

# School of Biological Sciences

## Professional Staff and Services Contact List

Administration		Phone
Head of School	<b>Prof Megan Lewis</b> School Office, Molecular Life Sciences Building <a href="mailto:head_biolsci@adelaide.edu.au">head_biolsci@adelaide.edu.au</a>	35328
<b>Administrative Assistant</b> <ul style="list-style-type: none"> <li>• Reception</li> <li>• Buildings access</li> <li>• Visitor access,</li> <li>• General School Support &amp; Administration</li> </ul>	<b>Prue Bickerton</b> Reception, Molecular Life Sciences Building <a href="mailto:biolsciences@adelaide.edu.au">biolsciences@adelaide.edu.au</a>	35352
<b>Executive Assistant to Head of School,</b> <ul style="list-style-type: none"> <li>• School Executive support, HoS signing</li> <li>• Communications</li> </ul>	<b>Imelda Leavy</b> School Office, Molecular Life Sciences Building	35328
Human Resources		
<b>Senior Executive Officer</b> <ul style="list-style-type: none"> <li>• Appointments including Titleholders, Advertising, local HR advice</li> <li>• Employment contracts, Leave, Salary Projections</li> </ul>	<b>Sharon Kolze</b> School Office, Molecular Life Sciences Building	34869
<b>HR Officer, Faculty of Sciences</b> <ul style="list-style-type: none"> <li>• Teaching casual contracts</li> </ul>	<b>Michelle Carter</b> Faculty of Sciences Office, Darling Building	39271
Finance		
<b>Management &amp; Research Accountant, Faculty of Sciences</b> <ul style="list-style-type: none"> <li>• School-level financial reviews, forecasts and budgets</li> <li>• Management of School-based research grants, consultancies/contract research projects</li> <li>• Teaching Budgets</li> <li>• School student support</li> <li>• Budget checking grant applications/casual contracts/contract extensions</li> </ul>	<b>Dalia Lasso Serna</b> School Office, Molecular Life Sciences Building	35504
<b>Finance and Procurement Services – General Inquiries</b> <ul style="list-style-type: none"> <li>• Procurement: preferred suppliers, pricing and procurement</li> <li>• Purchasing, vendor maintenance</li> <li>• Revenue Accounting: accounts receivable, billing, debtor management, on-line shop inquiries</li> <li>• Accounts payable</li> <li>• Taxation advice</li> <li>• Invoices payment</li> </ul>	<a href="mailto:finprosupport@adelaide.edu.au">finprosupport@adelaide.edu.au</a> <a href="mailto:procurement@adelaide.edu.au">procurement@adelaide.edu.au</a> <a href="mailto:purchasing@adelaide.edu.au">purchasing@adelaide.edu.au</a> <a href="mailto:finprosupport@adelaide.edu.au">finprosupport@adelaide.edu.au</a>  <a href="mailto:accountspayable@adelaide.edu.au">accountspayable@adelaide.edu.au</a> <a href="mailto:taxhelpdesk@adelaide.edu.au">taxhelpdesk@adelaide.edu.au</a> <a href="mailto:invoices@adelaide.edu.au">invoices@adelaide.edu.au</a>	33414 Emails only 39930 33414  37898 33414
Student Services		
<b>Senior Academic Support Officer</b> <ul style="list-style-type: none"> <li>• Honours/postgraduate support re recruitment, enrolments, graduations, examinations, prizes etc.</li> <li>• Academic progress</li> <li>• Undergraduate and postgraduate coursework program and course management, including reviews, amendments and rules</li> <li>• Set up and eligibility check for study tours</li> <li>• Summer Scholarships</li> <li>• Faculty, International Office and AGC liaison</li> </ul>	<b>Jenni Peters</b> School Office, Molecular Life Sciences Building	37017
<b>Senior Student &amp; System Officer</b> <ul style="list-style-type: none"> <li>• Faculty and School timetabling</li> <li>• Exams, room bookings, grade entry</li> <li>• Enrolments</li> </ul>	<b>Gizi Nagy</b> School Office, Molecular Life Sciences Building	33141
Health, Safety & Welfare		
<b>School Health, Safety &amp; Welfare Officer</b> <ul style="list-style-type: none"> <li>• Workplace Monitoring</li> <li>• Assist with RA and SOP</li> <li>• Incident Investigations</li> <li>• Field Trip Assistance</li> <li>• Training Information</li> <li>• General Guidance on HSW matters</li> </ul>	<b>Debbie Miller</b> School Office, Molecular Life Sciences Building	31261 0406 381 578

<b>UniSafe – reporting safety issues and incidents</b> <ul style="list-style-type: none"> <li>Web site or downloadable app</li> </ul>	<a href="https://www.adelaide.edu.au/hr/hsw/unisafe/">https://www.adelaide.edu.au/hr/hsw/unisafe/</a>	
<b>Off-Campus Activities</b> <ul style="list-style-type: none"> <li>Forms and information</li> </ul>	<a href="https://sciences.adelaide.edu.au/intranet#hsw">https://sciences.adelaide.edu.au/intranet#hsw</a>	
<b>Service Delivery &amp; Maintenance</b>		
<b>Electrical:</b> Power failures, tripped power circuits, lights <b>Mechanical:</b> Air conditioning, lifts <b>Building:</b> Carpentry, doors, walls, ceiling <b>Plumbing:</b> Floods, gas outage, plumbing problems (toilets, blocked sinks) <b>Cleaning:</b> carpet, floor, toilet <b>Security:</b> Keys, surveillance, camera <b>Caretaking:</b> Furniture removal <b>Waste:</b> Confidential bin, general waste removal, Kick-Ya-Bin <b>Grounds:</b> Outdoor issues	<b>URGENT – Phone</b>  <b>NON-URGENT – web</b> <a href="https://archibus.adelaide.edu.au/archibus/login.axv">https://archibus.adelaide.edu.au/archibus/login.axv</a> <a href="#">w</a>	<b>34008</b>  <b>web link</b>
<b>Technical &amp; Infrastructure Team</b>		
<b>Infrastructure and general support, office and lab accommodation</b> <b>Equipment maintenance</b> <b>Chemical disposal</b>	<a href="mailto:nt_support@adelaide.edu.au">nt_support@adelaide.edu.au</a> <a href="mailto:nt_equipment@adelaide.edu.au">nt_equipment@adelaide.edu.au</a> <a href="mailto:nt_chemwaste@adelaide.edu.au">nt_chemwaste@adelaide.edu.au</a>	
<b>Research Technical Services Manager, Faculty of Sciences</b> <ul style="list-style-type: none"> <li>Shared research facilities operations management</li> <li>Technical services management</li> <li>Infrastructure and space planning</li> <li>Safety coordination</li> </ul>	<b>Mailys Stirling</b> Faculty of Sciences Office, Darling Building, G08c	<b>37630</b> <b>0401 979 405</b>
<b>Research Technical Operations Team Leader (North Terrace)</b> <ul style="list-style-type: none"> <li>Lead and coordinate research support services and resources across the North Terrace campus</li> <li>Maintain and develop shared research equipment, assets and infrastructure support</li> <li>Support safety coordination</li> </ul>	<b>Alan McLennan</b> Benham Building B16 Physics G36	<b>35563</b> <b>0467 720 542</b>
<b>Research Technical Officers (North Terrace)</b> <ul style="list-style-type: none"> <li>Biosafety support</li> <li>School of Biological Sciences Tissue Culture Facility support</li> </ul>	<b>Simon Banks (Tissue Culture)</b> Molecular Life Sciences 3.18	<b>36570</b> <b>0435 200 323</b>
<b>Assistant Technical Officers – Technical Services Unit</b> <ul style="list-style-type: none"> <li>Technical Services Unit</li> <li>High quality media and solution production</li> <li>Glassware washing and autoclaving services</li> </ul>	<b>Jessie Foster</b> <b>Grazyna (Grace) Zurawska-Malkowska</b> Molecular Life Sciences level 4	<b>35355</b>
<b>Research Services and Facilities Team Leader (North Terrace)</b> <ul style="list-style-type: none"> <li>Oversee Faculty-wide specialist technical platforms</li> <li>New services development</li> <li>Infrastructure and equipment strategic planning and delivery</li> </ul>	<b>Paul Smith</b> Physics Building G36	<b>31250</b> <b>0481 916 636</b>
<b>Technology Officer, Faculty of Sciences</b> <ul style="list-style-type: none"> <li>Linux system administration</li> <li>Computing hardware support, upgrades and installation</li> </ul>	<b>Ramona Rogers</b> Physics Building G35	<b>33548</b> <b>0414 687 436</b>
<b>Fleet and Field Officer, Faculty of Sciences</b> <ul style="list-style-type: none"> <li>Field equipment issue and maintenance</li> <li>Vehicle and boat maintenance</li> <li>4WD training</li> </ul>	<b>David Ladd</b> Benham Building B16	<b>34558</b> <b>0408 089 340</b>
<b>Adelaide Proteomics Centre - APC</b> <ul style="list-style-type: none"> <li>Protein identification</li> <li>Protein quantitation</li> <li>Protein characterisation</li> </ul>	<b>Parul Mittal</b> <b>Christopher Cursaro</b> Molecular Life Sciences 1.53 <a href="https://biological.adelaide.edu.au/proteomics/">https://biological.adelaide.edu.au/proteomics/</a>	<b>34903 (office)</b> <b>37521 (Lab)</b>
<b>Analytical Facility</b> <ul style="list-style-type: none"> <li>Mass spectrometry and NMR</li> <li>Biogeochemistry</li> <li>IRMS</li> <li>TIMS</li> </ul>	<b>Phil Clements, Badger Building</b> <b>Tony Hall, Maswon Building</b> <b>Mark Rollog, Mawson Building</b> <b>David Bruce, Mawson Building</b>	<b>35359</b> <b>35326</b>  <b>34542</b>

Teaching Technical Support Team		
<b>Teaching Support Services Coordinator</b> <ul style="list-style-type: none"> <li>Undergraduate teaching support coordination</li> <li>The Braggs teaching laboratories, facilities and equipment maintenance</li> </ul>	<b>Alison Fitch</b> The Braggs 3.26	32049
<b>Teaching Support Officers</b> <ul style="list-style-type: none"> <li>Teaching practical preparation and setup</li> <li>Teaching technical support</li> <li>The Braggs teaching laboratories and equipment maintenance</li> </ul>	<b>Penny Day</b> <b>Sonia Elts</b> <b>Corinne Mensforth</b> <b>Garry Penny</b>	32351 34871 35566 32350
Travel		
<b>Travel Administration Officers, Faculty of Sciences</b> <ul style="list-style-type: none"> <li>Enquiries re travel policies, procedures</li> <li>Booking travel for non-card holders, students and visitors</li> </ul>	<b>Sharon Clapham</b> <b>Cassie Menzel</b> <a href="mailto:travelsciences@adelaide.edu.au">travelsciences@adelaide.edu.au</a> Molecular Life Sciences 1.27	37279 37244
<b>Corporate Credit Cards&amp; Travel</b> <ul style="list-style-type: none"> <li>Corporate credit card program, Expense management System</li> <li>Online Travel Booking Tool</li> </ul>	<a href="mailto:Corporate.cards@adelaide.edu.au">Corporate.cards@adelaide.edu.au</a>	33330