NDM Human Resources (ORC): Team aims and objectives
<table>
<thead>
<tr>
<th>Centre of Excellence</th>
<th>Objective</th>
<th>Centre lead</th>
<th>Team roles</th>
<th>Escalation contact*</th>
</tr>
</thead>
</table>
| HR Operations            | Ensure personnel changes are actioned accurately on Core, responding to employee queries, and generating management reports. | HR Operations Partner: Sibel Ruc (Interim)  
                          Beata Keegan (Maternity leave)  
                          hr@ndm.ox.ac.uk | HR Operations Advisor(s): Farha Hoque  
                          Shirley Varney  
                          HR Operations Coordinator(s): Hannah Steele  
                          Genevieve Moffa  
                          hr@ndm.ox.ac.uk | nina.gartside@ndm.ox.ac.uk |
| Recruitment and Onboarding | Support the NDM and University strategic objectives to ensure recruitment is conducted in compliance with employment legislation, and Departmental and University policy. | Recruitment Partner: Sibel Ruc  
                          recruitment@ndm.ox.ac.uk  
                          Resourcing Specialist: Heledd Gwilym  
                          heledd.gwilym@ndm.ox.ac.uk | Recruitment Advisor(s): Phillippa Wall  
                          Kaitlin Beazley  
                          Recruitment Coordinator(s): Grace Keeble  
                          Margarita Monroy Vazquez  
                          Irene Katusiime (start 27/04/2022)  
                          recruitment@ndm.ox.ac.uk | nina.gartside@ndm.ox.ac.uk |
| Learning and 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 Spruytenburg  
                          learning.development@ndm.ox.ac.uk | Learning & Development Advisor: Lois Nicholas (50%)  
                          learning.development@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  
                          jessica.tubby@ndm.ox.ac.uk | elena.mcphilbin@ndm.ox.ac.uk |
| Athena SWAN / EDI        | 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 | EDI Facilitator: Claire Worland (40%)  
                          athena.swan@ndm.ox.ac.uk | edward.gibbs@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. NDM Human Resources (ORC): centres of excellence, objectives and escalation contacts.*