

Internal Management

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 2003 comprised:

- the Laboratory Manager (*L. Harland*), who 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*), who is responsible for the supervision of the School's administrative and security/cleaning staff, and assists the Laboratory Manager with the business management of the School;
- the Academic Secretary (*M. A. Holloway*), who 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 Laboratories and Safety Co-ordinator (*L.L Welling from 27/3/03*), who is responsible the maintenance and operation of communal laboratory facilities, and oversees the control of hazards in all of the School's laboratories;
- the Facilities Officer (*K. Cooper from 22/5/03*), who is responsible for the maintenance, operation and safety of the building plant and services;
- the Purchasing Officer (*N. Bayley*), who 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.