

# Human Resources

(Phone Numbers)

## June 2017



Head of HR Operations
Anne Harkness (70113)

PA / Executive Assistant to Director of Human Resources
Emily Dyer (70122) mat. Leave
Jacqui Thornton-Kitching (70122)

Registrar
Ewan McKendrick (Alison Bell 70233)

Director Of Human Resources
Julian Duxfield (70152)

Head of Recruitment & Development
Vanessa Howe (89909) (Tues-Fri)

Head of HR Policy
Sarah Thonemann (89906) (Tues-Fri)

Head of Equality and Diversity
Kevin Coutinho (89821)

Head of Childcare Services
Jo Mason (89942)

MPLS
<b>Team Leader:</b> Colette O'Shaughnessy (82086)
<b>HR Business Partners</b>
Sarah Tresham (82157)
Mike Parkes Bowen (82734)
<b>Senior HR Assistant:</b>
Rachel Srawley (82156) (Tues, Wed, Thurs)
<b>HR Assistant:</b>
Monica Wilson (82156) (Mon, Fri)

HR Information
<b>Head of HR Information</b>
Liz Mitchell (89928)
<b>Senior HR Information Analyst</b>
Sarah Rowles (89831) (Tues-Fri)
<b>HR Information Analyst</b>
Kirsty McGregor (89924)
<b>HR Information Analyst</b>
Marie King (89911) (Mon - Fri (am))

Senior Appointments Team
<b>Senior Personnel Officer</b>
Ruth Kinahan (70234) (Mon, Tues (pm), Wed, Thurs (pm), Fri)
<b>Personnel Officer:</b>
Anna Malkin (70200)
<b>Senior Appointments Administrator &amp; Welcome Service Coordinator</b>
Sue Morris (80189)

Policy Team
<b>Policy Officers</b>
Kate Butler (89925)
John Dickson (89907)
Tonya Iasisen-Kandola (89910) mat. Leave
Meghan Lawson (89910)

Equality and Diversity Unit (EDU)
<b>Harassment and Equality Administrator</b>
Caroline Kennedy (89825)
<b>Equality Advisor (Gender and Athena Swan)</b>
Adrienne Hopkins (89943)
<b>Equality Advisors (Race, Religion and Belief)</b>
<b>Machilu Zimba (89936)</b>
Laura Hodson (89936)
<b>Equality Advisor (Policy and Data)</b>
Sara Smith (89829)
<b>Staff Disability Advisor</b>
Caroline Moughton (80687)

Childcare Services Team
<b>Early years Administrator</b>
Catherine Astbury (89841)
<b>Finance Administrator</b>
Neil McCartney (89979)
<b>Finance Assistant</b>
Jackie Wilkins (89835)

MSD
<b>Team Leader:</b> Dawn McNish (89917)
<b>HR Business Partners</b>
Sophie Brotherton (89918) (Mon, Tues, Wed)
Stephen Lillis (89894)
Sarah Doolan (89902) (Mon -Thurs)
Lynette Cole (89935) (Mon, Tue, Thurs, Fri)
<b>HR Assistant</b>
Graeme Cranfield (89916)

HRIS Support Centre
<b>Head of HRIS Support Centre</b>
Susanne Hemmerich (16452)
<b>HRIS Support Lead</b>
Michael O'Sullivan (87900)
<b>HRIS Support Officer</b>
Asta Siautilaite (87900)
Michelle Williams (16309)
<b>Senior HRIS Analyst</b>
Simon Burford (87900)
<b>HRIS Analysts</b>
Helen Child (80599)
Athena Artuso
<b>HRIS Business Advisor</b>
Mandy Zaccheo (16322)
<b>HRIS Trainer</b>
Graham Fryer (87917)
<b>HRIS Business Support Officer</b>
Vacancy
<b>HRIS Administrator</b>
Vacancy
<b>HRIS Data Services Assistant</b>
Anthony Kong (16291)
<b>HRIS System Security Analyst</b>
Mark Norris (87900)

Staff Immigration Team
<b>Staff Immigration Team Leader</b>
James Baker (89908)
<b>Staff Immigration Officers</b>
Tim Currie (89903)
Lisa Crook (89919)
<b>Immigration Assistants</b>
Angelina Kehayova
Solveig Alsaker (89912)
<b>Immigration Compliance Assistant</b>
Amira Harb (89926)

Administration Team
<b>Office Manager</b>
Andrea Hargreaves (89900)
<b>Administrative Assistant:</b>
Daniel Oliver (89905)

Reward Team
<b>Reward Manager</b>
Sarah Kilgour (89915) Mon (am), Tues, Wed (am), Thurs, Fri (am)
<b>Reward Advisor</b>
Jessica Oldershaw (89922)

Social Sciences
<b>Team Leader:</b> Sarah Oliver (89961)
<b>HR Business Partners</b>
Hannah Cowley (89923)
<b>HR Manager Social Sciences/School of Geography</b>
Donna Elliot
<b>HR Assistant:</b>
Bea Krzysztan (89948)

Humanities / GLAM
<b>Team Leader:</b> Emily Sharp (89901)
<b>HR Business Partners</b>
Ben Parish (89810)
Emily Roscoe-Styler- GLAM (89920)
<b>HR Assistant</b>
Bea Krzysztan (89948)

UAS
<b>Team Leader:</b> Katharine Herdt (70539)
<b>HR Business Partners</b>
Jonathan Roger (70023)
Ali Goodall mat. Leave
Vicki Walker mat. Leave
Sue Simkin 70263
Tracy Brown 70264
<b>HR Officer</b>
Julie Tanner (70128)
<b>Senior HR Administrator</b>
Elise Cochrane (6-11742)
<b>HR Administrators</b>
Jasmine Buckley (70148)
Olesya Luchinina (6-11743)
Courtney Johnson (89913)
<b>Apprentice HR Administrator</b>
Leanne Daniel (70120)

Apprenticeships Manager
Clive Shepherd (70536)

Temporary Staffing Service
General enquiries: 12360
<b>Manager:</b> Annie Harris (12347)
<b>Controllers</b>
Grace McFadyen (12361)
Todd Graf (12352)
Monika Kaszubowska (74734)
<b>Project Manager</b>
Tom Harlos (contractor)

Director of Occupational Health & Safety	
Gary Tideswell (70810)	
University Safety Office Team	Occupational Health Team
<b>Administrator</b>	<b>Operations Manager</b>
Diane Harris (70812)	Caroline Harris (82676)
<b>University Biological Safety Officer</b>	<b>Occupational Health Physician</b>
Andrew Thompson (70819)	Dr Jo Tremlett (82676)
<b>Assistant University Biological Safety Officer</b>	Vacancy
Tracey Mustoe (70803)	<b>Occupational Health Travel Physician</b>
<b>Hazardous Waste Technical Officer</b>	Dr Christopher Conlon (82676)
Frances Russell (70815)	<b>PA / Financial Administrator</b>
<b>University Fire Officer</b>	Paula Lyne (82677)
Steve Emery (70813)	<b>Health Data Analyst</b>
<b>University Radiation Protection Officer</b>	Christopher Sanders (82681)
Mark Bradley (70802)	<b>Clinical Support Administrator</b>
<b>Radiation Technical Assistant:</b>	Karen Ralph (82685)
Gillian Jenkins (70808)	<b>Receptionist</b>
<b>Radiation Safety Assistant</b>	Lynne Tanner (82676)
Simon Haycox (70818)	<b>Specialist Occupational Health Nurse Practitioners</b>
<b>University Safety Officers</b>	Sonya Zyssemilch (82676)
Julie Black (70817)	Angela Pullinger (82676)
Brian Jenkins (70814)	<b>Specialist Occupational Health Nurse</b>
<b>Assistant University Safety Officer</b>	Vacancy
Tanya Boyce (70807)	<b>Specialist OH Travel Nurse</b>
<b>Divisional Safety Officer GLAM</b>	Gillian Wilson (82676)
David Baimbridge (70804)	<b>Occupational Health Clinic Nurse</b>
<b>Personal Assistants to Director &amp; Safety Officers</b>	Vacancy
Chloë Cairns (70880)	
Lucia Browning (70811)	