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: Shirley Varney
Beata Keegan (mat leave) hr@ndm.ox.ac.uk | HR Operations Advisor(s): Daniella Liviero
HR Operations Coordinators: Farha Hoque
Sarah Street 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: Keshia Harrison
Recruitment Coordinators: Gen Moffa
Phillippa Wall recruitment@ndm.ox.ac.uk | nina.gartside@ndm.ox.ac.uk |
| Learning & Development | Deign 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 Spruytenberg sarah.spruytenberg@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 Advisor: TBC | 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 | peter.bond@well.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