

# NDM Human Resources (ORC): Team aims and objectives

NDM Human Resources (ORC): centres of excellence, objectives and escalation contacts

Centre of Excellence	Objective	Centre lead	Team roles	Escalation contact*
<b>HR Operations</b>	Ensure personnel changes are actioned accurately on Core, responding to employee queries, and generating management reports.	<b>HR Operations Partner:</b> Sibel Ruc (Interim) Beata Keegan (Maternity leave) <a href="mailto:hr@ndm.ox.ac.uk">hr@ndm.ox.ac.uk</a>	<b>HR Operations Advisor(s):</b> Farha Hoque Shirley Varney <b>HR Operations Coordinator(s):</b> Hannah Steele Genevieve Moffa <a href="mailto:hr@ndm.ox.ac.uk">hr@ndm.ox.ac.uk</a>	<a href="mailto:nina.gartside@ndm.ox.ac.uk">nina.gartside@ndm.ox.ac.uk</a>
<b>Recruitment and Onboarding</b>	Support the NDM and University strategic objectives to ensure recruitment is conducted in compliance with employment legislation, and Departmental and University policy.	<b>Recruitment Partner:</b> Sibel Ruc <a href="mailto:recruitment@ndm.ox.ac.uk">recruitment@ndm.ox.ac.uk</a> <b>Resourcing Specialist:</b> Heledd Gwilym <a href="mailto:heledd.gwilym@ndm.ox.ac.uk">heledd.gwilym@ndm.ox.ac.uk</a>	<b>Recruitment Advisor(s):</b> Phillippa Wall Kaitlin Beazley <b>Recruitment Coordinator(s):</b> Grace Keeble Margarita Monroy Vazquez Irene Katusiime (start 27/04/2022) <a href="mailto:recruitment@ndm.ox.ac.uk">recruitment@ndm.ox.ac.uk</a>	<a href="mailto:nina.gartside@ndm.ox.ac.uk">nina.gartside@ndm.ox.ac.uk</a>
<b>Learning and Development</b>	Design and deliver training and briefings for staff/managers in Oxford and overseas. Support progression and recognition through the relevant University schemes.	<b>Learning &amp; Development Partner:</b> Sarah Spruytenburg <a href="mailto:learning.development@ndm.ox.ac.uk">learning.development@ndm.ox.ac.uk</a>	<b>Learning &amp; Development Advisor:</b> Lois Nicholas (50%) <a href="mailto:learning.development@ndm.ox.ac.uk">learning.development@ndm.ox.ac.uk</a>	<a href="mailto:nina.gartside@ndm.ox.ac.uk">nina.gartside@ndm.ox.ac.uk</a>
<b>Employee Relations</b>	Provide a stable employee relations environment which supports managers and employees to achieve the objectives of their roles.	<b>HR Operations Manager:</b> Nina Gartside <a href="mailto:nina.gartside@ndm.ox.ac.uk">nina.gartside@ndm.ox.ac.uk</a>	<b>Employee Relations Partner:</b> Jessica Tubby <a href="mailto:jessica.tubby@ndm.ox.ac.uk">jessica.tubby@ndm.ox.ac.uk</a>	<a href="mailto:elena.mcphilbin@ndm.ox.ac.uk">elena.mcphilbin@ndm.ox.ac.uk</a>
<b>Athena SWAN / EDI</b>	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.	<b>Head of Human Resources:</b> Elena Mc Philbin <a href="mailto:elena.mcphilbin@ndm.ox.ac.uk">elena.mcphilbin@ndm.ox.ac.uk</a>	<b>EDI Facilitator:</b> Claire Worland (40%) <a href="mailto:athena.swan@ndm.ox.ac.uk">athena.swan@ndm.ox.ac.uk</a>	<a href="mailto:edward.gibbs@ndm.ox.ac.uk">edward.gibbs@ndm.ox.ac.uk</a>

\*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