

HUMAN RESOURCES MATTERS

Newsletter of Human Resources

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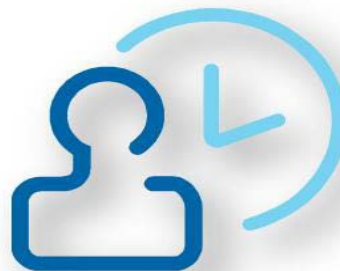
Public Holiday for Canberra and Victoria

Three ACU campuses will be closed on Monday, 8 March 2010 for relevant public holidays. The Signadou Campus for Canberra Day and St Patricks and Aquinas Campuses for VIC Labour Day.

Have You Prepared Your PDP?

Time: 58 work days left!

Thank you to all who attended the PDP Lunchbox session during the week. All General Staff PDP's are due by the end of May, so please make sure you have a chat with your supervisor to see where you are up to with this.



If you have any questions please email learninggs@acu.edu.au.



Lunch Box Session – PDP for General Staff

Learning And Development Lunch Box Session

Performance Development Program (PDP) for General Staff

The 'Lunch Box' session on the *Performance Development Program (PDP)* for General Staff will be held on **Tuesday, 9 March 2010 commencing at 12:00pm midday (11:00am QLD time)** for 1 hour.

This session is designed for General Staff and will cover the *purpose of the Performance Development Program (PDP) at ACU, Roles and Responsibilities, Performance Process and other related policies.*

Staff should familiarise themselves with the University's Interim Policy on Performance Development for General Staff <http://my.acu.edu.au/16005>

If you would like to attend, please email your RSVP to learninggs@acu.edu.au.

NOTE: The Lunch Box Sessions are conducted by video conference to all campuses. There is no cost for attendance. If you wish to attend, you will need to be in your local campus video conference room a few minutes prior to the starting time of the session. The video conference rooms at the various campuses are as follows:

- McAuley – Room AC.22
- St. Patricks - Room M5.30
- Aquinas - Room B501
- Signadou - Room S1.10
- MacKillop - Carroll Building Room C1.6
- MSM – Video Conference Room B



International Women's Day

INTERNATIONAL WOMEN'S DAY IS 100 NOT OUT

MONDAY, 8 MARCH 2010

Hosted by the United Nations Development Fund for Women (UNIFEM) and supported by the Australian Government, International Women's Day (IWD) is a global day celebrating the economic, political and social achievements of women in the past, present and the future. International Women's Day is celebrated around the world each year on 8 March and this year IWD will celebrate its 100th anniversary.

It is an important occasion to celebrate the achievements and gains made by women regardless of their national, ethnic, linguistic, cultural, economic or political backgrounds, and to focus on the work still to be done to achieve greater equality for women around the world.

At ACU women are represented at all levels of the organisation, and women staff members contribute to the University as teachers, researchers, administrators and through their community engagement activities which align with the University's Mission. ACU compares extremely favourably with other higher education institutions, particularly in relation to the percentage of women in senior academic roles; where we have consistently been one of the top three universities in Australia (Source: QUT *Selected inter-institutional Gender Equity Statistics: Australia-wide, 2008*).

It is also timely to acknowledge the achievement of our first saint, Mary MacKillop, who achieved remarkable things at a time when women did not have the advantages and freedoms that they have today, Mary MacKillop faced her own battles with poverty and adversity and she responded to these challenges by devoting her life to the service of God and helping the disadvantaged in society. Her faith and tenacity made a real difference to the lives of many people.

International Women's Day provides an opportunity for communities to recognise and celebrate women's achievements, and the contribution women continue to make to their communities and to society as a whole. For information on events in all states, and to purchase tickets and corporate tables for your organisation, workplace or friends, visit www.internationalwomens-day.org.au

On Monday take a moment to think about the women who have inspired you, whether it be your mother or another relative, and/or a teacher, colleague, friend or historical figure.



Previous HR Matters

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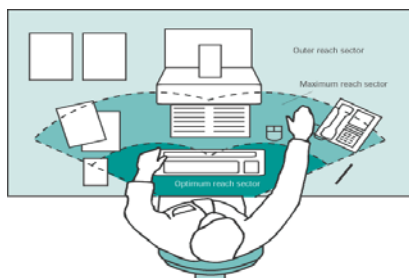
You can view previous issues of HR Matters within Staff Connect, via the “My Documents” menu link, then the “HR Matters” folder.

Workstation Ergonomics Presentation

For many ACU staff, an integral part of their daily routine is to sit for extended periods of time looking at a computer screen and/or keyboarding. Unfortunately, improper computer ergonomics is a leading cause of neck and back pain, shoulder fatigue, carpal tunnel, and eye strain. The good news is that these health risks can be prevented with a few simple and inexpensive adjustments to your computer workstation.

If you are worried about the comfort of your workstation you should carry out a Workstation Ergonomics Self-Assessment. Some useful information to help you assess your office and workstation can be found by simply clicking on the links below which may be found on the HR website:

- [Office & Workstation Ergonomics Presentation](#)
- [Montie- Ergonomics The Practical Approach \(a short video presentation\)](#)



Workstation Ergonomics Presentation

Tip of the Week...

Supercharge Your Peanuts with This Trick

Here's an easy trick for cranking up the disease-fighting power of your peanuts: Roast them. Peanuts already pack a solid protein, fibre, and fatty-acid punch. But a new study suggests that dark roasting your peanuts will release more disease-fighting phenolic compounds from the nuts' cellular structures.

Fire Up Those Antioxidants

Phenolic compounds are antioxidants that have a reputation for quelling inflammatory processes that can open the door to diseases like cancer and heart disease. Peanuts are already packed with a wide variety of antioxidants. And with the exception of vitamin E, the capacity of peanut antioxidants increased dramatically in a study when the nuts were roasted at about 330 degrees Fahrenheit for 21 minutes.

Make a Healthy Nut Even Healthier

Straight out of the can, peanuts are one amazing health food. But you may get more antioxidants if you buy them in the shell and do this: boil them.

In a recent study, peanuts boiled in their shells had a significantly higher concentration of disease-fighting phytochemicals -- more than their raw, roasted, or oiled counterparts.

Nutrition in a Nutshell

The hulls of peanuts are loaded with polyphenols, and the skins are packed with flavonoids. Researchers suspect that boiling peanuts in their shells releases these heart-healthy antioxidant compounds into the water, and the amped-up water is in turn absorbed by the nuts. The result? One powerfully healthy peanut.

How to Do It

This is not a new food idea. Boiled peanuts are part of the culinary heritage, though raw or not-quite-mature peanuts are traditionally used. Cover the peanuts with salted water in a large stockpot. Simmer until the peanuts inside the shell are soft -- anywhere from 1 to 3 hours.

Keep the Skins

Roasting amped up the antioxidants in the peanut skins even more than in the peanut flesh, so shop for ones with the skins on. Some debate continues regarding the health benefits of raw versus roasted nuts, but in any form, they're still packed with good-for-you nutrition. Just limit yourself to a handful or two a day, because they're also high in calories.



Supercharge your peanuts



Not a peanut lover? Check out what these nuts can do for your health:

- **Walnuts:** Eat them to help keep your arteries flexible. So here are a few things you can do to minimize the impact of the nasty fats on your arteries:

Eat a handful of walnuts. In a study, arteries stayed more relaxed when walnuts were added to a high-fat meal. They did an even better job than olive oil of helping blood to flow unrestricted. Researchers credit the alpha-linolenic acid in the nuts with helping keep arteries flexible.

- Take a 45-minute walk a couple of hours after you indulge. Physical activity partly offsets the blood vessel dysfunction caused by eating a high-fat meal.
- Top off your meal with a tiny piece of dark chocolate, some hot tea, or a bit of pomegranate juice. These items are rich in compounds that help your arteries relax.
- **Almonds:** Eat 'em to improve your cholesterol profile. Turns out almonds not only improve cholesterol levels but also help make LDL -- the bad cholesterol -- less likely to oxidize. Which is great, because LDL can do scary things when it's oxidized, like block arteries and cut blood flow to the heart.

Because oxidized LDL is even more likely to gunk-up your arteries than the unoxidized kind, recent study results on almonds and LDL oxidation helped secure the nut's position in a heart-healthy diet. When older adults with high cholesterol ate a daily handful of almonds as part of a 4-week cholesterol-friendly diet, not only did the nut eaters suffer less bad-for-the-arteries LDL oxidation, but their LDL levels took a nosedive as well. Pass the almonds, please!

- **Cashews:** Eat 'em to help your eyes stay sharp.

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Careers at ACU

Careers at ACU

All positions advertised internally and externally are now placed on the University's Careers at ACU website. The website provides applicants with the ability to search for suitable vacancies; apply for vacancies on-line and obtain information about ACU as an employer.

To search and apply for vacant positions at ACU National please visit the Careers at ACU website <http://www.acu.edu.au/careers/>

Current Positions Available

Current positions available on the Careers at ACU website are listed below. Please select the position titles for further details:

Administrative Officer - Melbourne	6 March 2010
Head of School and Professor of Exercise Science - various	10 March 2010
Deputy Director - various	15 March 2010
Executive Officer (Academic Partnership) - Melbourne	19 March 2010