Induction 2017

Tim McAree
Deputy Administrator (Finance)
Where to find out who to talk to

A very important person to get to know:

Tara, 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

- Departmental Handbook - [http://www.materials.ox.ac.uk/local/DH.html](http://www.materials.ox.ac.uk/local/DH.html)
- University Club - [http://www.club.ox.ac.uk/](http://www.club.ox.ac.uk/)
- Staff Gateway website - [http://www.ox.ac.uk/staff](http://www.ox.ac.uk/staff)
- Research Staff Support - [http://www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers)
- Oxford Research Staff Society - [http://www.oxrss.ox.ac.uk/](http://www.oxrss.ox.ac.uk/)
The End

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Hume Rothery Building, top floor
Ext 73722

Watch out for the weekly newsletter