School Administration and Services

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