

Administrative Support Structure

The management of the School is coordinated through the Business Office and the Academic Secretary's Office. The senior administrative staff in 2002 comprised:

- the Laboratory Manager (*L. Harland*), is responsible for non-academic functions in the School, including managerial, financial and budgetary, occupational health and safety, and the supervision and well-being of the technical support staff;
- the Business Officer (*L. Scarr*), is responsible for the supervision of the School's administrative and security/cleaning staff, and assists the Laboratory Manager with the business management and copyright issues of the School;
- the Academic Secretary (*M.A. Holloway*), is responsible for matters pertaining to academic staff and students, particularly appointments, current rules, regulations, and practices, and is the focus for outreach issues. The Academic Secretary acts as secretary to the Faculty Board, Faculty, and their committees, and provides advice and administrative assistance to the Dean;
- the School and Facilities Engineer (*L.E. Waldron to 9/5/02*), is responsible for the building plant and equipment, arrangement and monitoring of occupational health and safety aspects pertaining to general School facilities, and for coordinating the provision of services by the research services section to the research groups, and provision of technical and scientific advice;
- the Purchasing Officer (*G.K. Lincoln to 25/10/02*), is responsible for the supervision of the purchasing/stores staff and the procurement of goods and services for the School. The Purchasing Officer is responsible for the provision of the imprest store, which services the RSC and other areas of the ANU.