

**Imperial College
London**

Faculty of Engineering

Support Services
2016

Faculty of Engineering Support Services

Introduction

This information booklet has been produced to introduce you to the Faculty's professional support services. We hope you find it helpful, and would be pleased to receive any comments that you have on how it might be improved.

Email: eng.web@imperial.ac.uk

The professional support services team can be found on Level 2 of the Faculty Building. A seating plan and list of Faculty contacts are included at the back of this booklet

If you would like to find out more about Imperial in general you may also wish to attend the 'Imperial Insights' session run by the Learning and Development Centre.

Find out more about the [Imperial Insights programme](#).

Faculty office

As the academic head of the Faculty, the Dean has overall responsibility for the leadership and management of the Faculty. He is supported in this role by the Faculty Operating Officer who is responsible for all the operational activity (administrative and academic support) of the Faculty. In addition to representing the Faculty at College level, and playing a lead role in the development of College policy on behalf of the Faculty, the Faculty Office manages and coordinates the following services which are provided at Faculty level:

- ◆ Financial management and control
- ◆ Human Resources
- ◆ Research Services (pre and post award)
- ◆ Research contract negotiations
- ◆ Research strategy
- ◆ Teaching strategy
- ◆ Alumni relations (Engineering Chapter)
- ◆ Learning technology
- ◆ Web management
- ◆ Health and safety management

The Faculty Office works closely with the following central services, to represent the interests of academic departments and to ensure that the needs of the Faculty are met:

- ◆ Estates Facilities and Estates Projects
- ◆ Information and Communication Technologies
- ◆ Registry

The Faculty's three major committees - Faculty Management Committee, Faculty Research Committee, and Faculty Teaching Committee - are supported by the Faculty Office. Major initiatives arising from these committees are resourced by the Faculty Office.

The annual strategic planning and budget rounds are run through the Faculty Office, during which departments' plans for the next financial year are agreed. The Faculty Office is responsible for the development and ultimate delivery of the Faculty strategic and operational plans.

Team:	Professor Jeff Magee	Dean of Engineering (x48601)
	Professor Neil Alford	Vice-Dean - Research (x46724)
	Professor Peter Cheung	Vice-Dean - Education (x46200)
	Richard Martin	Faculty Operating Officer (FOO) (x45010)
	Clare Pearson/Anuskha Patel	PA to the Dean & FOO (x48601)

Finance

The Faculty finance team holds overall responsibility for proper financial management and control within the Faculty. The team provides departmental administrative staff with support and tools for managing their financial activities. Financial support to academic staff is mostly provided by departmental staff, predominantly through the Departmental Operations Manager. However, the Faculty finance team:

- ◆ supports departments in the management and control of their financial resources
- ◆ provides advice and appropriate financial information to the College's Director of Finance on issues relating to the Faculty
- ◆ develops financial systems required for the internal management of the Faculty
- ◆ contributes to the development of Faculty strategy and policy
- ◆ manages the strategic financial planning process for the Faculty.

Team:	Andrew Stagg	Faculty Finance Officer (x41280)
	Amrik Thethi	Senior Management Accountant (x48606)
	Steve Aldous	Senior Management Accountant (x48591)

Human resources

The human resources (HR) team provides support to Faculty departments in all aspects of the staff management function. Support for you and your Department includes:

- ◆ recruitment and retention of staff
- ◆ issuing of staff contracts of employment
- ◆ coordinating applications for work permits
- ◆ liaison with Payroll department regarding payment of salaries/additional payments
- ◆ employee relations issues
- ◆ assisting academics with the application of HR policies e.g. fixed term contracts, managing sickness absence, disciplinary and grievance issues.

The team is structured with particular people supporting certain departments.

Team:	Su Nandy	Senior HR Manager (x41628)
	Ireti Webb	HR Manager (x45478)
	Kirstie Cuthbert	HR Advisor (x45541)
	Sydney Cunningham	HR Advisor (x45487)
	Faaria Henry	Senior HR Administrator (x45492)
	Susan Arbuckle	Senior HR Administrator (x45497)
	Alex Moore	Senior HR Administrator (x41718)
	Lucy Elsby	Senior HR Administrator (x45839)

Please note that all matters relating to **Pensions** are dealt with centrally by the Pensions Team, Room 321, Level 3 Sherfield Building, telephone x45539.

Research services

The research services team is responsible for the administration of research funding and contract management. They support Principal Investigators (PIs) with their applications for external research funding and offer support with administration of projects after research awards have been received. This support includes:

- ◆ advice on the terms and conditions of grant awards
- ◆ checking Full Economic Costing (fEC) budgets on InfoEd Proposal Development (IPD)
- ◆ checking all proposals and applications before submission
- ◆ formally accepting awards on behalf of the College
- ◆ setting up project accounts on Oracle Grants Finance System
- ◆ maintaining budgets and budget amendments
- ◆ costing and approving staff advertisements, appointments and contract extensions
- ◆ preparation of financial statements and invoices for sponsors
- ◆ closing project accounts

The team is structured with particular people supporting specific departments.

Team:	Shaun Power	Research Services Manager (x48773)
	Andrew McGovern	Research Grants Manager (x41286) <i>Chemical Engineering, Civil & Environmental Engineering, Electrical Engineering, Mechanical Engineering, Business School</i>
	Loraine Brooks	Research Grants Manager (x41287) <i>Aero, Computing, Earth Science and Engineering, Materials, Bioengineering, Hamlyn Centre, Institute for Security Science, Faculty centre</i>
	John Booth	Research Proposal Manager (x41757) <i>Pre-award support - InfoEd, Je-S, sponsor sites - to all departments.</i>
	Deslyn Archibald	Senior Research Services Administrator (x45248) <i>Bioengineering as well as the staffing for Bioengineering, Earth Science and Engineering and Mechanical Engineering.</i>
	Alex Senior	Senior Research Services Administrator (x41284) <i>Bioengineering as well as the staffing for Chemical Engineering</i>
	Wai-Fong Cheung	Senior Research Services Administrator (x48063) <i>Materials</i>
	Michael Cooper	Research Services Administrator (x43837) <i>Earth Science and Engineering</i>
	James Pagram	Research Services Administrator (x58775) <i>Mechanical Engineering, Business School</i>
	Jennifer Rock	Research Services Administrator (x58774) <i>Aeronautics, Computing</i>
	Stephen Townsend	Research Services Administrator (x41285) <i>Civil & Environmental Engineering, Electrical Engineering (excluding EESA)</i>
	Vikkii Chen	EU H2020 Project Co-ordinator (x45657)
	Paul Bennett	Research Services Assistant (x43826) <i>Materials</i>
	Ellis Neagle	Research Services Assistant (x41062) <i>Chemical Engineering, Electrical Engineering (EESA)</i>

Research contracts

Principal Investigators are supported by the research contracts team for all contract negotiations, including:

- ◆ drafting and reviewing contracts
- ◆ liaison with academic staff to advise on pertinent contractual and legal aspects
- ◆ liaison and negotiation with sponsors to reach agreement on changes to contracts
- ◆ development and enhancement of relationships with sponsors
- ◆ liaison with Imperial Innovations on non-standard intellectual property issues

Team:	Christian Wright	Head of the Research Contracts Team (x41283)
	Amber Sarna	Contracts Manager (x43911)
	Dimitrios Batsalas	Contracts Manager (x45044)
	Zak Kadrou	Contracts Negotiator (x45673)
	Yannis Baveas	Contracts Negotiator

Research strategy

The Research strategy office supports the Faculty in the development of the Faculty's research strategy and by providing support to academic staff, departments and centres in the development and funding of their research activities. Key responsibilities include:

- ◆ coordination of the Faculty research strategy
- ◆ coordination with other faculties in the preparation of College level bids
- ◆ facilitation of research council relationships, e.g. organising visits, liaison with portfolio managers and theme leads
- ◆ identification of major external funding opportunities and assistance with the development of research proposals
- ◆ in collaboration with Corporate Partnerships, management and co-ordination of large collaborative funding bids and identification of potential industrial partners
- ◆ provision of a knowledge base of academic research capability and expertise
- ◆ Oversight of the REF submission

Team:	Neil Alford	Vice Dean (Research) (x46724) Chair of the Faculty Research Committee
	Jane Williams	Head, Research Strategy Development (x41281)
	Isabel Van De Keere	Research Facilitator (x46651)

The Faculty works closely with the College's Corporate Partnerships team in which the following member of staff is the key contact:

Rebeca Santamaria - Fernandez	Corporate Partnerships Manager for the Faculty of Engineering (x43497)
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Teaching strategy and support

The Vice Dean (Education), Academic and Alumni Relations Manager, and Education Coordinator work to deliver operational excellence across all Faculty educational, alumni, and external relations activities, and College-wide initiatives such as the College Education and Student Strategy.

Team:	Peter Cheung	Vice Dean (Education) (x46200) Chair of the Faculty Teaching Committee
	Teresa Sergot	Academic and Alumni Relations Manager (x41281)
	Phil Power	Education Coordinator (x 48125)

Learning technology

There have been extensive changes in technologies available for learning over the last decade. These technologies have the potential to radically improve the way students engage with knowledge and negotiate ideas.

The Faculty of Engineering uses learning technology to support teaching and learning. There are a variety of tools, systems and resources available for use. The support provided includes:

- ◆ delivery of support and training for the available tools within College e.g. Virtual Learning Environment, Turnitin, MapleTA, WebPA, Panopto, and others
- ◆ a Technology Lending Library for loan of equipment, such as clickers, Flip cameras, digital cameras and sound equipment
- ◆ build and support blended learning resources for use within courses
- ◆ regular evaluation of emerging technologies, approaches and their application to learning and teaching.

Team:	Shireen Lock	Senior Learning Technologist (x45980)
	Lukasz Marczewski	Assistant Learning Technologist (x49065)
	Kamila Mosqueda	Assistant Learning Technologist (x42586)

Web support

Support and advice on website and digital media development is available to all departments in the Faculty of Engineering. This includes:

- ◆ new and existing group websites
- ◆ personal websites
- ◆ sharepoint sites
- ◆ photography and video commission
- ◆ social media use and strategies
- ◆ assisting staff who are responsible for creating and editing CMS (Content Management System) pages on the Imperial websites
- ◆ ensuring that the Faculty's web pages are accessible and maintain the College's brand, image and reputation

The Faculty's Digital Media and Communications Officer, Sean Conner, is also responsible for the development and maintenance of the Faculty website.

Contact: Sean Conner Digital Media and Communications Officer (x48443)
Anu Mukherjee Sharepoint and Systems Support (x48980)

Health and safety management

The Faculty Safety Manager works closely with the departmental safety officers to strengthen the Faculty's health and safety management – developing, promoting, advising and assessing practices, procedures and training.

Steve Greenwood Faculty Safety Manager (x 57626)