

# Personnel Updates

## Welcome

to the Michaelmas edition of Personnel Updates from central HR. In this issue you will find information on:

- Childcare Services' provision
- The Welcome Service for new staff
- The Newcomers Club for partners and spouses of staff new to Oxford
- The latest newsletter from the Equality and Diversity Unit
- Workshop for Returning Carers
- Support for research staff from the Careers Service
- Our Work Learn Develop training scheme

To find out more about HR issues, please visit [www.admin.ox.ac.uk/personnel/staffinfo/](http://www.admin.ox.ac.uk/personnel/staffinfo/).

## New to Oxford?

The Welcome Service and the Newcomers Club offer resources to new members of staff as well as their partners and families.

### Welcome Service

The Welcome Service has a website offering information for staff new to Oxford. Please visit [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk) to find advice on practicalities such as opening a bank account, obtaining a National Insurance number, and registering with a GP. You can also email [welcomeservice@admin.ox.ac.uk](mailto:welcomeservice@admin.ox.ac.uk).

### Newcomers' Club

The University Newcomers' Club aims to help newly-arrived spouses and partners of visiting scholars, graduate students and newly appointed academic and administrative staff to settle in to Oxford and to meet new people.

The Newcomers Club runs a coffee morning every Wednesday at 10:30 during term time at the University Club on Mansfield Road.

Further information about the Newcomers' Club, including their programme of activities for Michaelmas term 2018, can be found at [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

## Childcare Services

Did you know that the University offers a range of childcare options for staff and students of the collegiate University?



Childcare Services has a small, friendly team at 92 Woodstock Road who are always happy to advise current and future parents about the available options.

We work with 13 early years establishments, all of which are located close to University departments and local hospitals. We provide competitively priced, flexible care for children between the ages of 3 months and 4 years. Parents can take advantage of our popular salary sacrifice scheme, and we also offer the government's 30 free hours' childcare for 3-5 year olds in all of our nurseries.

Childcare Services' nurseries are run by qualified professionals who are cognizant of the latest research on child development. All our nurseries are rated at least 'good' by Ofsted, with many achieving an 'outstanding' rating. Understandably, our nurseries are popular and we operate a waiting list system. Whilst we cannot guarantee every applicant a nursery place, at 1 place per 28 members of staff, the ratio of places available to parents at Oxford is significantly higher than any other HEI within the UK (in 2017, the sector average for the Russell group was 1:79).

Please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/) for further information.

## Latest issue of the EDU newsletter

Download the latest edition of the EDU newsletter at

[www.admin.ox.ac.uk/eop/inpractice/newsletter/](http://www.admin.ox.ac.uk/eop/inpractice/newsletter/)

This term's updates include:

- Details about the Black History Month lecture
- Relaunch of the Pivot mentoring scheme
- Call for applications for the Diversity Fund 2018-19
- Coverage of the VC's Diversity Awards ceremony
- This term's LGBT+ Allies workshop
- Improving diversity data in HR Self-Service
- Call for feedback about the EDU website

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Latest news from My Family Care, a benefit to assist University staff with caring responsibilities.

## Speak to an Expert

Through My Family Care, staff can request to 'Speak to an Expert' about any caring or family issues. More and more staff are taking advantage of this phone line and the feedback from staff is excellent - here is just a sample:

- "The advisor I spoke with was absolutely brilliant"
- "The guidance and advice on how to source carers for my mother was exemplary. The service was really excellent"
- "[the advisor] was fantastic, very knowledgeable about special needs and very easy to talk to"

## November webinar: 'Building Resilience for Working Parents and Carers'

Registering for this month's webinar and for My Family Care is easy – and it's free for all University staff. You simply need your SSO and your employee number. Find out more and register at [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc)

### Returning Carers Workshop

## Making it work: maintaining balance upon returning to work

Monday 3 December 2018

This half-day workshop is offered to parents/carers from across the University who have recently returned to work after a career break. It aims to provide the information, tools, support, and networks to ensure a successful and smooth return to work.

- Learn about relevant HR policies and practices, and put your questions to an HR officer and the Head of Childcare Services
- Get an overview of the skills needed to communicate with confidence and practice some of those skills in a supportive environment
- Hear from a panel of returning parents (academics, researchers, professional and support staff) who will share their tips on time management, and balancing home and work demands
- Network and meet other recent returners from around the University over lunch.

Find out more on the [Parents and Carers website](#) or email [jennie.challender@admin.ox.ac.uk](mailto:jennie.challender@admin.ox.ac.uk)

### From the Careers Service

## Support for Research Staff

The Careers Service's support for research staff continues to grow. We now offer dedicated [webpages](#), core employability skills [training](#), bespoke termly [workshops](#), and opportunities to explore multiple avenues within and beyond academia – whether through individual appointments with specialist Careers Advisers, or interactive discussion with researchers working across sectors.

A [leaflet](#) summarising these services and digital resources can be downloaded at [www.careers.ox.ac.uk/researchers/](http://www.careers.ox.ac.uk/researchers/).

If you are a researcher you can open a [CareerConnect](#) account and see the entire events calendar, book into a workshop or 1:1 appointment with a Careers Adviser, and see all our vacancies for jobs, fellowships, funding opportunities etc.

Email [reception@careers.ox.ac.uk](mailto:reception@careers.ox.ac.uk) with any queries.

## Work Learn Develop



New dates for Work Learn Develop information sessions are now available.

WLD is a programme of funded professional training and development opportunities for University staff.

For more information, please visit [www.apprenticeships.ox.ac.uk/wld](http://www.apprenticeships.ox.ac.uk/wld)