ac.uk/medialibrary/policies/HR/drug-and-alcohol-abuse-policy.pdf)

## PHARMACY'S FUNDRAISING RUNNERS

Twelve staff and student members from the School of Pharmacy and Pharmaceutical Sciences have banded together to run the Manchester 10K run in May.

The team of runners are all from the practice group in the School and are raising funds for local charity St Anne's Hospice in Heald Green, which provides care for people with terminal illness.

Chair in Social Pharmacy Professor Karen Hassell, who organised the team, said: "I've run it several times before with my husband and when I decided to do it again this year I asked if anyone in the department fancied joining in – I was surprised how many people were willing to give it a go! Some have run before, some have never run or even walked this distance.

"St Anne's Hospice is where my dad died in 1994, so it's a charity very close to my heart."

The team have so far raised over £700 and hope to meet a target of £1,000. Anyone wishing to donate to the cause can visit:

 [www.justgiving.com/pharmacyfitness](http://www.justgiving.com/pharmacyfitness)

## STUDENT SUPPORT SEMINAR

This month's Higher Education Institution (HEI) seminar provides an overview of key issues for student support and services. The seminar will be delivered by Pat Sponder, Head of Student Support and Services, and takes place on Thursday, 22 May between 12.30 - 1.45pm in the Kanaris Lecture Theatre at Manchester Museum.

To book a place, contact STDU at [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk), or extension 52525, quoting code BF50.

## CAMPUS CLOSE-UP

**KRO**

*welcome to the family*



Which part of the University do you think this month's image shows?

If you think you know, send your entry to [uniads@manchester.ac.uk](mailto:uniads@manchester.ac.uk) before Thursday, 15 May. The winner gets a free meal and drink at Kro Bar.

April's winner was Wayne Adams, Accounts Administrator at the Faculty of Life Sciences. Wayne correctly identified the Zochonis Building. Well done!

## SPORT STUDENTS REACH OUT

Students from the University's SPORT department are raising funds for charity project 'Reach 2008: Kenya, Educating through Sport', in conjunction with SOS Children's Villages.

Funds raised will go towards helping SOS children in Kenya, where rapid population growth and the disproportionate distribution of income have worsened social problems. Increased migration to industrial centres has led to the creation of large slum areas, which have been hit hard by HIV/AIDS.

The project is based on the belief that by engaging children in enjoyable physical activity, they develop a multitude of skills, including teamwork, communication and leadership. Armed with these skills, these children will hopefully become greater assets to their communities and enjoy a brighter future.

Last year, the Reach project raised £18,000 for SOS children's Villages South Africa. Most of this money went towards a family strengthening programme and a children's village home that houses and cares for orphans of varied ages.

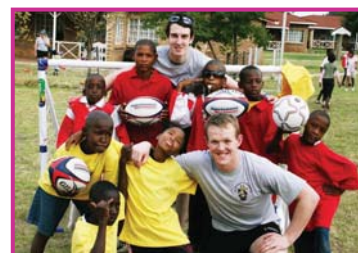
Further funds sponsored an HIV Awareness prevention community project and supported facility requirement needs at the villages that were visited.

For more information about the project, visit:

 [www.manchester.ac.uk/sport/reach2008](http://www.manchester.ac.uk/sport/reach2008)

You can sponsor the Reach 2008 team online at:

 [www.justgiving.com/reach2008](http://www.justgiving.com/reach2008)



# 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](http://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](mailto:courses-stdu@manchester.ac.uk) or telephone 52525

### 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

#### **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

#### **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

#### **HEI Seminar - An Overview of Key Issues for Student Support and Services – BF50**

12.30pm-1.45pm  
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

#### **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)

#### **Speed Reading – P26**

9.30am-1pm  
4 June 2008

#### **Speedwriting – BF41**

9.30am-4.30pm  
4 June 2008

#### **COSHH Assessment for Lab Based Staff – HS50**

9.30am-12.30pm  
5 June 2008

#### **TEDI - Training in Equality and Diversity Issues – MS9**

9.30am-1pm  
5 June 2008

#### **DSE Assessment/Workplace Assessment – HS17**

10am-12noon  
9 June 2008

#### **Risk Assessment Workshop – Non Lab Based – HS68**

9.30am-12.30pm  
9 June 2008

#### **Report Writing – BF38**

9.30am-4.30pm  
11 June 2008

#### **HEI Seminar - Finance 2008: issues and progress – BF50**

12.30pm-1.45pm  
16 June 2008

#### **Chairing and Leading Meetings – BF43**

10am-1pm  
18 June 2008

#### **Health and Safety for Managers – HS71**

10am-4pm  
24 June 2008

#### **Mind Mapping – P37**

9.30am-1pm  
24 June 2008

#### **Speed Reading – P26**

9.30am-1pm  
25 June 2008

#### **TEDI - Training in Equality and Diversity Issues – MS9**

9.30am-1pm  
25 June 2008

#### **Performance & Development Review – A Briefing for All Reviewees – AP6**

10am-12noon  
30 June 2008

### JULY 2008

#### **PDR Reviewer Training (Academic-related and Support Staff) – AP8**

1.30pm-4pm  
1 July 2008

#### **PDR Reviewer Training (Academic) – AP5**

9.30am-1pm  
1 July 2008

#### **Effective Recruitment and Selection – MS5**

9.30am-4.30pm  
9 & 10 July 2008 (2-day course, must be available both days)

#### **Productive Partnerships between Managers and Pas – BF47**

9.30am-4pm  
9 July 2008

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](http://www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff)

For more information and to book on any of the courses listed please email: [training.corpapps@manchester.ac.uk](mailto:training.corpapps@manchester.ac.uk)

## MAY 2008

### Campus Solutions – Attendance and Absence

10am – 12noon  
1 May 2008

### ResourceLink HR – HR Refresher

10am – 12noon  
1 May 2008

### Introduction to Campus Solutions

2pm – 3.30pm  
1 May 2008

### Campus Solutions – Publishing Plans

10am – 12.30pm  
6 May 2008

### ResourceLink HR – HESA Refresher

10am – 12noon  
6 May 2008

### Discoverer – Guide to Using Admissions Reports

10am – 12.30pm  
6 May 2008

### Campus Solutions – Search Match/Direct Entry

10am – 12noon  
7 May 2008

### Oracle Financials - Requisitions

9.30am – 12.30pm  
7th May 2008

### Campus Solutions - Course Unit Selection

10am – 11.30am  
8 May 2008

### Discoverer – Course Unit Reporting

10am – 12noon  
8 May 2008

### Campus Solutions – UG Admissions and Offer Making

10am – 1pm  
9 May 2008

### Campus Solutions – Academic Advisement

10am – 12.30pm  
13 May 2008

### Oracle Financials - Project Journals Course

10am – 1pm  
13 May 2008

### Introduction to Campus Solutions

2pm – 3.30pm  
13 May 2008

### LiveLink Basics

10am – 12noon  
14 May 2008

### Campus Solutions – Course Catalogue and Class Scheduling

10am – 12.30pm  
14 May 2008

### Discoverer – Guide to Using Student Records Reports

1.30pm – 4pm  
14 May 2008

### Oracle Financials – Requisition Approvers

9.30am – 12.30pm  
15 May 2008

### ResourceLink HR – HR Refresher

10am – 12noon  
16 May 2008

### Discoverer – Guide to Using Admissions Reports

10am – 12.30pm  
19 May 2008

### ResourceLink HR – HESA Refresher

10am – 12noon  
19 May 2008

### Campus Solutions – Programmes and Plans

10am – 12.30pm  
19 May 2008

### Campus Solutions – Student Records Maintenance 1

10am – 12.30pm  
20 May 2008

### Oracle Financials - Requisitions

9.30am – 12.30pm  
20th May 2008

### Campus Solutions – Assessment and Progression 1 Gradebook

2pm – 4pm  
20 May 2008

### Campus Solutions – PG Admissions

10am – 1pm  
21 May 2008

### Discoverer – Course Unit Reporting

10am – 12noon  
21 May 2008

### Discoverer – Guide to Using Student Records Reports

10am – 12.30pm  
22 May 2008

### Oracle Financials - Sales Invoices & Credit Memos

9.30am – 4pm  
22 May 2008

### Campus Solutions – Student Records Maintenance 2

2pm – 4pm  
22 May 2008

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

10am – 12.30pm  
23 May 2008

### ResourceLink HR – Recruitment

9.30am – 12.30pm  
23 May 2008

### Campus Solutions – Research Student Management

10am – 12.30pm  
27 May 2008

### Introduction to Campus Solutions

10am – 11.30am  
30 May 2008

### ResourceLink HR – Recruitment

9.30am – 12.30pm  
30 May 2008

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

1.30pm – 4pm  
30 May 2008

