

# StaffUpdate

Exclusively for staff at The University of Manchester

## TAKING THE STING OUT OF CHILDCARE

**THREE information sessions have been arranged to outline the Busy Bees Childcare voucher scheme to parents and carers here at the University.**

As part of the scheme participants can exchange vouchers to pay for any type of registered childcare, including nurseries, childminders, nannies, out-of-school clubs and holiday schemes.

Busy Bees Childcare – which is the UK's largest childcare provider - estimate that the scheme could deliver savings of up to £2,392, depending on individual circumstances.

The University has organised three information sessions on 14 October, Council Chamber, Sackville Street Building; 15 and 16 October, Committee Room A, Whitworth Building. All sessions run between 12noon and 2pm.

To confirm attendance contact the Equality and Diversity Team on 65857, 65870 (minicom) or at [equalityanddiversity@manchester.ac.uk](mailto:equalityanddiversity@manchester.ac.uk)



## RESEARCH OPEN MEETING

**Professor Simon Gaskell, Vice President (Research) is hosting an open meeting for staff on Wednesday 29 October.**

Any member of staff is welcome to attend the meeting which is entitled: "Research Strategy and External Influences".

Simon will talk about the development of the University research strategy, the significance of the 2008 Research Assessment Exercise and its successor (the REF). After his presentation, Simon will answer questions from the audience.

The open meeting will take place between 1pm and 2pm in the John Casken Lecture Theatre, Martin Harris Centre for Music and Drama.

All members of staff are welcome to attend. Seats will be allocated on a first come, first served basis.

## LAUNCH OF TIME ALLOCATION SURVEY 2008/09

During the next academic year, the University will be asking members of academic staff to keep a record of how they divide their time in a particular week – as part of an exercise that will be mirrored on campuses across the UK.

As part of the Time Allocation Survey (TAS) academic members of staff will record the amount of time they spend on research, teaching, supervision of graduates and other activities.

The survey forms an important element of the processes required by the Higher Education Funding Council for England (HEFCE) and Research Councils UK (RCUK).

The detailed understanding of how staff divide their time will indicate the staffing costs associated with various activities, and will play a vital part in informing the financial viabilities of future plans.

Externally, the findings will ensure the University complies with funding council requirements, and will help to strengthen submissions for research grants.

The University already has to supply HEFCE with data on costs of activities under headings such as research and teaching. The findings of the survey,

which is a part of the Transparent Approach to Costing process (TRAC) will form a part of this.

In the past 10 years TRAC data has proved critical in negotiations with the Government, which has led to significantly increased funding for research and capital.

In the next few years the data from TAS will be an important element in persuading the government that more funding is needed for teaching.

Ensuring that the TAS has been conducted satisfactorily is part of the Quality Assurance and Validation (QAV) process.

Last time the exercise was undertaken just 50 per cent of staff responded to the survey, compared to rates in excess of 75 per cent recorded by other UK universities.

Failure to satisfy HEFCE and RCUK that the survey is reliable will lead to the imposition of financial penalties. The University has estimated that these penalties could result in a loss of £25million in research income.

Since the last survey, in 2006/07, a number of steps have been taken to make the Time Allocation Survey (TAS) simpler, but there is still the opportunity for staff to

suggest further improvements.

Unlike the last survey, this time academic staff will be asked to record their time allocation for one week, instead of two.

Results can now be recorded online. The forms have been re-designed to make them easier to complete.

Each academic member of staff will be assigned a week at random. And they will be notified of that week four weeks in advance.

Individual data will remain confidential and the Heads of each School will comment on the reasonableness of the data aggregated for their School.

The exercise is due to begin this week and it is hoped that the measures taken to improve the survey will drive up the response rate to match other UK universities, which last year reached 75 per cent and above.

To suggest further improvements to the Time Allocation Survey process contact TRAC Manager Melanie Lythgo at [melanie.j.lythgo@manchester.ac.uk](mailto:melanie.j.lythgo@manchester.ac.uk)

## APPOINTMENTS

**Professor Tina Lavender has been appointed to the School of Nursing, Midwifery and Social Work, Chair in Midwifery.**

Professor Lavender has been working at the University of Central Lancashire since 2001, where her research has focussed on issues around women's health and maternity care.

Professor Lavender took up her post on 1 October.

**Manchester Science Park Ltd (msp) has appointed three new staff members.**

Shirley Kernan has been appointed as Communications Executive, working within the Marketing Department to promote both msp and its group of over 90 tenant companies on a regional and national scale.

Catrin Davies has been appointed Management Accountant. A key member of the Commercial Department, Catrin will be responsible for assisting the Commercial Manager in implementing msp's business strategy.

Kelly Jones will take on the role of Commercial Lease Administrator, becoming the first point of contact for new tenants as well as having responsibility for existing tenant company leases.

Pictured: (From back) New appointments at msp: Catrin Davies, Management Accountant; Shirley Kernan, Communications Executive and Kelly Jones, Commercial Lease Administrator.



## HONOURS

Peter Noyce, Professor of Pharmacy Practice at the University, was awarded a CBE in the Queen's Birthday Honours List in recognition of his national contribution to pharmacy policy.

Professor Brian Launder, from the School of Mechanical Aerospace and Civil Engineering, has received an honorary doctorate of the Université Paul Cézanne d' Aix-Marseille.

## COMMUNICATION COUNTS

**University staff are being offered the chance to attend a breakfast session that could help to develop influencing skills.**

'Communication Counts: influencing for business success' is aimed at academics already running their own business, or who are interested in commercialising their research.

The event - organised by Manchester Momentum - will look at ways of communicating and influencing others to maximum effect.

The event will be held at the University's Core Technology Facility on October 14, between 8am and 10am.

Places for the event can be reserved online at

[www.momentum.manchester.ac.uk/services/event-item.asp?event\\_id=40](http://www.momentum.manchester.ac.uk/services/event-item.asp?event_id=40)

## OBITUARIES



Professor Peter Gilbert

**Professor Peter Gilbert**

**1951 - 2008**

Peter Gilbert passed away peacefully on August 18, following a long illness.

Peter, who was Professor of Microbial Physiology in the School of Pharmacy and Pharmaceutical Sciences, had been a member of staff at The University of Manchester since 1978.

He cared passionately about his subject and university education. And though he was primarily a microbiologist his interests ranged from pharmaceutical microbiology to environmental microbiology, establishing an international reputation in the study of biofilms.

During his career he authored more than 170 research papers, 80 review articles and tutored over 70 PhD students. He was a formidable conference presenter, organising 10 national and international meetings himself.

In addition, Peter was a much respected teacher. He had a wicked sense of humour and was a genuine character who will be sadly missed by his friends and colleagues.

Peter is survived by his wife, Diane, and three children, Jessica, Sarah and David, and two children from his first marriage, Andrew and Helena.

**Dr Dick Hoyland**

**1944 - 2008**

Dr Dick Hoyland has died at the age of 64, following a long illness.

Dr Hoyland, who retired from the University last year,

had an association with the study of paper science at the University dating back more than 40 years.

In 1968 he obtained a PhD in paper science from UMIST, which was to be the springboard for a career that moved between academic research and time in industry.

Initially working in the research and development department at Wiggins Teape until 1970, he then returned to lecture at UMIST.

Later he was to spend 15 years, between 1977 and 1992, in industry; initially for Lancashire-based Scapa and for the latter two years for American competitor company Niagara Lockport.

When he returned to lecture at UMIST in 1992 he also took on the role of industrial liaison officer. And as part of this role, he organised the annual Orientation Course in Paper Technology for science and engineering graduates new to the paper industry.

Dr Hoyland was known internationally for his membership of the prestigious Pulp and Paper Fundamental Research Society, for which he was treasurer for many years.

Colleagues say he was a popular member of staff, who will be fondly remembered by staff and students.



## GET TO WORK WITH PEDAL POWER

**Novice cyclists are being encouraged to pedal their way to work at the University, with the launch of 'monthly cycle to work rides'.**

In June more than 100 cyclists took part in Bike to Work Day, when they were led along seven routes into the city centre by experienced bike users.

Many of the cyclists who took part in the event were not regular cyclists. And organisers of this latest regular initiative are hoping to encourage more people to give cycling a try.

Gaelle Flower (pictured below), a French language tutor in the School of Languages, borrowed a bike to take part in the events in June. But she enjoyed it so much she now has her own bike and rides in to the University most days.

She said: "I was scared of cycling in Manchester until I had a go at it in June. The idea of getting a

bike appealed to me before, but I had reservations about the safety side.

"When I am driving a car, I look at the cyclists and think how vulnerable they look on their bikes, but when I am cycling I feel in control and just as safe. I am also getting more confident now."

The sessions began on October 1 and will be repeated on the first Wednesday of every month.

The seven routes will start from Chorlton, via Whalley Range; Heaton Moor, via Levenshulme and Fallowfield; Cheadle, via east Didsbury; west Didsbury, via Withington; Prestwich; Sale Moor; and Ashton.

More information is available from Andrew Hough HEP Travel Plan Co-ordinator on 247 1364 or at [a.j.hough@mmu.ac.uk](mailto:a.j.hough@mmu.ac.uk)



## EVACUATION ADVICE

**As the new academic year begins, thousands of students will be coming to campus – trying to find their way around complex and unfamiliar buildings. Now is a good time therefore, to think about how you might get staff and students out of buildings in a hurry – in the event of a fire, for example.**

September and October see the University's annual round of practice evacuations taking place. These sessions should only take about 15 minutes of your time, but it's vital that they take place – you never know when your life may depend on a quick and efficient evacuation.

Melanie Taylor, the University's Safety Advisor offers the following tips for anyone taking part in a practice evacuation:

- Respond promptly to any alarm. If you're not familiar with the building, read the instructions on the fire action notices - these are on all main corridors and exit routes.

- If in doubt, follow the white on green pictogram exit signs, and use the nearest exit, not your usual or favourite one.
- If you have a class of students - set a good example. Stop teaching immediately, check they all know what to do, follow the last student out, and close the door behind you.
- Check that colleagues respond and are not in any difficulty or unsure about what to do. If someone is struggling (eg to get down stairs), offer assistance. If you can't help, inform Security or an evacuation marshal immediately you get out of the building. Give details – who, where, nature of the difficulty.
- If you notice any obstructions or problems which affect the evacuation, let your evacuation marshal or safety advisor know, or report it to the Estates Helpdesk (275 2424).

## RUTHERFORD BUILDING INDEPENDENT INQUIRY

**During the summer, the University was sent a copy of a Report on "Possible health risks due to ionising radiation in the Rutherford Building (formerly Coupland Building 1) at The University of Manchester" produced by John Churcher, Don O'Boyle and Neil Todd, former members of staff from the School of Psychological Sciences. This Report has received some coverage in the media in recent weeks.**

For the benefit of current staff and students, it is important to state that the majority of the Rutherford Building was refurbished in 2004 and the University has detailed documentation that shows levels of radon pre- and post-refurbishment. All measurements for radon pre-refurbishment were below occupational exposure limits and post-refurbishment levels are no different to the natural background levels of radon around us in this area of Manchester. On the basis of this evidence, representatives of the University have met with the current occupants of the Rutherford Building and the neighbouring Psychology Annex to reassure them that it is safe to work in these buildings.

Representatives from the University have discussed the Report produced by Mr Churcher and Drs O'Boyle and Todd with the Health and Safety Executive and the University has accepted the authors' main recommendation that it establish an Independent Review to examine the issues raised in the Report. The University has commissioned the Health Protection Agency (HPA), an accredited external body, to conduct that review guided by an external expert on public health issues.

The findings of the external review will be made openly available. Current and former members of staff and students and other interested parties will have the opportunity to feed specific queries and concerns into the Review process and these should be sent in the first instance to Dr David Barker, Head of Compliance and Risk, John Owens Building email [david.barker@manchester.ac.uk](mailto:david.barker@manchester.ac.uk)

## CHANGES TO DISTRIBUTION

From October onwards, UniLife and Staff Update will be distributed to staff using data held on the payroll system. This means that if you move job or location within the University, you need to make sure that you inform payroll of your new address details.

Equally, if you have received your copy of UniLife/Staff Update, but your address details are not completely correct, then you should contact payroll to amend your details.

Also, if you receive your payslip at your home address, you will not receive a personal copy of UniLife/Staff Update, as we are unable to post copies to home addresses. If you would like to change your address details from your home to your work address, you can do so by contacting payroll.

To change your address details simply email [payroll@manchester.ac.uk](mailto:payroll@manchester.ac.uk) with your name and job title, area of work ie: School/Faculty/Directorate, and as full an address as possible, including your room number and building name.

If you would like to opt out of receiving a printed copy of UniLife/Staff Update you can do so by visiting

➤ [www.staffnet.manchester.ac.uk/medialibrary/news/remove-from-mailing-list.doc](http://www.staffnet.manchester.ac.uk/medialibrary/news/remove-from-mailing-list.doc)

Those who opt out of receiving a personal printed copy can view the latest editions of UniLife/Staff Update online at

➤ [www.staffnet.manchester.ac.uk/news/unilife/](http://www.staffnet.manchester.ac.uk/news/unilife/)

➤ [www.campus.manchester.ac.uk/internalcommunications/printedpublications/staffupdate/](http://www.campus.manchester.ac.uk/internalcommunications/printedpublications/staffupdate/)

## 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](mailto:uniads@manchester.ac.uk) before Thursday, 6 October. The winner gets a free meal and drink at Kro Bar.6.

## CONGRATULATIONS



1 Congratulations to Debora A Vasconcelos e Sa, from the School of Psychological Sciences, on the birth of Vasco. Vasco was born on 14 April and weighed 6lb.

2 Congratulations to Lynton Prescott who has celebrated the birth of his first grandson. Baby Andrew Carl was born on 6 June.

3 Congratulations to Katherine Berry, from the School of Psychological Sciences, on the birth of Jacob. Jacob was born on 9 April 2008 and weighed 6lb 9oz.

## GOING GREEN ACROSS CAMPUS

**Staff and students have even more opportunities to go green now that recycling facilities have been installed in most FoodOnCampus outlets.**

The facilities, which were installed in August, allow for the recycling of paper, newspapers and magazines, and plastic bottles. Battery recycling and can recycling facilities are available in some outlets.

Recycling points are also going to be installed in the refurbished outlet in the Simon Building which is due to open in November, Synapse Café located in the recently opened AV Hill Building, and Coopers Café in Mansfield Cooper.

The facilities have been funded by the Environmental Services Unit and Simon Atkinson, the University's Waste Co-ordinator said: "For some time now, students and staff have been giving feedback on the lack of facilities in key locations, so the provision of these facilities goes some way in improving our approach to waste management, and sets the standard for what we would like to do elsewhere in the future".

# TrainingUpdate

Exclusively for staff at The University of Manchester

## COURSES AVAILABLE AT STAFF TRAINING AND DEVELOPMENT UNIT

To book a place, go online at [www.manchester.ac.uk/training](http://www.manchester.ac.uk/training) or by email to [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk)

Please provide your full name, and payroll number/date of birth, or there may be a delay in processing your request.

### OCTOBER 2008

#### HS71: Health and Safety for Managers

6 October 2008  
10am - 4pm

#### OE2: Pre-Retirement Course

6 October 2008  
9:15am - 5pm

#### TL9: Voice Management

50 minute individual sessions, by arrangement  
6, 7, 14 or 15 October 2008

#### P26: Speed Reading

7 October 2008  
9:30am - 1pm  
Follow - up session: 21 October 2008, 9:30am - 1pm  
(You must be available for both sessions)

#### BF25: Project Management

7 & 8 October 2008  
9:30am - 4:30pm  
(You must be available for both sessions)

#### MS5: Effective Recruitment and Selection

8 & 9 October 2008  
9:30am - 4:30pm  
(You must be available for both sessions)

#### P25: Improve Your Memory

9 October 2008  
9:30am - 1pm

#### HS44: Safety for Biological Officers

10 October 2008  
10am - 1pm

#### HS50: COSHH Assessment for Lab-Based Staff

13 October 2008  
9:30am - 12:30pm

#### BF44: Managing in a Customer Care Environment

13 October 2008  
9:30am - 12:30pm

#### HS18: Manual Handling Risk Assessment

13 October 2008  
1pm - 4pm

#### AP8: PDR Reviewer Training (Academic-related and Support)

15 October 2008  
9:30am - 1pm

#### MS9: Training in Equality and Diversity Issues (TEDI)

16 October 2008  
9:30am - 1pm

#### HS17: Display Screen Equipment and Workplace Assessment

17 October 2008  
10am - 12 noon

#### HS98: Laser Awareness Course

20 October 2008  
11am - 12 noon

#### HS42: Laser Safety Training

20 October 2008  
1:30pm - 4:30pm

#### MS54: Professional Development Network Event

21 October 2008  
10am - 2pm

#### HS67: Risk Assessment Workshop – For Lab-Based Staff

Pre-Requisite, HS15 Principles of Risk Assessment  
21 October 2008  
9:30am - 12:30pm

#### AP6: PDR – A Briefing for All Reviewees

22 October 2008  
10am - 12 noon

#### TL41: Presenting at Conferences

23 October 2008  
9:30am - 4:30pm

#### HS35: Accident Investigation

23 October 2008  
9:30am - 12:30pm

#### BF6: Customer Service for Front Line Staff

23 October 2008  
10am - 4pm

#### HS85: GM Training for Principal Investigators

23 October 2008  
10:30am - 1pm

#### HS19: Health and Safety Management Systems

27 October 2008  
10am - 4pm

#### BF46: Writing in a Clearer Style

28 October 2008  
2pm - 3:30pm

#### P32: Presentation Practice

30 October 2008  
9:30am - 1pm

### NOVEMBER 2008

#### P14: How to Win at the Interviews Game

3 November 2008  
2pm - 5pm

#### MS43: Maximising Your Influence: People, Power & Politics in Organisations

5 November 2008  
9:30am - 4:30pm

#### HS26: Safe Use of GMOs

6 November 2008  
10:30am - 12:30pm

#### P19: Career Review Workshop

10 November 2008  
2pm - 5pm

#### HS41: Fire Awareness Training

10 November 2008  
10am - 12:30pm

#### HS47: Fire Evacuation Marshall Training

10 November 2008  
1pm - 4pm  
(You should attend HS41 - Fire Awareness Training before attending this course)

#### TL32: Organising Introductions to Academic Articles

11 November 2008  
2pm - 3:30pm

#### HS14: Portable Electrical Equipment Testing (PATT)

11 November 2008 or 12 November 2008  
9:30am - 4:30pm

#### HS15: Principles of Risk Assessment

12 November 2008  
1pm - 4pm

#### P28: Springboard Development Programme for Women

4 workshop sessions, **you must be available for all dates**  
14 November, 18 December 2008, 16 January and  
20 February 2009

#### TL22: Introduction to Teaching, Learning and Assessment

17 November 2008  
9:30am - 4pm

#### BF47: Productive Partnerships between Managers and PAs

18 November 2008  
9:30am - 4pm

#### P26: Speed Reading

18 November 2008  
9:30am - 1pm  
Follow - up session: 9 December 2008, 9:30am - 1pm  
(You must be available for both sessions)

#### BF45: Achieving Flow in Writing

19 November 2008  
2pm - 3:30pm

#### HS3: Office Safety

19 November 2008  
1pm - 4pm

#### MS9: Training in Equality and Diversity Issues (TEDI)

19 November 2008  
9:30am - 1pm

#### BF37: Business Writing

24 November 2008  
10am - 4pm

#### P13: How to Win at the CV and Applications Game

20 November 2008  
9:30am - 12:30pm

#### HS42: Laser Safety Training

24 November 2008  
1:30pm - 4:30pm

#### P11: The Essential Guide to Interviews

25 November 2008  
12:45pm - 2pm

#### BF38: Report Writing

25 November 2008  
10am - 4:30pm

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

Pre-Requisite, HS15 Principle of Risk Assessment  
25 November 2008  
9:30am - 12:30pm

#### HS30: Safe Use of Ladders and Steps

25 November 2008  
9:30am - 12:30pm OR 1pm - 4pm, please indicate which session you wish to attend

#### BF43: Chairing and Leading Meetings

26 November 2008  
10am - 1pm

#### BF56: Proofreading

26 November 2008  
9:30am - 4pm

#### HS50: COSHH Assessment for Lab Based Staff

28 November 2008  
9:30am - 12:30pm



# 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)

Don't forget to bookmark the web address so you can check for additional courses. Schedules are usually available a month in advance.

For more information, email [training.corpapps@manchester.ac.uk](mailto:training.corpapps@manchester.ac.uk)

## OCTOBER 2008

### Campus Solutions - Introduction

06 October 2008  
2pm - 3:30pm

### Oracle Financials - Raising Requisitions

07 October 2008  
9.30am - 12.30pm

### Resourcelink Training Administration

08 October 2008  
9.30am - 12.30pm

### Campus Solutions - Undergraduate Admissions

09 October 2008  
9.30am - 12.30pm

### Oracle Financials - Approving Requisitions

10 October 2008  
9.30am - 12 noon

### Campus Solutions - Course Unit Selection

13 October 2008  
2pm - 3:30pm

### Oracle Financials - Sales Invoices and Credit Memos

14 October 2008  
9.30am - 12.30pm

### Campus Solutions - Assessment & Progression 1

15 October 2008  
9.30am - 12 noon

### Discoverer - Course Unit Reporting

15 October 2008  
2pm - 4pm

### Campus Solutions - Publishing Plans

16 October 2008  
9.30am - 12 noon

### Resourcelink Recruitment

16 October 2008  
1:30pm - 4:30pm

### Oracle Financials - Raising Requisitions

17 October 2008  
9.30am - 12.30pm

### Campus Solutions - Assessment & Progression 2

17 October 2008  
9.30am - 12 noon

### Oracle Financials - Introduction to Projects for Administrators

20 October 2008  
10am - 1pm

### Campus Solutions - Introduction

20 October 2008  
2pm - 3:30pm

### Campus Solutions - Programmes & Plans

21 October 2008  
9.30am - 12.30pm

### Oracle Financials - Approving Requisitions

21 October 2008  
1:30pm - 4pm

### Discoverer - Admissions Reporting

22 October 2008  
9.30am - 12.30pm

### Oracle Financials - Project Journals

22 October 2008  
10am - 1pm

### Campus Solutions - Course Catalogue & Class Creation & Scheduling

23 October 2008  
9.30am - 12.30pm

### Oracle Financials - Raising Requisitions

23 October 2008  
1pm - 4pm

### Remedy ARS - Submitting Incidents

23 October 2008  
2pm - 4pm

### Campus Solutions - Postgraduate Admissions

24 October 2008  
9.30am - 12.30pm

### Campus Solutions - Research Student Management

27 October 2008  
9.30am - 11.45am

### Campus Solutions - Student Records Maintenance 1

28 October 2008  
9.30am - 12 noon

### Oracle Financials - Research Project Managers - Day 1 (Introduction)

28 October 2008  
10am - 4pm

### Discoverer - Student Records Reporting

29 October 2008  
9.30am - 12.30pm

### Oracle Financials - Research Project Managers - Day 2 (Budgets)

29 October 2008  
10am - 12 noon

### Campus Solutions - Student Records Maintenance 2

30 October 2008  
9.30am - 11.30am

### Livelihood Basics

31 October 2008  
9.30am - 11.30am

### Oracle Financials - Project Invoicing

31 October 2008  
10am - 1pm

