



NDM Human Resources (ORC): Team aims and objectives

Centre of Excellence	Objective	Centre lead	Team roles	Escalation contact*
HR Operations	Ensure personnel changes are actioned accurately on Core, responding to employee queries, and generating management reports.	HR Operations Partner: S <i>Beata Keegan</i> hr@ndm.ox.ac.uk	HR Operations Advisor(s): Shirley Varney & Farha Hoque HR Operations Coordinators: Gen Moffa & Hannah Steele hr@ndm.ox.ac.uk	nina.gartside@ndm.ox.ac.uk
Recruitment and On-boarding	Support the NDM and University strategic objectives- ensure recruitment is conducted in compliance with employment legislation, and Departmental and University policy.	Recruitment Manager: Russell Morris Recruitment Partner: Sibel Ruc recruitment@ndm.ox.ac.uk	Recruitment Advisor: Phillippa Wall Recruitment Coordinators: Kaitlin Beazley, Grace Keeble & Xue (Snow) Tian recruitment@ndm.ox.ac.uk	nina.gartside@ndm.ox.ac.uk
Learning & Development	Design and deliver training and briefings for staff/managers in Oxford and overseas. Support progression and recognition through the relevant University schemes.	Learning & Development Partner: Sarah Sprutyenberg sarah.sprutyenberg@ndm.ox.ac.uk	Learning & Development Advisor: Lois Nicholas (50%) lois.nicholas@ndm.ox.ac.uk	nina.gartside@ndm.ox.ac.uk
Employee Relations	Provide a stable employee relations environment which supports managers and employees to achieve the objectives of their roles.	HR Operations Manager: Nina Gartside nina.gartside@ndm.ox.ac.uk	Employee Relations Partner: Jessica Tubby	elena.mcphilbin@ndm.ox.ac.uk
Athena SWAN	Ensure the Athena SWAN principles underpin the work of the Department in order to enable equality of opportunity, personal development and advancement is available to all staff and students.	Head of Human Resources: Elena Mc Philbin elena.mcphilbin@ndm.ox.ac.uk	Athena SWAN Specialist: Claire Worland (40%) athena.swan@ndm.ox.ac.uk	

*The escalation process is to be used in situations where you are dissatisfied with the service that you have received (rather than disagreeing with the response). If you are having issues in terms of receiving response, please always refer through the hierarchy, i.e. advisor, partner, and manager.