

STAFF UPDATE

Exclusively for staff at The University of Manchester

SADDLE UP AND BIKE TO WORK

Expert and novice cyclists alike are encouraged to hop in the saddle for National Bike Week (www.bikeweek.org.uk) this month.

This year, the University, along with its Higher Education Precinct (HEP) partners (MMU, NHS Trust and RNCM) aims to encourage staff who don't currently cycle to give it a try. The main event is 'Bike 2 Work Day' on Wednesday, 18 June, when experienced cyclists will guide newbies into the University, revealing the best routes in and answering queries such as where to park bikes.

Seven rides from points throughout Greater Manchester have been planned with the help of current HEP cyclists, who will act as route leaders. Routes are suitable for novice riders and riders go at a leisurely pace, converging on the Bridgeford Street cycle shelter at 8.30am.

Participants will receive a prize pack and will be entered into a prize draw to win cycling-related prizes. They will also receive cycle maintenance and security advice and local cycle group information.

Free bike hire and secure parking

The Bicycle Boutique will provide a limited number of bikes for staff to trial cycling for the week (Monday to Friday). Your swipe card will also be updated to allow you access to a secure cycle parking shelter.

Bike Budis

To coincide with Bike Week, a new 'Bike Budi' scheme has been launched for staff at the HEP institutions. An online database enables current cyclists to offer their support to new cyclists in their area. It works much the same as the car sharing database and is available through the same website.

Sign up at

 www.carsharegm.com

and choose our private group 'sort it with car share gm'. When adding your journey, pick 'looking for a BikeBUDI'.

Free Cycle Training

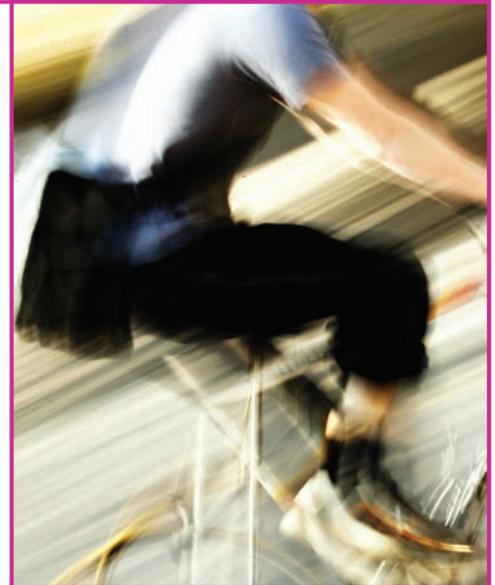
The University has teamed up with Bike Right (www.bikeright.co.uk) to offer staff the chance to attend a basic or intermediate course in June or July, paid for by the University. Places are limited – get in touch as soon as possible.

UMBUG (University of Manchester Bike User Group)

Find out more about this committed cycle group at the next group meeting on Thursday, 5 June, room G205, Alan Turing Building at 1pm.

To get involved, or to find out more, contact Andrew Hough: a.j.hough@mmu.ac.uk / 0161 247 1364.

 www.umbug.manchester.ac.uk




Guided by NOKIA

PAY AND GRADING UPDATE

The final stages of implementation of the Pay and Grading Exercise are currently in process.

Around half of the scheduled 100 or so "mapping" meetings with managers have taken place and the remainder are scheduled to be held before 20 June.

Feedback from the meetings held so far indicates that the mapping process is generally working well and it is possible to either map jobs using existing profiles, or to gather evidence to produce additional new profiles.

The "mapping" meetings are, however, taking longer than anticipated and have generated considerable extra work for the Role Analysts employed on the project. Human Resources has sought to mitigate the impact of these delays by recruiting more Role Analysts, but this has met with limited success, due to the scarcity of experienced HERA-trained analysts available nationally.

The length of time that it is taking to complete the "mapping" stage of the process means that it has been necessary to revise the existing project plan and associated timescales. It is now anticipated that individual members of staff will be notified about their proposed outcome and grade early in September.

The trade unions are also now expected to ballot their members on the proposed outcomes in September.

A summary of the revised project plan and associated timescales are available on StaffNet. Further updates on progress will be provided on a monthly basis.

 www.staffnet.manchester.ac.uk/employment/paypensions/paygrading%20

HEAD START



The fourth presentation of the Preparing for University Senior Leadership Programme recently ended with a reception attended by the President.

President and Vice-Chancellor Professor Alan Gilbert handed participants their certificate of course completion for the HEADSTART programme that commenced in September 2007.

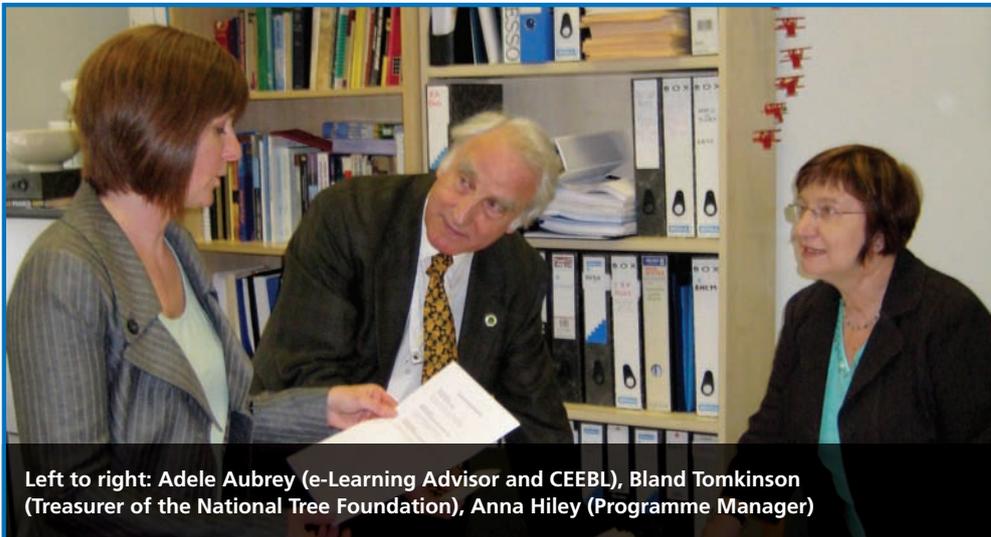
HEADSTART aims to allow middle and senior academic and administrative staff to develop their management skills in preparation for future senior leadership roles. The programme consists

of a number of taught face-to-face sessions on Leadership and Management topics such as strategy, human resource management and leadership and governance. Participants also engage in a number of smaller group problem-solving and action-learning sets.

The next presentation of the HEADSTART programme is due to commence in September 2008. To find out more, contact Paul Dixon or Emma Rygielska in the Staff Training and Development Unit.

 www.staffnet.manchester.ac.uk/employment/training

BRANCHING OUT



Left to right: Adele Aubrey (e-Learning Advisor and CEEBL), Bland Tomkinson (Treasurer of the National Tree Foundation), Anna Hiley (Programme Manager)

The Royal Horticultural Society has made a generous donation of tree seeds to all third-year students and Post-Doctoral Research Assistant facilitators who took part in the interdisciplinary course unit 'Sustainable Development for Engineers and Scientists'.

Developed in Engineering and Physical Sciences and sponsored by the Royal Academy of Engineering, the course was recently 'Highly Commended' by the Green Gown Awards for its focus on sustainable development. The Higher Education Environmental Performance

Improvement (HEEPI) awards recognise achievement in areas where higher education impacts on the environment.

The seed varieties are all suitable for growing across the world. Rosemary Tomkinson, who led the EPS Project Team for the course, said: "It is exciting that the 'green shoots' nurtured at Manchester will have the potential to develop on a variety of levels across the world. The student interdisciplinary teams were all named after trees, so the donation is particularly apt."

OBITUARIES

Thomas Kenneth Ross

1916 - 2008

Thomas Ross was born into a Birmingham confectioner's family during the Great War. Starting work as an industrial chemist, he was drafted into the army during the Second World War, where he served with the Royal Warwickshire Regiment. After the war, Thomas trained in chemical engineering and entered technical teaching at West Ham College of Technology in 1947, obtaining his MSc and PhD from London University. Later, he worked in the department of chemical engineering at Birmingham University.

In 1956, he helped his Birmingham compatriot, Professor Frank Morton, to set up the Department of Chemical Engineering at Manchester College of Science and Technology. Taking initiatives which led to the establishment of the Corrosion and Protection Centre, he was subsequently appointed initially as Reader and then as Emeritus Professor of Chemical Engineering and Corrosion Engineering in 1963.

In 1966, the department became part of the newly formed UMIST. Thomas acted as Dean (1971-73), Vice-Principal for Student Affairs (1975-77) and Deputy Principal (1976-77) at UMIST as well as President of the Corrosion and Protection Association. He was awarded a DSc by The University of Manchester.

He is remembered as an outstandingly able and generous scholar and teacher.

John Grainger

1936 - 2008

John Grainger was a Manchester Scot, trained by Metropolitan Vickers and The University of Manchester as a physicist with an engineering bent. UMIST provided a base for his working life.

As a teacher, thousands of UMIST students will remember him for his course on Fourier analysis, a clear exposition of one of the most taxing parts of the physics curriculum.

As a research worker, the astronomy community remembers him for his multi-aperture telescope, a neat engineering solution to the problem of collection and division of light for multiple simultaneous analysis.

The UMIST community remember him as the President of The Association of University Teachers that led the fight against the redundancy and closure programme put forward in the 1980s by the then Principal, Robert Haszeldine.

John Grainger died on Sunday, 20 April as a result of complications arising from an operation for cancer. The funeral took place at 1.30pm on Monday, 28 April in Orphir Church, Orkney.

PRESIDENT OPEN MEETING

Staff across the University are invited to meet President and Vice-Chancellor Professor Alan Gilbert on Thursday, 26 June for an update on the University's progress towards the goals identified in its strategic plan - Manchester 2015.

At this open meeting, Professor Gilbert will give a short presentation, after which staff will be able to ask questions about the plan and any other aspects of University life.

The meeting takes place in Lecture Theatre 2, Stopford Building at 12.30pm.



LEARN MORE ABOUT MIMAS

Mimas, the University's national data centre, is inviting University staff and students to attend its 2008 Open Forum on 'Anticipating User Needs of the Future' on Wednesday, 9 July.

Funded jointly by JISC and the ESRC, the centre hosts, develops and supports a wide range of electronic resources for staff, students, teachers and researchers at this University and at other academic institutions around the UK.

Forum attendees will find out more about Mimas's services and how they can make best use of them in their learning, teaching and research roles via a combination of presentations and hands-on workshops taking place throughout the day.

Get further details or book your place online:

www.mimas.ac.uk/mof2008

RECYCLE YOUR BATTERIES

The Environmental Services Unit in the Directorate of Estates has launched a battery recycling scheme to coincide with Recycle Week, a national campaign running from 2 to 6 June.

The annual event is now in its fifth year and is organised by WRAP (the Waste and Resources Action Programme), in conjunction with other recycling organisations, such as British Glass.

Battery collection containers are being distributed around the University for staff and students to deposit any household type batteries in. When the containers are full, these will be collected by the Campus Cleansing Unit and bulked up ready for collection. They will then be sent to a plant in the Midlands for reprocessing.

Arrangements are already in place for larger, industrial-sized batteries used for purposes such as emergency lighting across the University.

The University's Waste Co-ordinator, Simon Atkinson, says: "This is a principle that we want to extend to other waste types, such as toner and inkjet cartridges. Although there are already some schemes in place for the recycling of such items, these are often ad-hoc arrangements that not everyone is aware of.

"What we are planning to do is to introduce campus-wide schemes that are publicised and therefore used more widely. This also allows us to

ensure we comply fully with complicated waste regulations. Legislation is expected in the next few years that is likely to require the separate collection of batteries, so this is an opportunity for the University to take a step ahead of developments."

FoodOnCampus will be putting collection containers in all of their outlets and have promised a free hot drink to anyone who recycles a battery during Recycle Week.

To order a battery recycling container, contact simon.atkinson@manchester.ac.uk or janet.shippen@manchester.ac.uk

www.recyclenowpartners.org.uk/local_authorities/download_area/recycle_week_2008.rma

Battery recycling boxes
– coming soon to a location near you



IT PROCUREMENT CHANGES

Following both the recommendations of the 2007 IT task group and an associated University IT procurement review, IT services have been working to redesign the processes surrounding IT procurement in order to deliver a family of effective, efficient and cost-saving purchasing processes for IT goods.

As a result of these reviews, the CompShop in the Kilburn building will close permanently to business on Friday, 27 June, while the Hardware Maintenance Workshop in the Kilburn building will also close permanently on Friday, 27 July.

However, to assist with future purchases, a new IT procurement website provides detailed information and guidance about all aspects of IT goods procurement.

In the meantime, if you have any queries or comments, contact John Grannan, Head of Client Services:
john.grannan@manchester.ac.uk / x56025.

www.manchester.ac.uk/itservices/buyit

SUMMER WRITERS' EVENTS

The Centre for New Writing is running a programme of readings and debate over the summer, showcasing established and emerging writers including Martin Amis, Ian McGuire, Neil Rollinson and Joe Stretch.

Neil Rollinson and Joe Stretch: 30 June, Martin Harris Centre, 5pm (£3/£2)

Poet in residence for 2007-08, Neil Rollinson's most recent collection, 'Demolition', features poems about the deaths of fathers, including his own, exploring the loss of childhood and innocence while maintaining optimism and humour.

Fiction-writer in residence Joe Stretch was heralded as a "hot star of 2008" in The Independent's talent issue at the start of 2008. His controversial debut novel, 'Friction', was published in March.

Martin Amis: 1 July, Whitworth Hall, 6.30pm (£3/£5)

The Centre's final Martin Amis public event of this academic year is on the topic of 'Literature and Religion', featuring literary critic James Wood and theologian Professor Graham Ward.

Ian McGuire and Michael Symmons Roberts: 23 July, Manchester Central Library, 1pm (free and unticketed)

Centre Co-director Ian McGuire published his first novel – the contemporary campus tale 'Incredible Bodies' – in 2006, described as "hugely entertaining" and "a 21st century Lucky Jim" by The Times. He is currently finalising his second novel.

Poet, fiction-writer and broadcaster Michael Symmons Roberts won the 2004 Whitbread Poetry Award for 'Corpus', and has been shortlisted for the T.S. Eliot Prize, the Forward Prize for best collection, and the Griffin International Prize. His second novel, 'Breath', was published recently and his new poetry collection appears in August.

For bookings, contact x58951 or boxoffice@manchester.ac.uk, or book online at www.quaytickets.com

www.arts.manchester.ac.uk/newwriting

MANCHESTER IS MY PLANET PLEDGE

Across Greater Manchester, up to 20,000 people are taking small steps to tackle climate change, supported through the 'Manchester is my Planet' programme. Greater Manchester has a target of getting 50,000 people 'Switched-on to Climate Change' by World Environment Day on 5 June.

To complement the actions the University is taking to minimise our carbon footprint, Lucy Millard, newly appointed Environmental and Sustainability Officer at the University, is encouraging staff to help Greater Manchester reach this goal by signing the 'Manchester is my Planet Pledge' online.

Those taking the Pledge promise to play their part in reducing the city's greenhouse gas emissions by 20 per cent before 2010. They will be rewarded with exclusive competitions, offers, updates and information helping them to take steps towards a low-carbon lifestyle.

www.manchesterismyplanet.com/pledge

CAMPUS CLOSE-UP

KRO

Welcome to the family



Which part of the University does this month's image show? If you think you know, send your entry to uniads@manchester.ac.uk before Thursday, 18 September. The winner gets a free meal and drink at Kro Bar.6.

May's winner was Nicky Clarke from the School of Materials. Nicky correctly spotted the Morton Lab. Congratulations!

CLASS CONFERENCE 2008

The Clerical, Administrative and Secretarial Support Staff (CLASS) Network and the Staff Training and Development Unit is inviting all administrative support staff to a one-day, University-wide conference on 24 July.

This conference will give attendees the opportunity to attend a range of personal and professional development sessions and to network with colleagues from across the University.

If you are interested in attending, download the programme and booking details from the CLASS website. The closing date for registration is Friday, 6 June. Discuss attendance with your line manager before reserving a place.

www.staffnet.manchester.ac.uk/stafflife/societiesandclubs/class/events

BOOK SALE

The Whitworth Art Gallery Shop is holding a clearance book sale on Saturday 19 and Sunday 20 July. The sale will be held on the front lawn of the gallery – unless the weather dictates otherwise, in which case it will be moved inside the gallery.

At least 35 per cent will be discounted off the recommended retail price of a wide range of books on contemporary, modern and historic art, past exhibition catalogues and books of postcards.

The sale will take place during the Gallery's opening hours of 10am to 5pm on Saturday and midday to 4pm on Sunday, or while stocks last.

www.manchester.ac.uk/whitworth

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

JUNE 2008

How to Win at the CV and Interview Game – P13

9.30am-12.30pm
3 June 2008

Manual Handling – HS2

2pm-4pm
3 June 2008

Problem Solving and Decision Making – BF52

10am-1pm
3 June 2008

Office Safety – HS3

1pm-4pm
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)

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

Managing Conflict – BF51

1.30pm-4.30pm
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

Accident Investigation – HS35

9.30am-12.30pm
17 June 2008

How to Win At the Interview Game – P14

9.30am-12.30pm
17 June 2008

Chairing and Leading Meetings – BF43

10am-1pm
18 June 2008

Speedwriting – BF41

9.30am-4pm
18 June 2008

Negotiation Skills – BF53

9.30am-4pm
23 June 2008

Mind Mapping – P37

9.30am-1pm
24 June 2008

Careers Review (Careers Healthcheck)

9.30am-12.30pm
25 June 2008

TEDI - Training in Equality and Diversity Issues – MS9

9.30am-1pm
25 June 2008

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

Office Safety – HS3

9.30am-12.30pm
11 July 2008

Problem Solving and Decision Making – BF52

10am-1pm
15 July 2008

University of Manchester Secretaries Workshop – BF48

9.30am-4pm
15 & 22 July 2008 (2-day course, must be available both days)

Training in Equality and Diversity Issues – TEDI – MS9

9.30am-1pm
16 July 2008

Negotiation Skills – BF53

9.30am-4.30pm
16 July 2008

Principles of Risk Assessment – HS15

1pm-4pm
31 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

Don't forget to bookmark the web address so you can check for additional courses.

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

JUNE 2008

CS Publishing Plans Combined

10am – 12.30pm
3 June 2008

Discoverer Admissions

1.30pm – 4pm
3 June 2008

CS Search Match/Direct Entry

10am – 12noon
4 June 2008

Requisitions Course

1pm – 4pm
4 June 2008

HR New Starter ResourceLink Day 3

9.30am – 4.30pm
5 June 2008

CS UG Admissions/Making Offers

10am – 1pm
5 June 2008

Discoverer Student Records

1.30pm – 4pm
5 June 2008

Assessment and Progression 1 - Gradebook

2pm – 4pm
5 June 2008

HR New Starter ResourceLink Day 4

9.30am – 4.30pm
6 June 2008

Campus Solutions Course Unit Selection

2pm – 3.30pm
6 June 2008

Campus Solutions Academic Advisement

10am – 12.30pm
9 June 2008

HR HESA Refresher ResourceLink

10am – 12noon
9 June 2008

Assessment and Progression 2 - GREG

1.30pm – 4pm
9 June 2008

Discoverer - Reporting on Course Units

2pm – 4pm
9 June 2008

Livelink Basics

10am – 12noon
10 June 2008

Discoverer Student Records

10am – 12.30pm
10 June 2008

Campus Solutions Introduction

2pm – 3.30pm
10 June 2008

CS Course Catalogue/Class Creation

10am – 12.30pm
11 June 2008

Campus Solutions Programmes and Plans

10am – 12.30pm
12 June 2008

Discoverer Admissions

10am – 12.30pm
12 June 2008

Requisitions Course

1pm – 4pm
12 June 2008

Assessment and Progression 1 - Gradebook

2pm – 4pm
12 June 2008

Requisitions Course

9.30am – 12.30pm
16 June 2008

CS Student Records Maintenance 1

10am – 12.30pm
16 June 2008

Assessment and Progression 2 - GREG

1.30pm – 4pm
16 June 2008

HR Refresher ResourceLink

9.30am – 12.30pm
17 June 2008

Campus Solutions PG Admissions

10am – 1pm
17 June 2008

Discoverer Admissions

1.30pm – 4pm
17 June 2008

CS Student Records Maintenance 2

10am – 12noon
18 June 2008

HR HESA Refresher ResourceLink

10am – 12noon
18 June 2008

Requisition Approval

9.30am – 12noon
19 June 2008

Discoverer Student Records

1.30pm – 4pm
19 June 2008

ResourceLink Recruitment Training

9.30am – 12.30pm
20 June 2008

Assessment and Progression 2 - GREG

10am – 12.30pm
20 June 2008

Discoverer - Reporting on Course Units

10am – 12noon
23 June 2008

HR Refresher ResourceLink

9.30am – 12.30pm
24 June 2008

Sales Invoices and Credit Memos

9.30am – 4pm
24 June 2008

Discoverer Student Records

10am – 12.30pm
24 June 2008

Livelink Basics

2pm – 4pm
24 June 2008

Assessment and Progression 2 - GREG

1.30 – 4pm
25 June 2008

HR New Starter ResourceLink Day 5

9.30 – 4.30pm
26 June 2008

Discoverer Admissions

10am – 12.30pm
26 June 2008

Requisition Approval

1.30pm – 4pm
26 June 2008

Campus Solutions Guide to Confirmation

2pm – 4pm
26 June 2008

Requisitions Course

9.30am – 12.30pm
27 June 2008

Campus Solutions Introduction

10am – 11.30am
27 June 2008

ResourceLink Recruitment Training

9.30 – 12.30pm
30 June 2008

CS Research Student Management

10am – 12.15pm
30 June 2008