Department of Chemistry Administration Structure – September 2014

Head of Department
Daan Frenkel

Deputy Head of Department
With responsibility for Resources and Support
David Wales

Deputy Head of Department
With responsibility for Staff
Nick Bampos

Head of IT
Overall responsibility for strategic planning and running of the Department's computing and IT facilities for research, teaching and administration. Manages Computer team. Secretary of the computer services committee
Tim Dickens

Academic Secretary
Assisting HoD with development of department policy/strategy; financial strategy and planning; recruitment of academic staff; consultant on post doc recruitment
Howard Jones

Support Services Manager
Personnel manager for all categories of staff; recruitment of contract, academic-related and assistant staff; management of support services, including building facilities and maintenance
Marita Walsh

Departmental Safety Officer
Manages Health and Safety in the Department and has overall responsibility for the development, implementation and maintenance of the safety systems and procedures
Martin Maunders

Building Services Manager
Day to Day responsibility for the maintenance of the building and management of the maintenance team
John Palmer

HoD Executive Assistant (P/T)
Supporting the HoD team and working with the Academic Secretary on policy/strategy
Daphne Kaufhold

Research Grants Adviser (P/T)
Day to day administration of research grants; assisting PIs with grant applications, post-award grant management; maintaining Department grants database; general ledger and donations account
Tijana Pelly (maternity cover)

Graduate Student Adviser
Day to day administration of graduate admissions and current graduate training, transferable skills training and Department database
Alice Jago

Welfare Training and Development Adviser
Day to day administration of personnel issues relating to staff development, training, welfare and probation
Nicola Taylor (maternity cover)

Research Grants Clerk
Day to day assistance with research grants activity
Chung Tu

Research Personnel Clerk (P/T)
Day to day assistance with postgraduate and post doc administration including registration, appointment and probation
Rachael Jefferies

Personnel Administrator
Day to day administration of issues relating to all staff including support for assistant staff; extensions, consultation and leavers for post doc staff; stationery supplies; and car parking administration
Emma Graham