

Delegate Information Pack



Technical Services
Conference 28 June 2018



Technical Services Conference 28 June 2018

About the Technical Services Conference

- The University of Exeter will be hosting their annual Technical Services conference on the 28 June 2018, at our Streatham Campus in Exeter. Keynote speakers and workshops at the conference have been tailored specifically for our diverse technical staff who support research and research inspired learning in the: College of Life and Environmental Sciences; College of Engineering, Mathematics and Physical Sciences; the Medical School and in the College of Humanities.
- The theme for our conference this year is the invaluable support that technical staff provide to teaching. In addition other topics such as personal and professional development, Health, Safety and the environment and new projects that are underway in technical services will be covered.

For full details of the conference including speakers and programme schedule please go to; http://www.exeter.ac.uk/departments/technicalservices/events/technicalservicesconference2018/

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- The theme for our conference this year is the invaluable support that technical staff provide to teaching. In addition other topics such as personal and professional development, Health, Safety and the environment and new projects that are underway in technical services will be covered.
- Technical Services at the University of Exeter is comprised of research and teaching technical staff
 within STEMM-facing and Humanities colleges. Whilst all operating in a single service our staff
 work in a wide range of specialist areas such as, Engineering, Physics, Geology, Mining and
 Minerals, Renewable Energy, Life and Environmental Science, Sports and Health Science, Digital
 Humanities, Medical Sciences and Medical Imaging, Drama and Archaeology.
- The size of the overall technical service and its benefits to the University are considerable with a current workforce of circa 200 across 7 sites in Exeter, Truro and Penryn."

Visit our dedicated website to find out more: http://www.exeter.ac.uk/departments/technicalservices/

Read about the University of Exeter at: http://www.exeter.ac.uk/about/













Investing in talent

The University of Exeter is actively promoting and supporting the professional development and recognition of our technical and scientific staff through professional registration.

Registration formally recognises previous experience and demonstrates commitment to continued professional development.



Find out more on the Technical Services website: exeter.ac.uk/departments/technicalservices/



The Science Council advances professionalism in UK science, for the benefit of society. sciencecouncil.org













Programme

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Time	Length	Description	Venue	
07.30		Transport departs Penryn Campus	Pick up: Main Reception Via: Cornwall Services Drop off: Stocker Road bus stop	
09.40		Transport departs St Luke's Campus	Pick up: Magdalen Road Car Park Drop off: Geoffrey Pope bus stop	
09.45-10.15	25 mins	Registration, refreshments, networking and visiting sponsors exhibitions	The Forum Street	
10.15-10.40	25 mins	Welcome Speech and Keynote 1 from Pete Vukusic	Seminar rooms 7/8/9	
10.45-11.05	20 mins	Presentation 1: Shaping the digital capture of heritage collections, Emma Sherriff	Seminar rooms 7/8/9	
11.10-11.45	35 mins	Refreshments and 'Family Tree' networking session, visiting sponsors exhibition.	The Forum Street and Mezzanine level	
11.45-12.05	20 mins	Presentation 2: Fieldwork; Home and Away, Joana Zaragoza-Castells & Owen Greenwood	Seminar rooms 7/8/9	
12.10-12.30	20 mins	Presentation 3: Drama, Jon Primrose	Seminar rooms 7/8/9	
12.30-13.10	40 mins	Lunch, networking and visiting sponsors exhibitions	The Forum Street	







Programme

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Time	Length	Description	Venue	
13.10-13.35	25 mins	Keynote 2 from Guild President, Shades Chaudhary	Seminar rooms 7/8/9	
13.40-14.10	30 mins	 Workshop sessions: i. Future Finance (Kitty Mann), ii. Badgers, Drains and Bins (Karen Gallagher), iii. Workplace learning (Matt Gillett) 	Exploration Lab Seminar room 1/2/3 Seminar room 7/8/9	
14.15-14.45	30 mins	 Workshop sessions: i. Future Finance (Kitty Mann), ii. QA Framework (Gail Reeves) iii. Health Surveillance (Toni Searl) 	Exploration Lab Seminar room 1/2/3 Seminar room 7/8/9	
14.50-15.20	30 mins	 Workshop sessions: i. Future Finance (Kitty Mann) ii. Assertiveness (Clive Betts) iii. Workbooks for Labs (Charles Harrison) 	Exploration Lab Seminar room 1/2/3 Seminar room 7/8/9	
15.25-15.40	15 mins	Refreshments, networking and visiting sponsors exhibitions	The Forum Street	
15.40-16.10	30 mins	Presentation of conference awards and closing remarks	Seminar rooms 7/8/9	







Workshops

13:40-14:10

Workshop Session 1	Title	Location
Workshop 1	Future Finance Hosted by Tracey Hill	Exploration Lab
Workshop 2	Badgers, Drains and Bins Hosted by Karen Gallagher	Seminar 1/2/3
Workshop 3	Workplace Learning Hosted by Matt Gillett	Seminar 7/8/9

14:15-14:45

Workshop Session 2	Title	Location
Workshop 1	Future Finance Hosted by Tracey Hill	Exploration Lab
Workshop 2	Technical Services QA Project Hosted by Gail Reeves	Seminar 1/2/3
Workshop 3	Heath Surveillance Hosted by Toni Searl	Seminar 7/8/9

14:50-15:20

Workshop Session 3	Title	Location
Workshop 1	Future Finance Hosted by Tracey Hill	Exploration Lab
Workshop 2	Assertiveness Hosted by Toni Searl	Seminar 1/2/3
Workshop 3	'Hazcheck', Workshop & Lab Safety. Hosted by Charles Harrison	Seminar 7/8/9







About the University of Exeter, Streatham Campus (Exeter)



The Streatham Campus, the University's largest site in Exeter, is built around a country estate overlooking the city and is readily acknowledged as one of the most beautiful in the country.

A Registered Botanic Garden, Streatham Campus is described by The Times as the 'best-gardened campus in Britain' and by The Independent as having a 'sublime' setting. The grounds feature many exotic trees and shrubs and with stunning views across the city to the sea at Exmouth. Many students say they simply fell in love with the campus when they came to visit – its lakes, parkland, woodland and gardens make it a very special place that offers a safe and enjoyable environment for study.

The campus has seen huge investment over the past couple of years, the most ambitious part of which is the <u>Forum</u>, which provides a stunning centrepiece, offering a new Student Services Centre, a refurbished library, new technology-rich learning spaces, a 400-seat lecture theatre, a new University reception and retail and catering outlets.

All the teaching buildings, together with the sports park, the library, the shops, restaurants, cafés and bars are within walking distance of each other.

Further information

Interactive map of Streatham Campus

Directions to Streatham Campus

Virtual tour of Streatham Campus

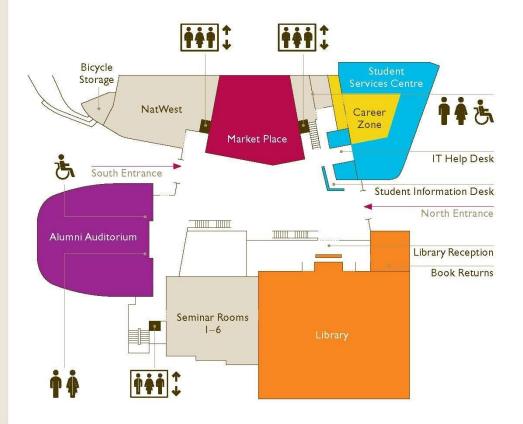




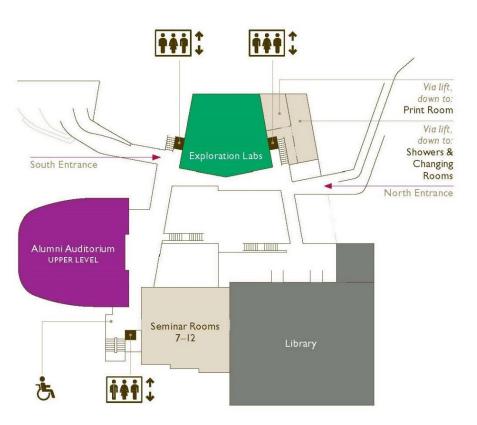


Exhibition Plan













Floor Plan- Main Exhibition Stands









Welcome and Keynote Speakers

Welcome & Keynote Speaker Seminar rooms 7/8/9

Pete Vukusic



Professor of BioPhotonics & Associate Dean for Education of the College of Mathematics, Engineering and Physical Sciences

10:15-10:40

Biography

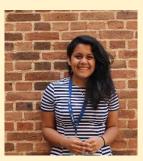
Pete Vukusic began Investigating natural structural colour in the University of Exeter School of Physics in 1998. Iridescence and the photonic properties of butterflies and moths was central to the original work but his research has diversified to comprise the photonics of a much broader range of animals and plants.

Pete formed and leads the Biological Photonics research group. The group's research is motivated by the goal of fundamentally understanding naturally evolved strategies at work in the manipulation of light by biological systems. Its principle aims comprise development of a critical knowledge base of biological strategies involved in natural photonic system processes and applying it both to improve existing technologies and to design innovative new optical devices.

Keynote Speaker

Shades Chaudhary

Exeter Students' Guild President



13:10-13:35

Biography

Shraddha is the current Exeter Students' Guild President and a member of the Office for Students Advisory student panel. She is an international student having recently graduated with a BA with Hons in English Language and Literature. Before being elected President of the Students' Guild, she has also held the role of Deputy Vice-President International, volunteered on the International Welcome Team, held numerous society leadership positions and been an active member of the Exeter University Ladies Football Club.







Presentation Speakers

Presentation 1 speaker

Seminar rooms 7/8/9

Emma Sherriff



Digital Humanities Technical Manager

"Shaping the digital capture of heritage collection"

The Digital Humanities Lab is working collaboratively with our Special Collections team and cultural heritage partners, to make interesting collections available for study and academic research.

The Syon Abbey manuscripts (1415-1990) and the Hypatia collection (1800-late twentieth century), are collections being captured by application of archival handling techniques and both 2D and 3D technologies, to create an open access catalogue.

Developing projects with the transfer of technical skills to undergraduate students and postgraduate researchers in mind is key - through innovative Internship and volunteering opportunities.

The lab rigorously shapes project metadata, data visualisation and management to future proof prominent heritage collections.

My working background is in the development and management of library and digital projects, specifically initiatives leading large teams of student volunteers, both in academic and public library contexts. Facilitating the application of digital humanities technologies in research and teaching, as part of the Digital Humanities team, is the primary focus of my role as technical manager of the Digital Humanities Lab. I regularly train students and colleagues to develop their technical skills, around the digitisation of heritage texts, artefacts and audio-visual material, both for the capture of research content and for the dissemination of research messages.







Presentation Speakers

Presentation 2 speakers

Fieldwork; Home and Away

Dr Joana Zaragoza-Castells



with

Owen Greenwood

and Dr Alastair Graham

The aim of this talk it is just to show another site of the technician community in delivering teaching support not only in a lab. This talk will give you an insight of the challenges we can face, and specific they can be to the particular locations we work in, home and abroad. The talk will also consider what can be achieved in field-based teaching and what extra support we need to provide. This talk is a joint talk between Biosciences and Geography teaching lab in Penryn and the Geography teaching and research labs at the Streatham campus. We will be joined by one academic that has been leading field trips with students within the UK and abroad, Dr Alastair Graham.

Dr Joana Zaragoza-Castells

I did a Biology degree at the University of Barcelona, completed my PhD in plant ecophysiology at University of York and postdoc at University of Edinburgh. I have considerable experience of fieldwork in challenging environments from Siberian boreal forest to the Tropical/Temperate rainforests (Amazon, Australia and New Zealand). I joined the University of Exeter in 2013 as Lab manager in Geography.

Presentation 3 Speaker

Jon Primrose



Dramatically Technical

Dramatically Technical

An overview of the work of the Drama Department Technical Services staff in Humanities, covering a wide range of creative technical and practical solutions for students and staff across the department.

Jon Primrose

Jon has been with the Department since 1991 and is the Technical Manager with responsibility for the Digital Theatre crafts module and the smooth running and scheduling of all practical and technical activities in the department.

Jon is a member of the Association of Lighting Designers, Association of British Theatre Technicians (ABTT), Stage Management Association and Association of Sound Designers. He has recently joined the ABTT Historical Research Committee in connection with his work on the Backstage Heritage Collection at Theatrecrafts.com.







Workshop Session 1

Seminar room 1/2/3 Karen Gallagher



Environment & Sustainability
Adviser

A suite of Environmental Management Standards are currently being developed by the Safety, Health and Wellbeing Service. These aim to translate legal and other requirements into clear and succinct standards for managing activities on our campuses, as well as signpost key guidance and other supporting information, The standards include the control of discharges to drain and controlled waters, management of waste and the management of protected species on our campuses. These standards are in the process of being finalised. This session will provide an overview of each document and provide an opportunity for Technical Services to comment on the draft documents and share ideas. In addition to the standards, the new furniture and equipment reuse scheme will be introduced with an opportunity for Technical Services staff to join the pilot scheme.

Ric

Karen is currently the Environment and Sustainability Adviser within the Safety, Health and Wellbeing team. As the strategic lead for environmental sustainability, she works in an advisory capacity to further embed environmental sustainability and ensure continual environmental improvement across the institution.

Seminar room 7/8/9 Matt Gillett



Regional Education
Organiser & Regional Officer

UNITE South West

Matt Gillett is a Regional Officer with Unite the Union with responsibilities including higher education and the training of all of the Union's elected representatives throughout the South West region. Matt also has a wealth of experience in facilitating workplace learning. He has arranged access to vocational qualifications for workers across a range of employers and industries including local authorities, aerospace, waste management, manufacturing and higher education.

Matt will be accompanied at the session on workplace learning by Union Learning Representatives Natascha Steinberg and Angela Elliott who are both employees of the University.

Unite will explain how by working with employers and learning providers they have been able to negotiate learning agreements which cover over 800,000 workers across the UK. The presentation will cover the key role of union learning representatives in promoting and arranging sustainable course that benefit both the individual and their employer.

Tracey Hill Exploration Lab

Procurement Operations
Manager

The new T1 Finance System- Changes to managing budgets, expenses, ordering and more from the $1^{\rm st}$ August 18

The new Finance System T1 will be used for all finance activities including ordering goods/services.

The new T1 Web Catalogue provides current goods/services and prices and is easy to search and navigate. Selecting 'checkout' completes the order and send the order for approval or T1 will auto approve, before issuing to the supplier. Requesting quotes and ad-hoc orders are also via T1.

This session compliments the online training that is already available through the <u>Finance Training Pages</u> by providing colleagues who order goods/services a demonstration of the system for ordering from the T1 Web Catalogue and ordering from Stores.





Workshop Session 2

Tracey Hill Exploration Lab

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Seminary Room 1/2/3 Toni Searl

Occupational Health Adviser

Health Surveillance

Toni will be explaining the reasons for health surveillance and types of surveillance available. This will be followed by an interactive exercise.

Toni has been an Occupational Health Advisor at the University of Exeter for the last 3.5 years. She is currently the lead for health surveillance within the university.

Seminar Room 7/8/9 Gail Reeves



Head of Technical Services

QA framework session

This talk introduces the Technical Services QA project, commissioned to develop a robust framework that will provide assurance that Technical Services operations are carried out to meet both internal and external standards. The talk will outline the projects that the steering group have prioritised for 2018 and their progress to date. In particular we will provide an update on our plans to implement a comprehensive lab management system from 2018/19 onwards. This project has recently been awarded £250K in funding from the University's Digital and IT Strategy Board and will enable online inventory, equipment, space and hazard management. Please come along to learn about the procurement process and intended timescales for delivery across the whole service in support of technical activities across all campuses and colleges we support. We will also invite feedback and suggestions for focusing the QA steering group's activities in 2019.

I have been Head of Technical Services since June 2015 and I'm proud to say that this is our fourth Technical Services Conference during that time. My background is in molecular biology but I have learnt a huge amount about other disciplines during my time in this role – from clinical skills to digital humanities to geology. I love the fact that things are always changing and that we have to constantly innovate and improve to keep up with our academic colleagues. But I have to say that molecular biology has moved on so much since my days at the bench that I don't think I'd actually be allowed back in the lab – I just have to admire all your skills from afar! Please remember that I might come across as being confident in meetings but here at the conference I find networking quite a daunting experience – so please come and say hello to me and get me out of my comfort zone. I know all your names from my spreadsheets and this is the one day of the year when I get to put some more faces to the names I hope you all have a fantastic day.







Workshop Session 3

Seminar room 7/8/9

Charles Harrison



Deputy Health and Safety Advisor

'Hazcheck' a new tool for managing safety in workshops and labs

'Hazcheck' is a new tool to help you manage the myriad safety aspects of complex laboratories and workshops. This talk will take you through the new system and discuss how it is most effectively used.

Charles has been part of the safety team for the last two years specialising in chemistry, lab safety and lasers. Habitats include labs, workshops, training sessions and Cornwall House swimming pool.

Seminar room 1/2/3

Rachel Brewer



Learning and Development Manager (Leadership & Management)

Assertive Communication

Do you ever wonder why you are able to build great working relationships with some people, yet it feels much more challenging with others?

Come along to this session to explore how assertiveness impacts on the quality of your communication and relationships with colleagues. You'll also have the opportunity to reflect on your own style of communication and take away some hints and tips for working assertively.

Rachel has specialised in learning and development, working as an internal trainer/consultant, as well as undertaking extensive outreach work with schools and colleges to promote apprenticeships and STEM subjects

Tracey Hill Exploration Lab

Procurement Operations Manager

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Family tree

Who and where are we all?

Upstairs on the mezzanine floor will be poster boards with maps showing different parts from the campuses in Cornwall and Exeter.

Around those maps will be the names of the technical staff working in this particular areas – arranged in their group and sometimes even with a photo.

Particular groups will be connected to their building(s) on the maps with a coloured thread and pin.

The colour of the thread will indicate the college or institution.

In addition there will be 'empty' poster boards with all the copies of the maps as well as empty sheets of papers, pens, thread and pins – so that everyone who has been missed or moved can add their specific location.

This initial overview will hopefully be a start for a better exchange and communication between us all!







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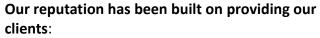
Further information is available at www.nikonmetrology.com

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www.yorlab.co.uk







About Eurofins Genomics

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www.eurofinsgenomics.com



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Website

www.starlab.co.uk

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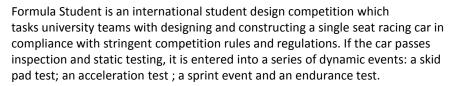








Internal exhibitors





The process teaches students about the fundamentals of motorsport design, whilst highlighting the importance of considering the manufacturing process when formulating complex components.

The students learn the hands on skills which are not usually part of their degree, they also have an opportunity to practice team skills, problem solving and scheduling in a real world situation giving them a head start in job interviews. With guidance and support from technicians, the students manufacture their own component parts, which they then assemble and test to create a working car.

https://www.imeche.org/events/formula-student www.facebook.com/formulastudentexeter

Institute of Science & Technology

The IST is the professional body for specialist, technical and managerial staff. It reaches out to provide focused, professional support to personnel in a broad range of environments, eg. science, technology, engineering, arts, media, across a broad range of employment sectors. The IST is licensed by the Science Council to award at Chartered Scientist, Registered Scientist and Registered Science Technician levels.

The IST believe that technical and specialist staff deserve formal recognition for the work that they do, the experience that they have gained and the expertise that they have to share. The IST will be on-hand to provide guidance on obtaining membership of the Institute and gaining professional accreditation via the Science Council's Chartered Scientist (CSci), Registered Scientist (RSci) and Registered Science Technician (RSciTech) schemes. Come along to the IST stand and see how you can improve your professional standing and enhance career opportunities.





Digital Humanities Lab

The Digital Humanities Lab is a state of the art facility offering unique spaces, equipment and training for staff and students. A specialist team conducts and supports innovative Digital Humanities research, offers training and teaching, and undertakes the digital preservation and display of historic material and artefacts using advanced technologies.

Read more at http://humanities.exeter.ac.uk/digital-lab/







Internal exhibitors

The Technician Commitment is a university and research institution initiative, led by a steering group of sector bodies, with support from the Science Council and the Gatsby Charitable Foundation's Technicians Make It Happen campaign.

The Commitment aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research, across all disciplines. Universities and research institutes are invited to become signatories of the Technician Commitment and pledge action against the key challenges affecting their technical staff.



Technicians make it happen

Matt Gillett is a Regional Officer with Unite the Union with responsibilities including higher education and the training of all of the Union's elected representatives throughout the South West region. Matt also has a wealth of experience in facilitating workplace learning. He has arranged access to vocational qualifications for workers across a range of employers and industries including local authorities, aerospace, waste management, manufacturing and higher education.

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