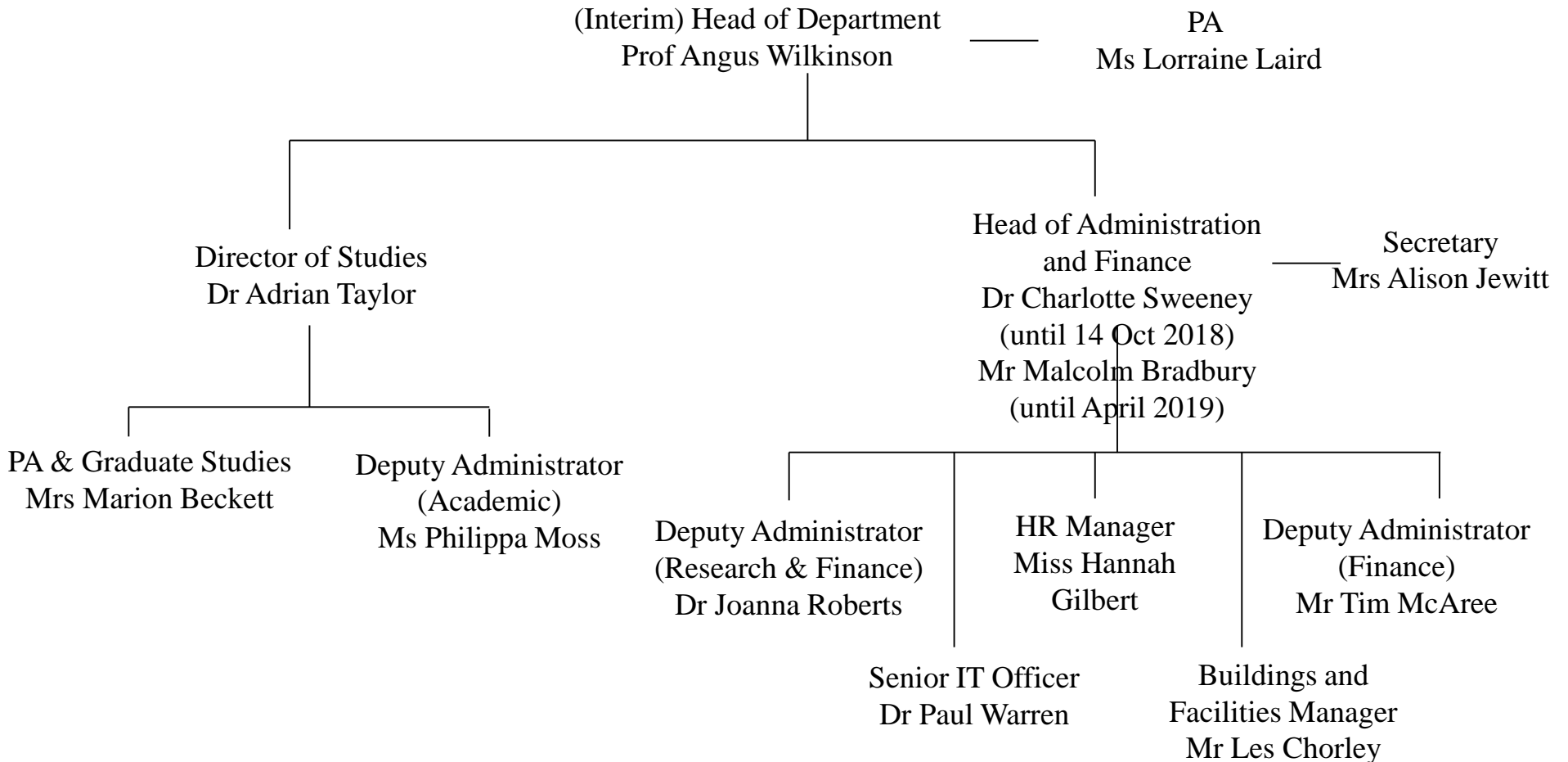

Induction 2018

Charlotte Sweeney
Head of Administration and Finance

Administration (Senior team)



Where to find out who to talk to

A very important person to get to know:

Tara Haydon, our Receptionist
01865 2 73777

Access

- Cards need to be registered at Reception in the Hume Rothery Building for access to HR, BR, 12/13PR
- with Reception, Department of Engineering Science (Thom Building) for the HB and ETB
- with Shaun Boyce at Begbroke Science Park
- with Paul Warren for RR and 14/15PR
- 24/7 access to all Materials Buildings
- Common Room access – 8 am to 7 pm Monday to Friday

Security

- Harassment (Hazel Assender, Jan Czernuska,)
- Lone Working
- Personal Security
 - ensure **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>
- 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

Watch out for the weekly newsletter
Circulated to notices@materials
And available in Weblearn