Induction 2016

Dr Charlotte Sweeney
Head of Administration and Finance
Where to find out who to talk to

A very important person to get to know:

Louise, our Receptionist
Access

• Cards need to be registered at Reception in the Hume Rothery Building for access to that building and 21 Banbury Road – and

• with Reception, Department of Engineering Science (Thom Building) for the Common Room and ETB

• with Shaun at Begbroke (for those working there)

• with Paul Warren for Rex Richards

• 24/7 access of all Materials Buildings

• Common Room access – 8 am to 7 pm Monday to Friday
Security

- Harassment (Hazel Assender, Paula Topping, Alison Crossley, Jan Czernuska)
- Lone Working
- Personal Security – ensure that all valuables are locked away
- Contact University Security – (2)72945 and register your bike with the Cycle Registration Scheme – just 60p per pack
Personnel induction

- University Club - http://www.club.ox.ac.uk/
- Staff Gateway website - http://www.ox.ac.uk/staff
- Research Staff Support - http://www.ox.ac.uk/research/support-researchers
- Oxford Research Staff Society - http://www.oxrss.ox.ac.uk/
The End

charlotte.sweeney@materials.ox.ac.uk

Hume Rothery Building, top floor
Ext 73747

Watch out for the weekly newsletter