

**FACULTY OF ENGINEERING AND BUILT ENVIRONMENT**  
**FACULTY SERVICES CENTRE KEY CONTACTS EF105**

NAME	TITLE	EXT
Professor Brett Ninness	Pro Vice-Chancellor	x16025
Natalie Downing	Associate Director, Faculty Services	x17994
<b>ADMINISTRATION AND TECHNICAL SUPPORT</b>		
FEBE-Services_Centre@newcastle.edu.au		<ul style="list-style-type: none"> <li>General enquiries</li> </ul>
FEBE-EXEC_Support@newcastle.edu.au		<ul style="list-style-type: none"> <li>PVC calendar bookings</li> <li>PVC sign-offs and approvals</li> </ul>
Alexandra Day	Team Leader and Project Officer	<ul style="list-style-type: none"> <li>Executive support &amp; administration for the PVC</li> </ul>
Jess Stonehouse	Administrative Assistant	<ul style="list-style-type: none"> <li>Executive support &amp; administration for the PVC</li> <li>Faculty travel coordination</li> <li>Faculty room, car bookings and visitor parking permits</li> <li>Event/catering coordination</li> <li>Faculty health and safety committee contact</li> <li>PVC Unit reception, meet and greet</li> </ul>
Katelijan Hullegie	Faculty Timetable and Workload Coordinator	<ul style="list-style-type: none"> <li>Faculty timetable</li> <li>Academic workload</li> </ul>
Sophie Brown	Project Officer <i>Wed, Thurs</i>	<ul style="list-style-type: none"> <li>Graphic design</li> <li>Photography/videography + video editing</li> </ul>
<b>STAKEHOLDER ENGAGEMENT AND BUSINESS DEVELOPMENT</b>		
FEBE-Engage@newcastle.edu.au		<ul style="list-style-type: none"> <li>General engagement enquires</li> </ul>
FEBEglobal@newcastle.edu.au		<ul style="list-style-type: none"> <li>Entry assessment requests</li> <li>Individual credit requests</li> <li>Faculty RAD support</li> <li>Generic partnership proposals</li> </ul>
Ruth Pring	Engagement Manager <i>Mon, Tue, Wed, Thu</i>	<ul style="list-style-type: none"> <li>Executive support</li> <li>Faculty marketing &amp; communications liaison</li> <li>Current staff &amp; student communication management</li> <li>Industry &amp; Alumni engagement support</li> <li>Faculty internationalisation</li> </ul>
Tamara Tancred	Senior Engagement Officer (Student Experience)	<ul style="list-style-type: none"> <li>Project management and support for engagement initiatives</li> <li>Faculty student &amp; staff communications coordinator</li> <li>Faculty internationalisation communications coordinator</li> <li>FEBE current student programs coordinator</li> </ul>
Bhavana Chilaka	Senior Engagement Officer (Partnerships)	<ul style="list-style-type: none"> <li>Project management and support for Faculty internationalisation, student retention, international partnerships, domestic and international student admissions</li> <li>International credit &amp; articulation</li> <li>International agent visits</li> </ul>
TBA (please contact FEBE-Engage@newcastle.edu.au)	Engagement Officer (Teaching and Learning)	<ul style="list-style-type: none"> <li>Student Success Partner (SSP) project coordinator</li> <li>Teaching and Learning engagement project coordinator</li> </ul>
Sarah James	Engagement Officer	<ul style="list-style-type: none"> <li>Engagement project support and administration</li> <li>FEBE communications content development</li> <li>Precinct signage</li> <li>FEBE Global admissions and credit assistance</li> </ul>
<b>INDUSTRY, RESEARCH AND RESEARCH TRAINING</b>		
FEBE-Research@newcastle.edu.au		<ul style="list-style-type: none"> <li>General FEBE Research enquiries</li> <li>External or Internal funded grant enquiries &amp; submissions</li> <li>Notification of grant opportunities</li> </ul>
FEBE-Scholarships@newcastle.edu		<ul style="list-style-type: none"> <li>Scholarship enquiries</li> </ul>
rto-rhd-febe@newcastle.edu.au		<ul style="list-style-type: none"> <li>General HDR Enquiries (students and staff)</li> </ul>

		<ul style="list-style-type: none"> <li>HDR Scholarships enquiries</li> <li>PGRSS Funding</li> <li>HDR Applications</li> </ul>	
<a href="mailto:FEBE-Industry@newcastle.edu.au">FEBE-Industry@newcastle.edu.au</a>		<ul style="list-style-type: none"> <li>Industry enquiries</li> </ul>	x16025
Kirstin Dunnclyff	Manager Research and Industry	<ul style="list-style-type: none"> <li>Research and Industry portfolio support</li> <li>Project management</li> <li>Portfolio budgets</li> <li>Research grant application support</li> <li>Scholarships</li> <li>Industrial Experience / FYP support</li> <li>Track and report on Faculty progress against KPIs</li> </ul>	x18832
Jo Midwinter	Senior Research & Research Training Officer	<ul style="list-style-type: none"> <li>HDR student admissions, ongoing management, PGRSS funding &amp; communication</li> <li>Scholarships</li> <li>Faculty-funded grant application enquiries</li> <li>External research grant application enquiries</li> <li>Faculty Research Committee (FRC) contact</li> <li>ADRT &amp; ADR Support</li> </ul>	x12051
Kate Caves	Research and Industry Officer	<ul style="list-style-type: none"> <li>FEBE &amp; Industry funded scholarships</li> <li>Industrial Experience / FYP Support</li> <li>FEBE Health &amp; Safety Committee contact</li> <li>HDR &amp; Industry Function Coordination</li> <li>Project &amp; Administration Support</li> </ul>	x53317
Steve Richardson	Faculty Health & Safety Advisor <i>Mon, Tue, Wed</i>	<ul style="list-style-type: none"> <li>Provide Faculty health &amp; safety support</li> <li>Faculty 'Safety Review' contact</li> <li>Liaise with relevant authorities regarding health &amp; safety issues and legislative compliance</li> <li>FEBE H&amp;S Committee H&amp;S Advisor</li> </ul>	x18819
Nicki Soltau	Administrative Assistant	<ul style="list-style-type: none"> <li>HDR student administration</li> </ul>	x16826
<b>TEACHING, LEARNING AND ACCREDITATION</b>			
<a href="mailto:FEBE-Teaching-Learning@newcastle.edu.au">FEBE-Teaching-Learning@newcastle.edu.au</a>		<ul style="list-style-type: none"> <li>Teaching and learning enquiries</li> </ul>	x16025
<a href="mailto:FEBE-Singapore@newcastle.edu.au">FEBE-Singapore@newcastle.edu.au</a>		<ul style="list-style-type: none"> <li>Offshore program administration and enquiries</li> <li>Blackboard course site creation, textbooks, course materials</li> <li>Amendment to results, exams, outreach activity support</li> <li>PSB administration course outlines</li> </ul>	x16025
<a href="mailto:FEBE-fbsecretary@newcastle.edu.au">FEBE-fbsecretary@newcastle.edu.au</a>		<ul style="list-style-type: none"> <li>Faculty board administration and enquires</li> </ul>	x16025
Lisa Nelson	Manager Teaching, Learning and Accreditation	<ul style="list-style-type: none"> <li>Faculty accreditation manager</li> <li>Teaching and Learning strategy</li> <li>Oversight of teaching and learning quality assurance processes</li> <li>Faculty Board secretary</li> </ul>	x17995
April Collison	Senior Teaching, Learning and Accreditation Officer	<ul style="list-style-type: none"> <li>Course and program revisions</li> <li>Degree handbook and PCMS updates</li> <li>Faculty Teaching and Learning Committee secretary</li> <li>Student transition</li> </ul>	x39259
Sophia James	Teaching, Learning and Accreditation Officer	<ul style="list-style-type: none"> <li>Course and program revisions</li> <li>Degree handbook and PCMS updates</li> <li>Teaching and learning projects</li> </ul>	x38164
Tina Jeggo	Senior Offshore Programs Officer <i>Mon, Wed, Thurs</i>	<ul style="list-style-type: none"> <li>FEBE/UONS/PSB/BCAA liaison</li> <li>Singapore program pathways coordinator</li> </ul>	x39384
Bec Mackenzie	Offshore Programs Officer <i>Mon, Tues, Wed</i>	<ul style="list-style-type: none"> <li>Offshore program administration (PSB &amp; BCA)</li> </ul>	x54528

		<ul style="list-style-type: none"> <li>Projects relating to offshore program administration</li> </ul>	
Emma Smith	Offshore Programs Officer <i>Mon, Tues, Wed</i>	<ul style="list-style-type: none"> <li>Offshore program administration (PSB &amp; BCA)</li> <li>Projects relating to offshore program administration</li> </ul>	x16468
Katherine Parker	Offshore Programs Officer, Casual Teaching and Learning Support <i>Mon, Tues, Fri</i>	<ul style="list-style-type: none"> <li>Offshore program support</li> <li>Teaching and learning projects</li> </ul>	x53259