

# School Administration and Services



Rana Ganguly

## Administration

Ms Anna Cirjak joined the School in June 2004 as Development Manager in charge of student recruitment and marketing activities and Andrew James took over from Maree Kearns as Finance Manager. Several administrative staff improved their skills through training or secondments: Ms Helen McMartin and Dr Tim Wetherell were nominated for the ANU Career Advance Program 2004-05; Mr Rana Ganguly was nominated for the Senior Managers' Leadership Program 2004 and undertook a project titled: "Best Practice Management of Success in External Funds" along with two other colleagues; Ms Belinda Barbour was seconded to the Australian Primary Health Care Institute (APHCRI) for a short-term assignment; and in November Ms Martina Landsmann started her nine-months secondment to the Corporate Information Services to work with the Research Management System team on the implementation of a new research management database.

The assistance provided by the School workshops to the Research School of Astronomy and Astrophysics (RSAA) after the Mount Stromlo fires was acknowledged by Professor Penny Sackett, Director of the RSAA, who presented an award to the workshops in appreciation of these services.

The School continued to win a large number of external funds including three of the four ARC funded research networks that will commence in 2005. Ms Helen McMartin was appointed the Network Manager of the ARC funded Australian Nanotechnology Network. The Business Office continued to extend high levels of service on a sustained basis to grant holders.

## School Services Staff

### School Resources Manager

Rana Ganguly BEngg(Mech), MBA, FAIM

### School Facilities and Services Manager

Kevin Lonsdale, AssocDipMechEng DDIAE, B Tech USQ, PGCertCnflctMgt Macq

### Human Resources Manager

Gayle Samuel

### Finance Manager

Maree Kearns, BCom UNSW, DipEd UNE (until January)

Andrew James, BSc ANU (from January)

### Personal Assistant to the Director

Laura Walmsley

### Science Communication

Tim Wetherell, BSc PhD St Andrews

**Development Manager**

Anna Cirjak (from July)

**Project Officers**

Martina Landsmann

Nilanjana Das (from October)

**Human Resources Officer**

Julia Peric

**Human Resources and Students Officer**

Gillian Harman

Francis Smyth (part-time)

**Receptionist**

Susie Radovanovic

**Assistant Finance Manager**

Marianna Ng

**Purchasing & Stores Manager**

Mark Harris

**Accounts Payable Clerk**

Hanna Spanring

**Accounts/Travel Officer**

Linda Datson (until August)

**SPF Manager**

Wendy Butler

**SPF Officer**

Ben Materne (until March)

**National Institute of Physical Sciences**

Chris Denny

**Senior Stores Clerk**

Ken Staples

**Stock Ordering Clerk**

Lyndell Paseka

**Stores Assistant**

Richard Adamow

**Purchasing & Stores Assistant**

Goran Radovanovic (part-time)

**Electronics Unit**

Tony Cullen (Head)

**Engineers**

Michael Blacksell

David Kelly

Technical Staff

David Anderson

Dennis Gibson

Huan Van Tran

Wasantha Ramasundara

Trainee Technical Officers

David Ellem

Steven Huynh

**Mechanical Workshop**

Ron Cruikshank

Technical Staff

Anthony Barling

Gareth Crook

Ben Danaher

Peter East

Stephen Holgate

Owen Kershaw

Richard Koltermann (from September)

Tom McGuinness

Miro Peric

Andrew Sullivan

Apprentice

Elliott Scott

**School Computer Unit**

Shiu Tin, BSc Hong Kong, PhD

Julie Dalco, BA

Janes Irwin, BIT UC

Deane Larkman, BSc, Grad Dip Comp UC, MIT UC

**School Services**

Steve Brooks

Anthony Mackey

George McEwan (until March)

David Squires

**Australian Materials & Technology Network**

William Wachsmann (from January)

Sylvana Ransley (until September)

Linda Lewis (from December)

**School Librarian**

Annette Styles