

Human Resource Services

Executive and Support

Ian Pike, Director

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Debbie Smith, Administrative Assistant

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HR Service Team

Services Provided

- Academic Promotions administration
- Conditions of Employment advice
- Vacancies advertisement
- HRS Training
- Immigration Information relating to recruitment
- Information on Research Staff
- Job Analysis
- Leave processing
- Managing for Performance
- Recruitment
- Short-term appointments
- Special Studies Program (SSP) administration
- Staff appointment (including scholarship holders)
- University Staff Induction Program

Helen Tayler, Manager

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Chris Maxfield, Assistant Manager, Business Improvement

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Jannell Rowe, Assistant Manager (Acting)

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FACULTIES

Business and Law

Sara Pedersen

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Health – Biomedical Sciences, Nursing & Midwifery, University Department of Rural Health, Faculty Office Staff

Rachel Fowell

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Education and Arts

Marcus Mariani

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Health - Family Action Centre, Centre for Rural and Remote Mental Health, Centre for Health and Ageing, Hunter Postgraduate Medical Institute

Rochelle Feenan (Thursday and Friday)

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Engineering and Built Environment

Melissa Smith

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Science and Information Technology

Alison Murphy

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Health – School of Medicine & Public Health, School of Health Sciences

Sarah-Jane Tasker

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DIVISIONS

International Division, Research Division, Financial Services, Risk & Commercial Services, Corporate Information, Legal Unit, Human Resource Services

Jackie Fox

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Office of the Vice-Chancellor, Office of the PVC and Director Central Coast Campuses, Corporate Development & Community Partnerships, President Academic Senate, Marketing and Public Relations, Office of DVC (Services), Services Project Office, Information Technology

Julie Winwood

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Academic Registrar, Governance & Policy, Student Administration, Student Support & Accommodation

Sara Pedersen

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Academic Division, Facilities Management

Anne Tigani

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HR Service Team Assistants

Lyn McLachlan

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Michelle Jones (Data Input)

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James Vullo

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Lisa Manton (Data Input)

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Human Resource Services

Organisational Development Team

Services Provided – Strategic

- Develop discussion and briefing papers on key HR issues/initiatives
- Develop operational workforce planning processes

Services Provided – Organisational Development

- Develop an integrated staff development framework
- Develop and enhance leadership programs
- Conduct and report on organisational development surveys
- Provide organisational development support services to Faculties and Divisions

Services Provided – Policy and Communication

- Develop HR policy, procedures and guidelines
- Disseminate and implement HR policy, procedures and guidelines
- Develop and maintain the HRS website

Services Provided – Staff Development

- Develop and manage of the Heads of School Leadership Program
- Facilitate organisational unit planning sessions
- Design and conduct of workplace surveys
- Conduct individual and work unit needs analysis
- Research and develop leadership and management instruments and programs
- Source, liaise and contract external training providers
- Co-ordinate staff development laboratories
- Report staff training statistics

Beverley Richards, Associate Director

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Michelle Campbell, Staff Development Consultant (Thurs, Fri)

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Cecilia White, Staff Development Consultant

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Carolyn Watson, Policy and Communication Officer

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Nigel Goddard, IT Staff Development Officer

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Michelle Chaplin, Project Officer (Tues, Wed, Thurs)

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Gina Caddies, Administrative Officer

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Debbie Nichols, Administrative Assistant

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Linda Lee, Administrative Assistant (Tues, Wed, Thurs)

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Employee Relations Team

Services Provided

- Awards and Workplace Agreements: drafting, negotiation, implementation, interpretation and advice
- Formulate industrial policy and procedure
- Industrial case management and advice
- General Staff Classification Review
- Academic Workload
- Advice on separations
- Conflict Resolution – technical advice

Paul Munro, Associate Director, Employee Relations

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Robyn Blackwell, Senior Industrial Relations Officer (Mon, Tues, Wed, Fri)

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Bronwen Rose, Industrial Relations Officer

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Phone: 492 18651

Human Resource Services

Human Resource Information System Team

Services Provided

- Administer and maintain HRonline
- Data integrity and organisational reporting
- Liaise with IT staff
- Administer and maintain Alesco

Murray Scott, Manager

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Lyn Cousins, Data Analyst

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Nora Rochow, Systems Officer

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Phone: 492 16675

General Email: HRIS@newcastle.edu.au

Health, Safety and Environment Team

Services Provided

- Emergency Procedures
- First Aid
- Risk Analysis
- Injury/accident/hazard reporting and Injury Management
- OH&S Induction
- Safety in Research
- Worker's Compensation
- Workplace Committees

Tina Crawford, Manager

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Dianne Bunch, OHS/Return to Work Coordinator (Mon, Tues, Thurs)

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Neill Bourne, Senior Safety Officer (Health and Safety Management Systems)

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Kelly Palmer, OHS/ Return to Work Coordinator (Tues)

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Melissa Musicka, Senior Safety Officer (Technical/Laboratory/Research) (M, W, F)

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Lyn Politis, Worker's Compensation & Injury Management Co-ordinator

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Maxine Rennard, Safety Officer (HSE/Injury Management) (Tues, Wed, Thurs)

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Liz Pilgrim, Safety Support Officer

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Charlotte Drury (Senior Environmental Officer)

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Remuneration and Benefits Team

Services Provided

- Prepare payroll and process timesheets
- Tax, bank and deduction records and associated reporting
- Payroll administration/variations, etc
- Salary Packaging
- Superannuation advice and assistance
- Superannuation remittance and reconciliation
- Remuneration arrangements for executive staff

David Pleasance, Manager

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Ingrid Bonner, Administrative Officer

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