

# PSYCHOLOGY PROFESSIONAL STAFF

*Current September 2009*

## **DR CRAIG CLARK - School Manager**

Responsible to the Head of School for the effective management of all aspects of School business operations, including School finances, provision of budgets, contracts and grants administration, facilities management, development and maintenance of technical and administrative resources, engagement in strategic planning, and the line management of all professional staff.

Leave relief in respect to technical, financial and HR services management is provided by Doug Robb and, in respect to general administrative services, by Erica Hodgson.

## **Technical Staff**

### **MR DOUG ROBB - Senior Analyst Programmer**

Responsible to the School Manager for the day to day management and maintenance of the School's computer network; for the writing, installation and maintenance of software supporting the School's ongoing requirements in teaching, research and administration; and for the provision of expert advice and assistance on all related matters to staff and postgraduate students.

Leave relief in respect to network management and maintenance issues is provided by Matt Huitson. Leave relief in respect to other responsibilities is as directed by the School Manager.

### **MR JOHN LOVE - Engineer**

Responsible to the School Manager for the installation and maintenance of the School's computer systems and network infrastructure, and for the development of specialized electronic equipment as required for teaching, research and administrative purposes.

Leave relief in respect to the installation and maintenance of the School's computer systems and network infrastructure is provided by Herb Jurkiewicz. Leave relief in respect to other responsibilities is as directed by the School Manager.

### **MR MATT HUITSON – Senior Research Officer**

Responsible to the School Manager for School technical projects development, including the collation of data for administrative purposes; the investigation and report on issues impacting School operations as directed by the School Manager or Head of School; the writing of custom software to support School initiatives in teaching, research and administration; and the provision of related expertise and assistance to staff and postgraduate students.

Leave relief is as directed by the School Manager.

### **MR HERB JURKIEWICZ – Senior Technician**

Responsible to the School Manager for all aspects of media and audio visual support in the School, including the investigation and resolution of issues pertaining to the School's audio visual equipment; provision of related expertise to staff and postgraduate students; direct assistance as required in the preparation of research and teaching materials, School publicity and display materials; and maintenance of the School web site.

Leave relief is as directed by the School Manager.

### **MR BRIAN PEPPLER – Senior Technician**

Responsible to the School Manager for project management of all School maintenance issues in liaison with Facilities Management, keys management, and for the design, construction and installation of specialised mechanical and electro-mechanical equipment as required for teaching, research and administrative purposes.

Leave relief in respect to project management of all School maintenance issues and keys management is provided by Herb Jurkiewicz. Leave relief in respect to other responsibilities is as directed by the School Manager.

## **Administrative Staff**

### **MS ERICA HODGSON - Administrative Officer (Student Services) and PA to the Head of School**

Responsible to the School Manager for the effective management of the School's student services (with line management responsibility for reception and student services staff) and for the provision of senior administrative and executive support to the Head of School.

Leave relief is as directed by the School Manager and/or Head of School.

**MS ANN DEVESON-KELLY – Administrative Officer (Grants, Purchasing & Accounts)**

Responsible to the School Manager for all tasks relating to the management and day to day administration of grants, purchasing and School accounts, and for collation of data required for School budget forecasts and teaching allocations.

Leave relief is as directed by the School Manager.

**MRS ROSE ELIAS - Administrative Officer (Human Resources)**

Responsible to the School Manager for the management and day to day administration of all matters relating to employment contracts and salary payments.

Leave relief is as directed by the School Manager.

**MRS MARILYN BACUS\* - Administrative Assistant (Undergraduate)**

*\* currently on secondment to the Centre for Advancement of Teaching and Learning*

Responsible to the Administrative Officer (Student Services) for the provision of administrative support for undergraduate units, including assistance to Unit Coordinators, collation of marks and preparation of reports for examiners meetings.

Leave relief is as directed by the Administrative Officer (Student Services).

**MRS PRUDENCE RADINGER - Administrative Assistant (Admin Projects/Leave Relief)**

Responsible to the Administrative Officer (Student Services) for the management or support of administrative projects (e.g. Test Library, PSB), and for leave cover in administrative roles from Clinical Unit and Child Study Centre reception through to petty cash management, purchase orders, and payroll entry.

Leave relief is as directed by the School Manager and/or Administrative Officer (Student Services).

**MS PAMELA SLOBE - Administrative Assistant (Postgraduate)**

Responsible to the Administrative Officer (Student Services) for the provision of administrative support for postgraduate units, including assistance to Program Coordinators, collation of marks and preparation of reports for examiners meetings.

Leave relief is as directed by the Administrative Officer (Student Services).

**MS DIANNE BETTIS – Administrative Assistant**

Responsible to the Administrative Officer (Student Services) for administrative support and general office duties including reception and handling of student enquiries in the Psychology General Office.

Leave relief is as directed by the Administrative Officer (Student Services).

**MS LYN EDGAR – Administrative Assistant**

Responsible to the Administrative Officer (Student Services) for administrative support and general office duties including reception and handling of student enquiries in the Child Study Centre.

Leave relief is as directed by the Director of the Child Study Centre and/or the Administrative Officer (Student Services).

**MS MARGARET YULL – Administrative Assistant**

Responsible to the Administrative Officer (Student Services) for administrative support and general office duties including client and student liaison in the Robin Winkler Clinic and Test Library support.

Leave relief is as directed by the Administrative Officer (Student Services).

**PROFESSIONAL STAFF ORGANISATIONAL STRUCTURE CHART  
SCHOOL OF PSYCHOLOGY SEPTEMBER 2009**

(All Operating Funded Staff Positions)

