Postdoc Induction 2016

Alana Davies
Department Administrator
Administration

• The Administrator is responsible for the management of all non-academic support activities
  – Finance and budget
  – Recruitment and personnel management
  – Research administration
  – Buildings
Administration

Administrator
Alana Davies

Finance Administration
- Mr Tim McAree
- Mr Barry Fellows
- Mrs Rebecca Bradford
- Ms Debbie Townsend
- Miss Jane Foxall (reception)
- Mr Ian Sutton (Stores and Finance)

Personnel
- HR Manager
  - Mr Tom Lake
- Mrs Alison Jewitt
- Recruitment:
  - Mrs Rebecca Bradford
  - Ms Debbie Townsend

Research Grants
- Mr Tim McAree
- Dr Joanna Roberts

Buildings
- Buildings & Facilities Manager
  - Mr Les Chorley
- Mr Paul Hooper
- Mr David King
- Mr Ashley Brown
- Dr Mimi Nguyen (Safety Technician)
Finance Team

• Issue maintenance cheques
• Pay college and university fees
• Raise orders for consumables
• Reimburse travel claims and other expenditure
• Teaching assistant payments
Finance

• Internal Website – purchasing, finance forms and documents -
  http://www.materials.ox.ac.uk/local/documents.html#FinanceForms

• Requisitions
  – Online ordering – iProcurement
  – Complete requisition form online, submit to finance team
  – Authorisation
Buildings & Facilities

• Les Chorley - Buildings and Facilities Manager responsible for:
  – Laboratory refurbishment, maintenance and safety
  – Departmental projects
  – Services – electricity, water and plumbing
  – Desks and furniture
  – Buildings support team – Paul Hooper, Dave King, Ashley Brown
  – Electrical testing – ALL items used in the department – Ashley Brown
  – And last but not least Lab Safety
Technical Support

Workshops

Mechanical and Teaching
Tony Wheeler, Dave King and Pete Flaman

Heat Treatment and Furnaces
Tony Wheeler

Microscopes – Greg Cook (Begbroke) and Graham Wyatt (Oxford), Begbroke – Richard Turner, Robin Vincent and Trevor Knibbs

http://www.materials.ox.ac.uk/local/DH.html#DHstaff
Personnel

- HR Manager Tom Lake
- Recruitment – Rebecca Bradford and Debbie Townsend
- Online personnel management system – CORE or HRIS – Alison Jewitt
Personnel Management - Confidential

- Support recruitment procedure
- Issue offer letters and contracts
- Check documentation to prove identity
- Work visas
- Salary payments, pensions and tax
- General employment queries
- Respond to any performance issues
- Contract end procedures
- Reward and recognition scheme
Terms and Conditions

• Standard University Contract – fixed term
• Probationary period
• Period of notice
• Sick leave
• End of contract processes
• Disciplinary procedures
• Grievance procedures
• Harassment – Alison Crossley, Paula Topping, Jan Czernuska
• Annual leave
• Consultancy
Flexibility

- Athena Swan
- Paternity and Maternity Leave
- Emergency leave
- Compassionate leave
- Flexible working – short term and long term
- Work/life balance
- Consultancy
- Nursery and childcare

If we don’t know, we can’t help …
Updating records

• Updates
  – Absences from Oxford (work visa holders)
  – Conferences and collaborative meetings (work visa holders)
  – Change of address
  – Change of contact details
  – Change of next of kin details

• Holiday cards

• Visitors
Misc

• Reward recognition scheme (merit awards)
• Cost of living pay award
• No smoking policy
• Additional payments – teaching, outreach activities
• Bribery and Fraud
• Conflict of Interest
• Severe weather
• Staff handbook
  http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_acrel/
• Safety
New to the University

The University of Oxford is the oldest university in the English-speaking world and a leader in teaching and research. It is a collegiate University, comprising the central University and the colleges.

This site provides a general introduction to the collegiate University and aims to cover some questions you may have when you first arrive.

It is intended to supplement the detailed information contained in the University Staff Handbook and the online induction for new staff, as well as the training you will receive as part of your local induction. If you have moved to Oxford from overseas, please also visit the Information for international staff website.

Each section of this site provides an introduction to a number of different areas, with further information available as weblinks at the end of each section.
Welcome

Welcome to the University’s web pages for new members of staff who are coming to work for the University from overseas. Some of the content may also be useful for anyone relocating to Oxford from another part of the UK.

The following pages are designed to help you with many practical issues that may arise in the context of your move to Oxford.

It is advisable to read this guidance in conjunction with the information found on our ‘New to the University’ web pages, which contain general information about the University, living in Oxford and employment with the University.

Specific, employment-related queries should be addressed to the main point of contact in your department or college.

In addition, your colleagues in your department, college, institute, centre or other unit might also be happy to help.
Information for research staff

In addition to the information given in the staff handbook for academic-related staff, the following information is specifically intended for staff involved in research.

Policies
- The policy on academic integrity in research
- The code of practice for the employment and career development of research staff
  - In particular, see:
    - checklist for research staff
    - guidance for research supervisors

Resources
- Support for research staff web pages
- The Oxford Learning Institute resources for research staff
- Careers Service for research staff
- The Staff Gateway pages on Training and Development have a comprehensive list of development resources for Research Staff
Connecting with other researchers

Making connections with other researchers, whether professionally or socially is an invaluable opportunity while at Oxford, but it may not be easy.
Useful Websites

- [http://www.ox.ac.uk/staff/about_the_university/new_to_the_university](http://www.ox.ac.uk/staff/about_the_university/new_to_the_university)
- [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/)
- [http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_academic/](http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_academic/)
- [http://www.admin.ox.ac.uk/personnel/staffinfo/resstaff/](http://www.admin.ox.ac.uk/personnel/staffinfo/resstaff/)
Information

- Termly postdoc meetings
- Weekly newsletter
- Welcome to academic coffee – Tuesday mornings 11 am Wolfson Meeting Room
Next steps

• Is there more we could do to help you settle in?
• What further information do you need – when you arrive – or before you arrive?
• What do we do right?
• What could we do better?
• Any questions?
The End

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Watch out for the weekly newsletter