

# UNIVERSITY OF EAST ANGLIA **THE DIRECTORY** NOVEMBER 2017

- Key telephone contacts
- Who does what
- Abbreviations
- Switchboard dial 0  
or email: [telephonists@uea.ac.uk](mailto:telephonists@uea.ac.uk)

# Abbreviations for Schools and Centres

Listed below are some of the departmental abbreviations used throughout the University.  
These abbreviations are used where applicable in the Telephone Directory.

Abbreviated	School/Department/Section	Page No	Abbreviated	School/Department/Section	Page No
Title			Title		
ACCOM	ACCOMMODATION OFFICE	29	LAW	SCHOOL OF LAW	26
ADAPT	ADAPT Low Carbon Group	29	LDC	SCHOOL OF LITERATURE, DRAMA AND CREATIVE WRITING	17
AMA	SCHOOL OF ART, MEDIA & AMERICAN STUDIES	16	LIB	LIBRARY	44
AMS	ARTHUR MILLER CENTRE AMERICAN STUDIES	17	LTS	LEARNING AND TEACHING SERVICE	41
ARM	ADMISSIONS, RECRUITMENT & MARKETING	29	MAINT	MAINTENANCE SERVICES (ESTATES)	35
BCLT	BRITISH CENTRE FOR LITERARY TRANSLATION	18	MED	NORWICH MEDICAL SCHOOL	21
BIO	SCHOOL OF BIOLOGICAL SCIENCES	24	MTH	SCHOOL OF MATHEMATICS	24
CARE	APPLIED RESEARCH IN EDUCATION, CENTRE FOR	16	NBS	NORWICH BUSINESS SCHOOL	26
CAT	CATERING SERVICE	36	NURS	UEA NURSERY	45
CBESS	BEHAVIOURAL AND EXPERIMENTAL SOCIAL SCIENCE, CENTRE FOR	17	PES	PHYSICAL EDUCATION AND SPORT	46
CCEN	UEA CAREERS SERVICE	33	PGR	POST GRADUATE RESEARCH	45
CCP	CENTRE FOR COMPETITION POLICY	27	PHA	SCHOOL OF PHARMACY	24
CEAS	CENTRE OF EAST ANGLIAN STUDIES	18	PRU	PRINT SERVICES	41
CEEC	CENTRE FOR ECOLOGY, EVOLUTION AND CONSERVATION	18	PPL	SCHOOL OF POLITICAL, PHILOSOPHY AND LANGUAGE AND COMMUNICATION STUDIES	17
CHAP	MULTIFAITH CENTRE	34	PSY	SCHOOL OF PSYCHOLOGY	27
CHE	SCHOOL OF CHEMISTRY	24	PVC(Academic)	PRO-VICE CHANCELLOR (ACADEMIC)	53
CIMR	CENTRE FOR INTERDISCIPLINARY MATHEMATICAL RESEARCH	19	PVC(Research)	PRO-VICE CHANCELLOR (RESEARCH)	53
CIPP	CENTRE FOR INTERPROFESSIONAL PRACTICE	21	RIN	RESEARCH AND INNOVATION SERVICES	46
CJS	JAPANESE STUDIES, CENTRE FOR	17	REG	REGISTRAR AND SECRETARY'S OFFICE AND REGISTRY SERVICES	48
CMP	SCHOOL OF COMPUTING SCIENCES	24	SCI	FACULTY OF SCIENCE	23
COAS	CENTRE FOR OCEAN & ATMOSPHERIC SCIENCES	25	SCVA	SAINSBURY CENTRE FOR VISUAL ARTS	22
CRU	CLIMATIC RESEARCH UNIT	18	SISJAC	SAINSBURY INSTITUTE FOR THE STUDY OF JAPANESE ARTS AND CULTURES	23
CSED	CENTRE FOR STAFF AND EDUCATIONAL DEVELOPMENT	49	SP	SPORTSPARK	49
DEV	SCHOOL OF INTERNATIONAL DEVELOPMENT	25	SRU	SAINSBURY RESEARCH UNIT	23
DEVCO	INTERNATIONAL DEVELOPMENT UEA	19	SSF	FACULTY OF SOCIAL SCIENCES	25
DISP.OFF	DISCIPLINARY OFFICER	51	SSS	STUDENT SUPPORT SERVICE	49
EAFSA	EAST ANGLIAN FILM ARCHIVE	18	STU	UNION OF UEA STUDENTS	51
ECO	SCHOOL OF ECONOMICS	25	STS	STUDIO TECHNOLOGY SERVICES	41
EDU	SCHOOL OF EDUCATION AND LIFELONG LEARNING	26	SWK	SCHOOL OF SOCIAL WORK	22
ENV	SCHOOL OF ENVIRONMENTAL SCIENCES	24	SYSCO	SYS CONSULTING LIMITED	27
EST	ESTATES AND FACILITIES DIVISION	34	TU	TRADES UNIONS	51
FMH	FACULTY OF MEDICINE AND HEALTH SCIENCES	20	TYN	TYNDALL CENTRE FOR CLIMATE CHANGE RESEARCH	27
FPG	FINANCE, PLANNING & GOVERNANCE	37	UMS	UNIVERSITY MEDICAL SERVICE	44
GSC	GRADUATE STUDENTS' CLUB	39	USS	UNIVERSITY SAFETY SERVICE	48
HIS	SCHOOL OF HISTORY	16	VCO	VICE-CHANCELLOR'S OFFICE	53
HRD	HUMAN RESOURCES DIVISION	39	WEATHERQUEST	WEATHERQUEST LIMITED	27
HSC	SCHOOL OF HEALTH SCIENCES	20	ZICER	ZUCKERMAN INSTITUTE FOR CONNECTIVE ENVIRONMENTAL RESEARCH	28
HUM	FACULTY OF ARTS AND HUMANITIES	16			
ITCS	INFORMATION TECHNOLOGY AND COMPUTING SERVICE	40			
	INTERDISCIPLINARY INSTITUTE FOR THE HUMANITIES	17			

## Internal Communications at UEA

As well as containing phone numbers and e-mail addresses for key contacts in Schools, Faculties and Departments, this Directory can help you find the answer to a wide range of queries: Who does what? On pages 2 – 12 lists services provided by the university's central divisions and, where available, includes the name, telephone extension and e-mail address of the person you need to contact.

Staff and Student communications channels:

- Daily portal news: Campus news is published daily on the portal for staff and students. Major stories are highlighted on the portal homepage
- Weekly e-bulletins: A round-up of news and events is emailed to staff and students every Tuesday (monthly out of term time for students)
- School and departmental bulletins: Most areas issue regular updates to staff/students
- The Communications team will send [emergency texts](#) in a crisis.

For more information about internal communications visit <https://portal.uea.ac.uk/arm/campus-news/internal-communications>.

### TextDirect

This is a service for people with hearing or speech impairments who use textphones called 'TextDirect'. This is a service that 'sits on top of' the old Tynetalk operator relay service. The prefix (for hearing callers) to call TextDirect is 18002, who must then enter the full phone number including area code; and if dialling from within the University you have to remember to dial '9' therefore the number to call becomes (9)18002 01603 59xxxx. (xxxx being the extension number). This applies whether calling from inside UEA or outside (without the initial '9'). When you dial the number you receive the following message:

"Welcome to BT TextDirect please hold for connection" followed by:

"Please press star (\*) on your telephone if you require an introduction to this call". If you do want an introduction and you press star you will hear the following message:

"This call will be connected to a Tynetalk Operator who will relay the conversation as the person you are calling is a textphone user. If you require any further guidance, please ask the Operator."

The Operator types the words you want to say, meanwhile the person you are calling is waiting on-line to respond. The Operator reads out the response from the person you are calling and you then reply - she/he types the message for the person to read.

The Operator types the words you want to say, meanwhile the person you are calling is waiting on-line to respond. The Operator reads out the response from the person you are calling and you then reply - she/he types the message for the person to read.

**WHO DOES WHAT**

SERVICE	CONTACT PERSON	EXT	EMAIL
<b>ADMISSIONS, RECRUITMENT AND MARKETING (ARM)</b>			
Marketing SSF	Amy Jones	7641	<a href="mailto:amy.jones@uea.ac.uk">amy.jones@uea.ac.uk</a>
Marketing HUM	James Smith	1688	<a href="mailto:james.g.smith@uea.ac.uk">james.g.smith@uea.ac.uk</a>
Marketing SCI	Ceri Owen/Laura Paul	7603	<a href="mailto:sci.marketing@uea.ac.uk">sci.marketing@uea.ac.uk</a>
Marketing FMH	Sophie Rosas	1415	<a href="mailto:s.rosas@uea.ac.uk">s.rosas@uea.ac.uk</a>
Digital Marketing	Chris Hill	1887	<a href="mailto:christopher.hill@uea.ac.uk">christopher.hill@uea.ac.uk</a>
Publications	Anne-Marie Triggs	3753	<a href="mailto:a.triggs@uea.ac.uk">a.triggs@uea.ac.uk</a>
Research / PGR Marketing	Kate Franklin / Cerian Hutchings	1572	<a href="mailto:k.franklin@uea.ac.uk">k.franklin@uea.ac.uk</a> <a href="mailto:c.hutchings@uea.ac.uk">c.hutchings@uea.ac.uk</a>
Communications/Press	Simon Dunford	2203	<a href="mailto:s.dunford@uea.ac.uk">s.dunford@uea.ac.uk</a>
Assistant Head of Alumni, Conference and Events	Maresa Padmore	3492	<a href="mailto:m.padmore@uea.ac.uk">m.padmore@uea.ac.uk</a>
Alumni Relations	Charlotte Burford	2220	<a href="mailto:c.burford@uea.ac.uk">c.burford@uea.ac.uk</a>
Conferences Events	Anna-Marie Moody Vacancy	1881 1926	<a href="mailto:a.moody@uea.ac.uk">a.moody@uea.ac.uk</a>
Admissions PGT	Steve Carruthers	2331	<a href="mailto:s.carruthers@uea.ac.uk">s.carruthers@uea.ac.uk</a>
International Progressions	Charlotte Richardson	1352	<a href="mailto:charlotte.richardson@uea.ac.uk">charlotte.richardson@uea.ac.uk</a>
International Programmes and Study Abroad	Alexandra Cole	1514	<a href="mailto:alexandra.cole@uea.ac.uk">alexandra.cole@uea.ac.uk</a>
UKVI	Ruth Courridge/Mel Risebrow	1512	<a href="mailto:r.courridge@uea.ac.uk">r.courridge@uea.ac.uk</a> / <a href="mailto:m.risebrow@uea.ac.uk">m.risebrow@uea.ac.uk</a>
PGCE	Sue Armes	2852	<a href="mailto:susan.ames@uea.ac.uk">susan.ames@uea.ac.uk</a>
Outreach	Charlotte Wheatland	1524	<a href="mailto:c.wheatland@uea.ac.uk">c.wheatland@uea.ac.uk</a>
Outreach Academic HUM	Kim Ridealgh	3437	<a href="mailto:k.ridealgh@uea.ac.uk">k.ridealgh@uea.ac.uk</a>
Outreach Academic SCI	Carl Harrington		<a href="mailto:carl.harrington@uea.ac.uk">carl.harrington@uea.ac.uk</a>
Outreach Academic SSF	Kristina Garner	3509	<a href="mailto:k.garner@uea.ac.uk">k.garner@uea.ac.uk</a>
Outreach Academic FMH	Sally Homden		<a href="mailto:s.homden@uea.ac.uk">s.homden@uea.ac.uk</a>
Recruitment	Sally Rix	1510	<a href="mailto:sally.rix@uea.ac.uk">sally.rix@uea.ac.uk</a>
Recruitment Events	Francesca Uragallo	3301	<a href="mailto:f.uragallo@uea.ac.uk">f.uragallo@uea.ac.uk</a>
Enquiries	Peninna Hicks	1515	<a href="mailto:peninna.hicks@uea.ac.uk">peninna.hicks@uea.ac.uk</a>

**ESTATES AND FACILITIES DIVISION (EST)**

<b>Senior Management Team</b>			
Director	Roger Bond	2213	<a href="mailto:r.bond@uea.ac.uk">r.bond@uea.ac.uk</a>
PA to Director	Anna Russell	2774	<a href="mailto:anna.russell@uea.ac.uk">anna.russell@uea.ac.uk</a>
Deputy Director – Strategy & Development	Rose Jenkins	1088	<a href="mailto:rose.jenkins@uea.ac.uk">rose.jenkins@uea.ac.uk</a>
Assistant Director of Estates - Operations	Richard Hipperson	1087	<a href="mailto:r.hipperson@uea.ac.uk">r.hipperson@uea.ac.uk</a>
Assistant Director of Estates – Finance, Risk & Administration	Nick Syder	3731	<a href="mailto:n.syder@uea.ac.uk">n.syder@uea.ac.uk</a>
<b>Reception</b>			
General Enquiries	EST Helpdesk	2121	<a href="mailto:jobdone@uea.ac.uk">jobdone@uea.ac.uk</a>
Key collection	EST Helpdesk	2121	<a href="mailto:jobdone@uea.ac.uk">jobdone@uea.ac.uk</a>

SERVICE	CONTACT PERSON	EXT	EMAIL
<b>Administration</b>			
Administration Manager (SMT & Finance, Risk & Administration)	Sharon Weekley	2726	<a href="mailto:s.weekley@uea.ac.uk">s.weekley@uea.ac.uk</a>
Freedom of Information Requests	Sharon Weekley	2726	<a href="mailto:s.weekley@uea.ac.uk">s.weekley@uea.ac.uk</a>
Office Administration	Holly Leveridge (Space)	3652	<a href="mailto:est.projectsadmin@uea.ac.uk">est.projectsadmin@uea.ac.uk</a>
	David Weekley (Projects)	2668	<a href="mailto:est.projectsadmin@uea.ac.uk">est.projectsadmin@uea.ac.uk</a>
	Tina Gill (Projects)	3652	<a href="mailto:t.gill@uea.ac.uk">t.gill@uea.ac.uk</a>
	Karen Tolson (Projects)	2038	<a href="mailto:k.tolson@uea.ac.uk">k.tolson@uea.ac.uk</a>
	Suzie Long (Sustainability)	3535	<a href="mailto:suzanna.long@uea.ac.uk">suzanna.long@uea.ac.uk</a>
	Nuria Ortega (SMT Compliance & H&S)	2660	<a href="mailto:n.ortega@uea.ac.uk">n.ortega@uea.ac.uk</a>
	Nick Young (Facilities)	2623	<a href="mailto:nick.young@uea.ac.uk">nick.young@uea.ac.uk</a>
	Sabine Virani (Facilities)	7009	<a href="mailto:s.virani@uea.ac.uk">s.virani@uea.ac.uk</a>
	Harriet Lockwood (SMT Operations)	1533	<a href="mailto:h.lockwood@uea.ac.uk">h.lockwood@uea.ac.uk</a>
	Kelly Arroyo (Maintenance)	3215	<a href="mailto:r.arroyo@uea.ac.uk">r.arroyo@uea.ac.uk</a>
<b>Campus Services</b>			
Head of Campus Services	Christine Beveridge	2050	<a href="mailto:c.beveridge@uea.ac.uk">c.beveridge@uea.ac.uk</a>
Access & Security Operations Manager	Martin Leeder	3799	<a href="mailto:martin.leeder@uea.ac.uk">martin.leeder@uea.ac.uk</a>
Security	The Lodge	2352	<a href="mailto:security@uea.ac.uk">security@uea.ac.uk</a>
Emergencies (24 hours)	Security	2222	
Barbeque Permits	The Lodge	2352	<a href="mailto:security@uea.ac.uk">security@uea.ac.uk</a>
Lost Property	The Lodge	2352	<a href="mailto:security@uea.ac.uk">security@uea.ac.uk</a>
Grounds (Management)	Tom Everett	2036	<a href="mailto:t.everett@uea.ac.uk">t.everett@uea.ac.uk</a>
	Neil Gosling	1098	<a href="mailto:neil.gosling@uea.ac.uk">neil.gosling@uea.ac.uk</a>
Grounds Work Requests		2121	<a href="mailto:jobdone@uea.ac.uk">jobdone@uea.ac.uk</a>
Pest Control		2121	<a href="mailto:jobdone@uea.ac.uk">jobdone@uea.ac.uk</a>
<b>Facilities Support</b>			
Head of Facilities Support	Clare Cole	2112	<a href="mailto:clare.cole@uea.ac.uk">clare.cole@uea.ac.uk</a>
Deputy Head of Facilities Support	Debbie Cook	2634	<a href="mailto:d.cook@uea.ac.uk">d.cook@uea.ac.uk</a>
Facilities Support Enquiries	Joanne Woodrow	1306	<a href="mailto:j.woodrow@uea.ac.uk">j.woodrow@uea.ac.uk</a>
	Lynn Edwards	2363	<a href="mailto:lynn.edwards@uea.ac.uk">lynn.edwards@uea.ac.uk</a>
<b>Customer Services</b>			
Customer Liaison Manager	Corinne Ashwell	3840	<a href="mailto:c.ashwell@uea.ac.uk">c.ashwell@uea.ac.uk</a>
Customer Liaison Officer	Justin Rhys	3778	<a href="mailto:j.rhys@uea.ac.uk">j.rhys@uea.ac.uk</a>
Breakdowns, portering requests, pest control issues, maintenance issues, car parks, footpaths & roads	Helpdesk	2121	<a href="mailto:jobdone@uea.ac.uk">jobdone@uea.ac.uk</a>
General enquiries / feedback	Customer Services		<a href="mailto:estates.listening2u@uea.ac.uk">estates.listening2u@uea.ac.uk</a>
<b>Design and Space Management</b>			

**WHO DOES WHAT**

<b>SERVICE</b>	<b>CONTACT PERSON</b>	<b>EXT</b>	<b>EMAIL</b>
Head of Design and Space Management	Josie Stevens	1115	<a href="mailto:josie.stevens@uea.ac.uk">josie.stevens@uea.ac.uk</a>
Space Planning Co-ordinator	Stephanie Klippel	2361	<a href="mailto:s.klippel@uea.ac.uk">s.klippel@uea.ac.uk</a>
Space Planning Co-ordinator	Sally Piermont	2933	<a href="mailto:s.piermont@uea.ac.uk">s.piermont@uea.ac.uk</a>
Room Numbering	Josie Stevens	1115	<a href="mailto:josie.stevens@uea.ac.uk">josie.stevens@uea.ac.uk</a>
2D & 3D CAD Designs, models and presentations	Josie Stevens	1115	<a href="mailto:josie.stevens@uea.ac.uk">josie.stevens@uea.ac.uk</a>
CAD Technician	Graham Wales	1031	<a href="mailto:g.wales@uea.ac.uk">g.wales@uea.ac.uk</a>
Interior Design	Josie Stevens	1115	<a href="mailto:josie.stevens@uea.ac.uk">josie.stevens@uea.ac.uk</a>
Space Design Standards	Josie Stevens	1115	<a href="mailto:josie.stevens@uea.ac.uk">josie.stevens@uea.ac.uk</a>
Space Allocation, assistance and advice	Josie Stevens	1115	<a href="mailto:josie.stevens@uea.ac.uk">josie.stevens@uea.ac.uk</a>
Move Management	Stephanie Klippel	2361	<a href="mailto:s.klippel@uea.ac.uk">s.klippel@uea.ac.uk</a>
Furniture Procurement and Recycling	Stephanie Klippel	2361	<a href="mailto:s.klippel@uea.ac.uk">s.klippel@uea.ac.uk</a>
Signage	Josie Stevens	1115	<a href="mailto:josie.stevens@uea.ac.uk">josie.stevens@uea.ac.uk</a>
Campus plan/ordnance survey/aerial photographs	Graham Wales	1031	<a href="mailto:g.wales@uea.ac.uk">g.wales@uea.ac.uk</a>
Site infrastructure	Graham Wales	1031	<a href="mailto:g.wales@uea.ac.uk">g.wales@uea.ac.uk</a>
Campus Buildings floor plans and drawing archive management	Graham Wales	1031	<a href="mailto:g.wales@uea.ac.uk">g.wales@uea.ac.uk</a>
Maintaining space databases	Stephanie Klippel	2361	<a href="mailto:s.klippel@uea.ac.uk">s.klippel@uea.ac.uk</a>
Buildings square meterage	Josie Stevens	1115	<a href="mailto:josie.stevens@uea.ac.uk">josie.stevens@uea.ac.uk</a>
Conducting space use audits	Josie Stevens	1115	<a href="mailto:josie.stevens@uea.ac.uk">josie.stevens@uea.ac.uk</a>
Space allocation	Josie Stevens	1115	<a href="mailto:josie.stevens@uea.ac.uk">josie.stevens@uea.ac.uk</a>
Post and Portering (Management)	Andrew Brinded	2082	<a href="mailto:a.brinded@uea.ac.uk">a.brinded@uea.ac.uk</a>
Portering Work Requests		2121	<a href="mailto:jobdone@uea.ac.uk">jobdone@uea.ac.uk</a>
<b>Travel &amp; Transport</b>			
Transport Co-ordinator	Dawn Dewar	3754	<a href="mailto:d.dewar@uea.ac.uk">d.dewar@uea.ac.uk</a>
Parking Permits	Transport Assistant	2353	<a href="mailto:transport@uea.ac.uk">transport@uea.ac.uk</a>
Enquiries	Transport Assistant	2353	<a href="mailto:transport@uea.ac.uk">transport@uea.ac.uk</a>
<b>Waste</b>			
EMS - Waste and Water Manager	Vacancy	2045	<a href="mailto:sustainability@uea.ac.uk">sustainability@uea.ac.uk</a>
Disposal of electrical items, general waste, food waste, glass, metal, confidential waste	Vacancy	2045	<a href="mailto:sustainability@uea.ac.uk">sustainability@uea.ac.uk</a>
<b>BMS</b>			
BMS Manager	Carlos Merchan	7099	<a href="mailto:c.merchan@uea.ac.uk">c.merchan@uea.ac.uk</a>

SERVICE	CONTACT PERSON	EXT	EMAIL
<b>Environmental</b>			
Head of Sustainability, Utilities & Energy	Phil Hunt	3970	<a href="mailto:phillip.hunt@uea.ac.uk">phillip.hunt@uea.ac.uk</a>
Energy and Utilities Manager	Richard Bettle	2104	<a href="mailto:r.bettle@uea.ac.uk">r.bettle@uea.ac.uk</a>
Engineering and Infrastructure Manager	Steve Edwards	3751	<a href="mailto:steve.edwards@uea.ac.uk">steve.edwards@uea.ac.uk</a>
Engineering and Infrastructure Manager	Theo Jones	1264	<a href="mailto:theodore.jones@uea.ac.uk">theodore.jones@uea.ac.uk</a>
Engineering and Infrastructure Manager	Paul Thacker	2228	<a href="mailto:p.thacker@uea.ac.uk">p.thacker@uea.ac.uk</a>
Environmental concerns, sustainability suggestions, sustainability network, energy saving ideas etc	Sustainability Hotline	3535	<a href="mailto:sustainability@uea.ac.uk">sustainability@uea.ac.uk</a>
<b>Projects and Estates Development</b>			
Head of Projects & Estates Development	Andrew Burbidge	3640	<a href="mailto:a.burbidge@uea.ac.uk">a.burbidge@uea.ac.uk</a>
Senior Estates Project Manager	Martin Lovatt	1113	<a href="mailto:m.lovatt@uea.ac.uk">m.lovatt@uea.ac.uk</a>
Senior Estates Project Manager	Neil Wilson	1209	<a href="mailto:neil.wilson@uea.ac.uk">neil.wilson@uea.ac.uk</a>
<b>Maintenance</b>			
Head of Maintenance	James Taylor	1112	<a href="mailto:j.taylor7@uea.ac.uk">j.taylor7@uea.ac.uk</a>
Assistant Maintenance Manager - Contracts	Laurence Jerromes	1878	<a href="mailto:l.jerromes@uea.ac.uk">l.jerromes@uea.ac.uk</a>
Assistant Maintenance Manager - Labour	Shaun Palmer	3841	<a href="mailto:shaun.palmer@uea.ac.uk">shaun.palmer@uea.ac.uk</a>
Assistant Maintenance Manager – Assets & Compliance	Mark Pummell	1858	<a href="mailto:m.pummell@uea.ac.uk">m.pummell@uea.ac.uk</a>
Maintenance Work Requests		2121	<a href="mailto:jobdone@uea.ac.uk">jobdone@uea.ac.uk</a>
<b>Catering</b>			
Head of Catering & Hospitality	Gavin Yuill	1711	<a href="mailto:g.yuill@uea.ac.uk">g.yuill@uea.ac.uk</a>
Catering Operations Manager	Debra Pittick	3618	<a href="mailto:d.pittick@uea.ac.uk">d.pittick@uea.ac.uk</a>
Catering	General enquiries	2477	<a href="mailto:campuskitchendirect@uea.ac.uk">campuskitchendirect@uea.ac.uk</a>
Hospitality Enquiries	Belle Heaphy	1522	<a href="mailto:i.heaphy@uea.ac.uk">i.heaphy@uea.ac.uk</a>
SCVA Restaurant and Function Manager	Agata Guziejko	2474	<a href="mailto:a.guziejko@uea.ac.uk">a.guziejko@uea.ac.uk</a>
Catering Finance Manager	Gavin Utting	1616	<a href="mailto:gavin.utting@uea.ac.uk">gavin.utting@uea.ac.uk</a>
Duty Manager		3772	
Admin Logistics & Procurement	Sophie Yates	3004	<a href="mailto:s.yates@uea.ac.uk">s.yates@uea.ac.uk</a>

## WHO DOES WHAT

SERVICE	CONTACT PERSON	EXT	EMAIL
Admin Catering Maint enquiries (reporting vending faults, etc)	Sophie Jackson	1027 3772	<a href="mailto:s.jackson4@uea.a.cuk">s.jackson4@uea.a.cuk</a> <a href="mailto:sharni.claxton@uea.ac.uk">sharni.claxton@uea.ac.uk</a>
<b>Finance</b>			
Assistant Director of Estates – Finance, Risk & Administration	Nick Syder	3731	<a href="mailto:n.syder@uea.ac.uk">n.syder@uea.ac.uk</a>
Finance and Procurement Manager	Mark Thompson	2609	<a href="mailto:m.thompson@uea.ac.uk">m.thompson@uea.ac.uk</a>
Senior Finance Administrator	Eva Macia	1030	<a href="mailto:e.macia@uea.a.cuk">e.macia@uea.a.cuk</a>
Estates Deliveries	Paul Woods	2039	<a href="mailto:p.woods@uea.ac.uk">p.woods@uea.ac.uk</a>
Business Systems Manager	Miguel Rios	1637	<a href="mailto:m.rios@uea.ac.uk">m.rios@uea.ac.uk</a>
Health Safety& Risk Manager	Dave Brown	2650	<a href="mailto:david.m.brown@uea.ac.uk">david.m.brown@uea.ac.uk</a>

### FINANCE, PLANNING AND GOVERNANCE (FPG)

ABW Finance System Support	Ian Hamshaw Jason Bird	3700 2109	<a href="mailto:i.hamshaw@uea.ac.uk">i.hamshaw@uea.ac.uk</a> <a href="mailto:Jason.bird@uea.ac.uk">Jason.bird@uea.ac.uk</a>
Academic Transcripts	Tina Murray	2200	<a href="mailto:student.records@uea.ac.uk">student.records@uea.ac.uk</a>
Accounts Payable enquiries	TBA	2681	<a href="mailto:creditors@uea.ac.uk">creditors@uea.ac.uk</a>
Accounts Receivable enquiries	Shirley Clapton	3781	<a href="mailto:debtors@uea.ac.uk">debtors@uea.ac.uk</a>
Almanac	Rebecca Phillips	3203	<a href="mailto:rebecca.phillips@uea.ac.uk">rebecca.phillips@uea.ac.uk</a>
Assembly	Becky Price	3615	<a href="mailto:rebecca.price@uea.ac.uk">rebecca.price@uea.ac.uk</a>
Audit Committee	Peter Courridge	2928	<a href="mailto:p.courridge@uea.ac.uk">p.courridge@uea.ac.uk</a>
Budgetary Control & Management Accounting	Gavin Clarke	2101	<a href="mailto:gavin.clarke@uea.ac.uk">gavin.clarke@uea.ac.uk</a>
<b>Business Intelligence Unit</b>			
Office Management	Garrick Fincham	3498	<a href="mailto:g.fincham@uea.ac.uk">g.fincham@uea.ac.uk</a>
Committee Office	Rebecca Phillips	3203	<a href="mailto:rebecca.phillips@uea.ac.uk">rebecca.phillips@uea.ac.uk</a>
Destination of Leavers (DLHE)	Leon Doughty	2484	<a href="mailto:leon.doughty@uea.ac.uk">leon.doughty@uea.ac.uk</a>
Management Information	Adam Green Lucy Finnie	2929 3419	<a href="mailto:adam.green@uea.ac.uk">adam.green@uea.ac.uk</a> <a href="mailto:lucy.finnie@uea.ac.uk">lucy.finnie@uea.ac.uk</a>
Market Research/ University Surveys	Caroline Botwood Johanna Hardy	1203 2773	<a href="mailto:c.botwood@uea.ac.uk">c.botwood@uea.ac.uk</a> <a href="mailto:johanna.hardy@uea.ac.uk">johanna.hardy@uea.ac.uk</a>
Calendar Enquiries	Rebecca Phillips	3203	<a href="mailto:rebecca.phillips@uea.ac.uk">rebecca.phillips@uea.ac.uk</a>
CAMS	Andrew Watson Ant Griffiths	2830 3052	<a href="mailto:a.m.watson@uea.ac.uk">a.m.watson@uea.ac.uk</a> <a href="mailto:ant.griffiths@uea.ac.uk">ant.griffiths@uea.ac.uk</a>
Cashier enquiries	Margaret Dye	2687	<a href="mailto:cashiers@uea.ac.uk">cashiers@uea.ac.uk</a>
<b>Committees:</b>			
Management	Garrick Fincham	3498	<a href="mailto:g.fincham@uea.ac.uk">g.fincham@uea.ac.uk</a>
Senior Admin Asst	Rebecca Phillips	3203	<a href="mailto:rebecca.phillips@uea.ac.uk">rebecca.phillips@uea.ac.uk</a>
Corporate Plan	Ian Callaghan Lisa Williams (VCO)	2227 2229	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a> <a href="mailto:lisa.williams@uea.ac.uk">lisa.williams@uea.ac.uk</a>
<b>Council</b>			
Agenda	Ian Callaghan	2227	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>
Membership Committee	Ian Callaghan	2227	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>
Council Tax Certificates	Tina Murray	2200	<a href="mailto:student.records@uea.ac.uk">student.records@uea.ac.uk</a>
Degree Parchments (Replacements)	Tina Murray	2200	<a href="mailto:student.records@uea.ac.uk">student.records@uea.ac.uk</a>
Director of Finance, Planning & Governance	Ian Callaghan	2227	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>



SERVICE	CONTACT PERSON	EXT	EMAIL
Personal Assistant	Lynne Owen	2767	<a href="mailto:l.owen@uea.ac.uk">l.owen@uea.ac.uk</a>
Executive Team - Plus	Ian Callaghan	2227	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>
Fees:			
Enquiries/Invoices	Caroline Reynolds (FIN)	2995	<a href="mailto:caroline.reynolds@uea.ac.uk">caroline.reynolds@uea.ac.uk</a>
Policy (Fees setting, Fees billing programme)	Peter Courridge	2928	<a href="mailto:p.courridge@uea.ac.uk">p.courridge@uea.ac.uk</a>
	Tracey Erskine	1188	<a href="mailto:t.erskine@uea.ac.uk">t.erskine@uea.ac.uk</a>
Finance Group	Jason Brown	2108	<a href="mailto:jason.brown@uea.ac.uk">jason.brown@uea.ac.uk</a>
Financial Control & Policy	Ian Callaghan	2227	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>
Financial Planning	Jason Brown	2108	<a href="mailto:jason.brown@uea.ac.uk">jason.brown@uea.ac.uk</a>
Financial Returns & Statistics	Rhoda Wolf	3780	<a href="mailto:r.wolf@uea.ac.uk">r.wolf@uea.ac.uk</a>
	Gavin Clarke	2101	<a href="mailto:gavin.clarke@uea.ac.uk">gavin.clarke@uea.ac.uk</a>
GAYE/BUPA enquiries	Caroline Wells	3485	<a href="mailto:c.a.wells@uea.ac.uk">c.a.wells@uea.ac.uk</a>
Graduation			
Office Management	Peter Courridge	2923	<a href="mailto:p.courridge@uea.ac.uk">p.courridge@uea.ac.uk</a>
Partner Colleges	Laurence Daly (LTS)	2776	<a href="mailto:l.daly@uea.ac.uk">l.daly@uea.ac.uk</a>
Co-ordination and Administration	Louisa Griffiths	2775	<a href="mailto:l.griffiths@uea.ac.uk">l.griffiths@uea.ac.uk</a>
Administration (Students)	Cath Pepper	3824	<a href="mailto:c.pepper@uea.ac.uk">c.pepper@uea.ac.uk</a>
Staff Gown Hire/Administration	Lynne Owen	2767	<a href="mailto:l.owen@uea.ac.uk">l.owen@uea.ac.uk</a>
Honorary Graduands (VCO)	Frances Marson	2224	<a href="mailto:f.marson@uea.ac.uk">f.marson@uea.ac.uk</a>
HEAR (Higher Education Achievement Report)	Ant Griffiths	3052	<a href="mailto:ant.griffiths@uea.ac.uk">ant.griffiths@uea.ac.uk</a>
HEBSS/Bursaries:			
Management	Peter Courridge	2928	<a href="mailto:p.courridge@uea.ac.uk">p.courridge@uea.ac.uk</a>
Senior Admin Assistant	Carole Timm	1891	<a href="mailto:c.timm@uea.ac.uk">c.timm@uea.ac.uk</a>
HEFCE Liaison	Ian Callaghan	2227	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>
HESA Statistical Returns:			
Student Returns			
DLHE	Leon Doughty	2484	<a href="mailto:leon.doughty@uea.ac.uk">leon.doughty@uea.ac.uk</a>
Co-ordination (Students)	Travis Bowditch	2927	<a href="mailto:t.bowditch@uea.ac.uk">t.bowditch@uea.ac.uk</a>
Finance Return			
Insurance enquiries	Oliver Whitham	2729	<a href="mailto:o.whitham@uea.ac.uk">o.whitham@uea.ac.uk</a> <a href="mailto:insurance@uea.ac.uk">insurance@uea.ac.uk</a>
Key Information Sets (KIS)	Andrew Watson	2830	<a href="mailto:a.m.watson@uea.ac.uk">a.m.watson@uea.ac.uk</a>
Management Information			
Co-ordination	Garrick Fincham	3498	<a href="mailto:g.fincham@uea.ac.uk">g.fincham@uea.ac.uk</a>
Statistical Reports and Research	Adam Green	2929	<a href="mailto:adam.green@uea.ac.uk">adam.green@uea.ac.uk</a>
	Lucy Finnie	3419	<a href="mailto:lucy.finnie@uea.ac.uk">lucy.finnie@uea.ac.uk</a>
Market Research	Becky Price	1203	<a href="mailto:rebecca.price@uea.ac.uk">rebecca.price@uea.ac.uk</a>
	Johanna Hardy	2775	<a href="mailto:johanna.hardy@uea.ac.uk">johanna.hardy@uea.ac.uk</a>
	Vacancy	2773	
Module, Programme and Assessment Data Management	Andrew Watson	2830	<a href="mailto:a.m.watson@uea.ac.uk">a.m.watson@uea.ac.uk</a>
	Ant Griffiths	3052	<a href="mailto:ant.griffiths@uea.ac.uk">ant.griffiths@uea.ac.uk</a>
	Sophie Rogers	1052	<a href="mailto:s.rogers@uea.ac.uk">s.rogers@uea.ac.uk</a>
National Student Survey (NSS)	Caroline Botwood	1203	<a href="mailto:c.botwood@uea.ac.uk">c.botwood@uea.ac.uk</a>
Nominal Ledger	Rhoda Wolf	3780	<a href="mailto:r.wolf@uea.ac.uk">r.wolf@uea.ac.uk</a>
Payroll enquiries	Gary Reynolds	1082	<a href="mailto:g.d.reynolds@uea.ac.uk">g.d.reynolds@uea.ac.uk</a>
	Tracy Irons	3021	<a href="mailto:t.irons@uea.ac.uk">t.irons@uea.ac.uk</a>
	Kerry Powles	1083	<a href="mailto:k.powles@uea.ac.uk">k.powles@uea.ac.uk</a>
	Tracy Seville	1080	<a href="mailto:T.Seville@uea.ac.uk">T.Seville@uea.ac.uk</a>
Payroll/Pensions			<a href="mailto:k460@uea.ac.uk">k460@uea.ac.uk</a>

**WHO DOES WHAT**

SERVICE	CONTACT PERSON	EXT	EMAIL
Pensions Enquiries	Duncan Sides	2676	<a href="mailto:d.Sides@uea.ac.uk">d.Sides@uea.ac.uk</a>
	Marc Evans	1081	<a href="mailto:Marc.B.Evans@uea.ac.uk">Marc.B.Evans@uea.ac.uk</a>
	Teresa McCarthy	1211	<a href="mailto:t.mccarthy@uea.ac.uk">t.mccarthy@uea.ac.uk</a>
	Michelle Carey	2674	<a href="mailto:michelle.carey@uea.ac.uk">michelle.carey@uea.ac.uk</a>
Post Release Administration	Ian Callaghan	2227	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>
	Lynne Owen	2767	<a href="mailto:l.owen@uea.ac.uk">l.owen@uea.ac.uk</a>
Purchasing/ Tendering enquiries	Robert Dumolo	2194	<a href="mailto:r.dumolo@uea.ac.uk">r.dumolo@uea.ac.uk</a>
QR Funding	Ian Callaghan	2227	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>
Registration	Travis Bowditch	2927	<a href="mailto:t.bowditch@uea.ac.uk">t.bowditch@uea.ac.uk</a>
Resource Allocation Model	Ian Callaghan	2227	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>
Risk Register	Ian Callaghan	2227	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>
SIS Support	Student Records Office	2169	<a href="mailto:sis.records@uea.ac.uk">sis.records@uea.ac.uk</a>
Statutory Returns	Travis Bowditch	2927	<a href="mailto:t.bowditch@uea.ac.uk">t.bowditch@uea.ac.uk</a>
Student Finance:			
Office Management Administrator Senior Admin Assistant	Peter Courridge	2928	<a href="mailto:p.courridge@uea.ac.uk">p.courridge@uea.ac.uk</a>
	Tracey Erskine	1188	<a href="mailto:t.erskine@uea.ac.uk">t.erskine@uea.ac.uk</a>
	Emma Lisette	2769	<a href="mailto:emma.lisette@uea.ac.uk">emma.lisette@uea.ac.uk</a>
Student Placements:			
Systems Support	Andrew Watson	2830	<a href="mailto:a.m.watson@uea.ac.uk">a.m.watson@uea.ac.uk</a>
	Elaine Elsey	3242	<a href="mailto:e.elsey@uea.ac.uk">e.elsey@uea.ac.uk</a>
Student Records:			
Office Management Administrator	Travis Bowditch	2927	<a href="mailto:t.bowditch@uea.ac.uk">t.bowditch@uea.ac.uk</a>
	Elaine Elsey	3242	<a href="mailto:e.elsey@uea.ac.uk">e.elsey@uea.ac.uk</a>
		2200	<a href="mailto:student.records@uea.ac.uk">student.records@uea.ac.uk</a>
Senior Admin Assistant Administrative Assistant	Chrissie Norris	2122	<a href="mailto:c.norris@uea.ac.uk">c.norris@uea.ac.uk</a>
	Tina Murray	2200	<a href="mailto:tina.l.murray@uea.ac.uk">tina.l.murray@uea.ac.uk</a>
	Cath Pepper	2200	<a href="mailto:c.pepper@uea.ac.uk">c.pepper@uea.ac.uk</a>
Surveys (University)	Caroline Botwood	1203	<a href="mailto:c.botwood@uea.ac.uk">c.botwood@uea.ac.uk</a>
Systems and Processes			
Manager Administrator	Ant Griffiths	3052	<a href="mailto:ant.griffith@uea.ac.uk">ant.griffith@uea.ac.uk</a>
	Sophie Edwards	1052	<a href="mailto:s.edwards@uea.ac.uk">s.edwards@uea.ac.uk</a>
USSS Secretary to Trustees	Marc Evans	1081	<a href="mailto:Marc.B.Evans@uea.ac.uk">Marc.B.Evans@uea.ac.uk</a>
VAT enquiries	Manuela Moxon	1695	<a href="mailto:Manuela.moxon@uea.ac.uk">Manuela.moxon@uea.ac.uk</a>
	Rhoda Wolf	3780	<a href="mailto:r.wolf@uea.ac.uk">r.wolf@uea.ac.uk</a>
Widening Participation			
WP Manager	Becky Price	3780	<a href="mailto:rebecca.price@uea.ac.uk">rebecca.price@uea.ac.uk</a>
WP Officer	Rosie Hannant	2500	<a href="mailto:rosie.hannant@uea.ac.uk">rosie.hannant@uea.ac.uk</a>

**HUMAN RESOURCES DIVISION (HRD)**

Academic Related Staff Review Committee	Alison Clements	2193	<a href="mailto:alison.clements@uea.ac.uk">alison.clements@uea.ac.uk</a>
HESA Statistical Returns: Staff	Stuart Gascoyne	2732	<a href="mailto:s.gascoyne@uea.ac.uk">s.gascoyne@uea.ac.uk</a>
Human Resources	General Enquiries	3034	<a href="mailto:hr@uea.ac.uk">hr@uea.ac.uk</a>
Promotions Committee	HR Managers		
	HUM	3582	<a href="mailto:linda.cole@uea.ac.uk">linda.cole@uea.ac.uk</a>
	FMH	2126	<a href="mailto:j.goodridge@uea.ac.uk">j.goodridge@uea.ac.uk</a>
	SCI	2124	<a href="mailto:jenny.summers@uea.ac.uk">jenny.summers@uea.ac.uk</a>
	SSF	2936	<a href="mailto:s.forder@uea.ac.uk">s.forder@uea.ac.uk</a>
Sponsorship Certificates and Entitlement to Work in the UK	Human Resources Division	3034	<a href="mailto:hr@uea.ac.uk">hr@uea.ac.uk</a>

SERVICE	CONTACT PERSON	EXT	EMAIL	
Staff - Appointments, Gradings, Terms and Conditions, Policies and Procedures: All staff categories	HUM FMH SCI SSF CEN	Linda Cole Julie Goodridge Jenny Summers Santha Forder Alison Clements	3582 2126 2124 2936 2193	<a href="mailto:linda.cole@uea.ac.uk">linda.cole@uea.ac.uk</a> <a href="mailto:j.goodridge@uea.ac.uk">j.goodridge@uea.ac.uk</a> <a href="mailto:jenny.summers@uea.ac.uk">jenny.summers@uea.ac.uk</a> <a href="mailto:s.forder@uea.ac.uk">s.forder@uea.ac.uk</a> <a href="mailto:alison.clements@uea.ac.uk">alison.clements@uea.ac.uk</a>
General Enquiries	HR Reception	3034	<a href="mailto:hr@uea.ac.uk">hr@uea.ac.uk</a>	
Staff Records	Matthew Bond	2059	<a href="mailto:matthew.bond@uea.ac.uk">matthew.bond@uea.ac.uk</a>	
Head of Equality & Diversity	Helen Murdoch	1898	<a href="mailto:h.murdoch@uea.ac.uk">h.murdoch@uea.ac.uk</a>	
Project Officer Equality & Diversity	Matthew Gooch	7209	<a href="mailto:matthew.gooch@uea.ac.uk">matthew.gooch@uea.ac.uk</a>	

## ITCS

Campus card enquiries		2419	
<b>IT Support:</b>			
Assistant Director, Faculty IT Support	Mark Jones	2442	<a href="mailto:mark.jones@uea.ac.uk">mark.jones@uea.ac.uk</a>
IT Support Manager SCI/FMH	Malcolm Rae	3505	<a href="mailto:m.rae@uea.ac.uk">m.rae@uea.ac.uk</a>
IT Support Manager HUM/SSF/CEN	Keith Porter	3560	<a href="mailto:k.porter@uea.ac.uk">k.porter@uea.ac.uk</a>
IT servicedesk		2345	<a href="mailto:it.servicedesk@uea.ac.uk">it.servicedesk@uea.ac.uk</a>
ITCS Finance/HR	James Alborough	2365	<a href="mailto:j.alborough@uea.ac.uk">j.alborough@uea.ac.uk</a>
ITCS Office Manager	James Alborough	2365	<a href="mailto:j.alborough@uea.ac.uk">j.alborough@uea.ac.uk</a>
Assistant to the Director of information technology	Jane Baker	2102	<a href="mailto:jane.baker@uea.ac.uk">jane.baker@uea.ac.uk</a>
Print Services Reception		2204	
Print Services Manager	Chris Browne	2488	<a href="mailto:c.browne@uea.ac.uk">c.browne@uea.ac.uk</a>
Studio Technology Services:	Bookings through IT servicedesk.	2345	<a href="mailto:it.servicedesk@uea.ac.uk">it.servicedesk@uea.ac.uk</a>
<ul style="list-style-type: none"> <li>• Virtual meeting room (Video Conferencing)</li> <li>• Access Grid</li> <li>• TV Studio</li> <li>• Audio Studio</li> </ul>		1595	
Edit Suites			
Switchboard:		0	<a href="mailto:telephonists@uea.ac.uk">telephonists@uea.ac.uk</a>
<ul style="list-style-type: none"> <li>• Dialling facilities</li> <li>• Changes to handset caller display</li> <li>• Voicemail</li> <li>• Diverts and pick-up groups</li> <li>• Location updates</li> <li>• General enquiries</li> </ul>			

## WHO DOES WHAT

SERVICE	CONTACT PERSON	EXT	EMAIL
Telephony new extension requests, requesting conference call accounts	James Alborough	2365	<a href="mailto:telephony@uea.ac.uk">telephony@uea.ac.uk</a>
Information compliance: Freedom of Information, Data Protection, Copyright	Dave Palmer Ellen Paterson	3523 2431	<a href="mailto:foi@uea.ac.uk">foi@uea.ac.uk</a> <a href="mailto:dataprotection@uea.ac.uk">dataprotection@uea.ac.uk</a> <a href="mailto:copyright@uea.ac.uk">copyright@uea.ac.uk</a>
Telephony new extension requests, requesting conference call accounts	James Alborough	2365	<a href="mailto:telephony@uea.ac.uk">telephony@uea.ac.uk</a>
Information compliance: Freedom of Information, Data Protection, Copyright	Dave Palmer Ellen Paterson	3523 2431	<a href="mailto:foi@uea.ac.uk">foi@uea.ac.uk</a> <a href="mailto:dataprotection@uea.ac.uk">dataprotection@uea.ac.uk</a> <a href="mailto:copyright@uea.ac.uk">copyright@uea.ac.uk</a>

### The Library

Library helpdesk		2993	<a href="mailto:lib.helpdesk@uea.ac.uk">lib.helpdesk@uea.ac.uk</a>
Library User Services Manager	Catherine Breame	3507	<a href="mailto:Catherine.breame@uea.ac.uk">Catherine.breame@uea.ac.uk</a>
Assistant User Services Manager	Ruth Collins Rob Mitchell	2420 7490	<a href="mailto:ruth.collins@uea.ac.uk">ruth.collins@uea.ac.uk</a> <a href="mailto:r.mitchell@uea.ac.uk">r.mitchell@uea.ac.uk</a>
User Services Team Leader	Zoe Cross Abigail Chaney	1165 2414	<a href="mailto:z.cross@uea.ac.uk">z.cross@uea.ac.uk</a> <a href="mailto:a.chaney@uea.ac.uk">a.chaney@uea.ac.uk</a>
<u>Academic Engagement</u>			
<u>Librarians:</u>			
HUM	Grant Young	2426	<a href="mailto:grant.young@uea.ac.uk">grant.young@uea.ac.uk</a>
SSF	Kate Squire	1712	<a href="mailto:k.squire@uea.ac.uk">k.squire@uea.ac.uk</a>
SCI	Liz Clarke Rachel Henderson	1249 2428	<a href="mailto:e.clarke@uea.ac.uk">e.clarke@uea.ac.uk</a> <a href="mailto:rachel.henderson@uea.ac.uk">rachel.henderson@uea.ac.uk</a>
FMH	Matthew Smith	2412	<a href="mailto:matthew.j.smith@uea.ac.uk">matthew.j.smith@uea.ac.uk</a>
Information digital literacies Education	Emma Coonan Lucy Fleming	2430 3518	<a href="mailto:e.coonan@uea.ac.uk">e.coonan@uea.ac.uk</a> <a href="mailto:l.fleming@uea.ac.uk">l.fleming@uea.ac.uk</a>
Library HR administration	Janet Hayward Sandra Harley	2425 2407	<a href="mailto:janet.hayward@uea.ac.uk">janet.hayward@uea.ac.uk</a> <a href="mailto:s.harley@uea.ac.uk">s.harley@uea.ac.uk</a>

### POSTGRADUATE RESEARCH (PGR)

Head of Postgraduate Research Service	Dr Vivien Easson	1835	<a href="mailto:v.easson@uea.ac.uk">v.easson@uea.ac.uk</a>
Research Degrees Manager	Mrs Tracey Oak	1800	<a href="mailto:t.oak@uea.ac.uk">t.oak@uea.ac.uk</a>
Doctoral Training and Quality Manager	Ms Melanie Steele	3870	<a href="mailto:m.steele@uea.ac.uk">m.steele@uea.ac.uk</a>
NBI Graduate Studies Manager	Dr Kate Conway	01603 450772	<a href="mailto:kate.conway@uea.ac.uk">kate.conway@uea.ac.uk</a>
CHASE and Digital Humanities Manager	Miss Daphne Rayment	1453	<a href="mailto:d.rayment@uea.ac.uk">d.rayment@uea.ac.uk</a>

SERVICE	CONTACT PERSON	EXT	EMAIL
International and PGR Funding Manager	Dr Audrey Heppleston	3106/1279	<a href="mailto:a.heppleston@uea.ac.uk">a.heppleston@uea.ac.uk</a>

**REGISTRAR AND SECRETARY'S OFFICE**

Acting Registrar and Secretary	Ian Callaghan	2771	<a href="mailto:i.callaghan@uea.ac.uk">i.callaghan@uea.ac.uk</a>
Personal Assistant to Registrar and Secretary	Elaine Rymarz	2771	<a href="mailto:e.rymarz@uea.ac.uk">e.rymarz@uea.ac.uk</a>
Office Assistant	Jennifer Jones	3821	<a href="mailto:jennifer.jones@uea.ac.uk">jennifer.jones@uea.ac.uk</a>

**REGISTRY SERVICES (REG)**

Registry access	Kate Faire	2731	<a href="mailto:k.faire@uea.ac.uk">k.faire@uea.ac.uk</a>
Registry building maintenance	Kate Faire	2731	<a href="mailto:k.faire@uea.ac.uk">k.faire@uea.ac.uk</a>
Registry post	James Beggs	3694	<a href="mailto:j.beggs@uea.ac.uk">j.beggs@uea.ac.uk</a>
General Office	James Beggs	3694	<a href="mailto:j.beggs@uea.ac.uk">j.beggs@uea.ac.uk</a>
Registry Reception	Lois McCormack Joanne Murphy	2223	<a href="mailto:reg.reception@uea.ac.uk">reg.reception@uea.ac.uk</a>

**RESEARCH AND INNOVATION SERVICES (RIN)**

Director of Research and Innovation Division	Helen Lewis	3307	<a href="mailto:h.lewis@uea.ac.uk">h.lewis@uea.ac.uk</a>
PA to Director of Research and Innovation Division	Jackie Wright	7671	<a href="mailto:j.wright@uea.ac.uk">j.wright@uea.ac.uk</a>
General Enquiries	RIN Reception	1574	<a href="mailto:rin.reception@uea.ac.uk">rin.reception@uea.ac.uk</a>
Head of Research	Rachael Mold	3949	<a href="mailto:r.mold@uea.ac.uk">r.mold@uea.ac.uk</a>
Head of Innovation	Jon Carter	1577	<a href="mailto:jon.carter@uea.ac.uk">jon.carter@uea.ac.uk</a>
<b>FMH applications</b>			
Research Manager	Sarah Ruthven	1486	<a href="mailto:s.ruthven@uea.ac.uk">s.ruthven@uea.ac.uk</a>
HSC	Graham Horne	1477	<a href="mailto:g.horne@uea.ac.uk">g.horne@uea.ac.uk</a>
MED	Sarah Green	1721	<a href="mailto:sarah.green@uea.ac.uk">sarah.green@uea.ac.uk</a>
	Rachel Lindley	7197	<a href="mailto:r.lindley@uea.ac.uk">r.lindley@uea.ac.uk</a>
Contracts	Tracy Moulton	1482	<a href="mailto:t.moulton@uea.ac.uk">t.moulton@uea.ac.uk</a>
<b>SCI applications</b>			
Research Manager	Julia Warner	3619	<a href="mailto:j.warner@uea.ac.uk">j.warner@uea.ac.uk</a>
BIO	Emma King	1598	<a href="mailto:emma.l.king@uea.ac.uk">emma.l.king@uea.ac.uk</a>
CHE/CMP	Chris Killen	3713	<a href="mailto:c.killen@uea.ac.uk">c.killen@uea.ac.uk</a>
ENV/MTH /ENG	Jason Rust	1479	<a href="mailto:j.rust@uea.ac.uk">j.rust@uea.ac.uk</a>
ENV/PHA	Sam Hills	2994	<a href="mailto:samuel.hills@uea.ac.uk">samuel.hills@uea.ac.uk</a>
Contracts	Tracy Moulton	1482	<a href="mailto:t.moulton@uea.ac.uk">t.moulton@uea.ac.uk</a>
<b>HUM applications</b>			
Research Manager	Cassy Spearing	7483	<a href="mailto:cassy.spearing@uea.ac.uk">cassy.spearing@uea.ac.uk</a>
AMA, LDC,PPL	Polly Harrison	1566	<a href="mailto:polly.harrison@uea.ac.uk">polly.harrison@uea.ac.uk</a>
HIS	Graham Horne	2851	<a href="mailto:g.horne@uea.ac.uk">g.horne@uea.ac.uk</a>
Contracts	Tracy Moulton	1482	<a href="mailto:t.moulton@uea.ac.uk">t.moulton@uea.ac.uk</a>
<b>SSF applications</b>			
Research Manager	Cassy Spearing	7483	<a href="mailto:cassy.spearing@uea.ac.uk">cassy.spearing@uea.ac.uk</a>

## WHO DOES WHAT

SERVICE	CONTACT PERSON	EXT	EMAIL
International Development (DEV)	Persephone De Magdalene	2809	<a href="mailto:persephone.magdalene@uea.ac.uk">persephone.magdalene@uea.ac.uk</a>
ECO, EDU, LAW	Graham Horne	2851	<a href="mailto:g.horne@uea.ac.uk">g.horne@uea.ac.uk</a>
NBS, PSY, SWK	Polly Harrison	1566	<a href="mailto:polly.harrison@uea.ac.uk">polly.harrison@uea.ac.uk</a>
Contracts	Svetlin Mitov	1483	<a href="mailto:s.mitov@uea.ac.uk">s.mitov@uea.ac.uk</a>
	Tracy Moulton	1482	<a href="mailto:t.moulton@uea.ac.uk">t.moulton@uea.ac.uk</a>
<b>Other</b>			
<b>Business &amp; Development Opportunities</b>			
<b>Healthcare and Social Sciences</b>	Richard Clarke	3178	<a href="mailto:r.clarke@uea.ac.uk">r.clarke@uea.ac.uk</a>
<b>Digital, Heritage and Creative</b>	Chris Blincoe	3445	<a href="mailto:c.blincoe@uea.ac.uk">c.blincoe@uea.ac.uk</a>
<b>Engineering</b>	Andrew Whilding	1488	<a href="mailto:a.whilding@uea.ac.uk">a.whilding@uea.ac.uk</a>
<b>Medical and Life Sciences</b>	Karen Smith	3147	<a href="mailto:karen.l.smith@uea.ac.uk">karen.l.smith@uea.ac.uk</a>
<b>Business, Financial and Legal Services</b>	Anna Douglas	2076	<a href="mailto:anna.douglas@uea.ac.uk">anna.douglas@uea.ac.uk</a>
<b>Marine, Agriculture and Environmental Sciences</b>	Ruth Welters	1569	<a href="mailto:r.welters@uea.ac.uk">r.welters@uea.ac.uk</a>
CAST	Sue Johnson	1578	<a href="mailto:susan.johnson@uea.ac.uk">susan.johnson@uea.ac.uk</a>
Communications, Marketing & Events	Safiya Waley	3368	<a href="mailto:s.waley@uea.ac.uk">s.waley@uea.ac.uk</a>
	Katie Hupton	3343	<a href="mailto:k.hupton@uea.ac.uk">k.hupton@uea.ac.uk</a>
Consultancy/CPD (short courses)	Sue Johnson	1578	<a href="mailto:susan.johnson@uea.ac.uk">susan.johnson@uea.ac.uk</a>
Consultancy Enquiries	Katherine Humphries	1610	<a href="mailto:katherine.humphries@uea.ac.uk">katherine.humphries@uea.ac.uk</a>
	Matt Hume	1489	<a href="mailto:matthew.hume@uea.ac.uk">matthew.hume@uea.ac.uk</a>
Degree Apprenticeships	Sharon Davies	1484	<a href="mailto:s.davies@uea.ac.uk">s.davies@uea.ac.uk</a>
Ethics	Helen Brownlee	3435	<a href="mailto:h.brownlee@uea.ac.uk">h.brownlee@uea.ac.uk</a>
EU Enquiries	Ian Beggs	3399	<a href="mailto:i.beggs@uea.ac.uk">i.beggs@uea.ac.uk</a>
	Simon Dowsett	3394	<a href="mailto:s.dowsett@uea.ac.uk">s.dowsett@uea.ac.uk</a>
Impact enquiries	Claire Gallant	3189	<a href="mailto:c.gallant@uea.ac.uk">c.gallant@uea.ac.uk</a>
Facilities	Sue Johnson	1578	<a href="mailto:susan.johnson@uea.ac.uk">susan.johnson@uea.ac.uk</a>
Intellectual Property Enquiries	Georgina Pope	1575	<a href="mailto:georgina.pope@uea.ac.uk">georgina.pope@uea.ac.uk</a>
	Joita Dey	1576	<a href="mailto:Joita.dey@uea.ac.uk">Joita.dey@uea.ac.uk</a>
	Alison Stebbing	1810	<a href="mailto:a.stebbing@uea.ac.uk">a.stebbing@uea.ac.uk</a>
Communication, Marketing and Events	Katie Hupton	3443	<a href="mailto:k.hupton@uea.ac.uk">k.hupton@uea.ac.uk</a>
	Safiya Waley	3368	<a href="mailto:s.waley@uea.ac.uk">s.waley@uea.ac.uk</a>
Open Access and Research Data Enquiries	Anna Collins	1807	<a href="mailto:anna.collins@uea.ac.uk">anna.collins@uea.ac.uk</a>
	Constance Roberts-Croot	1560	<a href="mailto:c.roberts-croot@uea.ac.uk">c.roberts-croot@uea.ac.uk</a>
PURE	John Stewart-Rayner	1809	<a href="mailto:j.stewart-rayner@uea.ac.uk">j.stewart-rayner@uea.ac.uk</a>
Research Integrity Manager	Helen Brownlee	3435	<a href="mailto:h.brownlee@uea.ac.uk">h.brownlee@uea.ac.uk</a>
Research Information Manager	Jaqui Farrar	2710	<a href="mailto:j.farrar@uea.ac.uk">j.farrar@uea.ac.uk</a>
Research Finance Enquiries	Shirley Brackenridge	1703	<a href="mailto:s.brackenridge@uea.ac.uk">s.brackenridge@uea.ac.uk</a>
SEEDCORN	Rachael Mold	3949	<a href="mailto:r.mold@uea.ac.uk">r.mold@uea.ac.uk</a>

SERVICE	CONTACT PERSON	EXT	EMAIL
Systems and Management Information	John Stewart-Rayner	1809	<a href="mailto:J.Stewart-Rayner@uea.ac.uk">J.Stewart-Rayner@uea.ac.uk</a>
SYSCO	Sue Johnson	1578	<a href="mailto:susan.johnson@uea.ac.uk">susan.johnson@uea.ac.uk</a>
Virtual Past	Sue Johnson	1578	<a href="mailto:susan.johnson@uea.ac.uk">susan.johnson@uea.ac.uk</a>

#### SAINSBURY CENTRE FOR VISUAL ARTS (SCVA)

<b>Administration</b>			
Director	Paul Greenhalgh	3193	<a href="mailto:p.greenhalgh@uea.ac.uk">p.greenhalgh@uea.ac.uk</a>
Deputy Director	Ghislaine Wood	3201	<a href="mailto:g.wood@uea.ac.uk">g.wood@uea.ac.uk</a>
Executive Officer	Rachel Hoxley-Carr	2467	<a href="mailto:r.carr@uea.ac.uk">r.carr@uea.ac.uk</a>
Finance & Administrative Officer	Karen Parsons	2499	<a href="mailto:k.parsons@uea.ac.uk">k.parsons@uea.ac.uk</a>
Administrative Assistant	Lizzie Brien	3488	<a href="mailto:elizabeth.brien@uea.ac.uk">elizabeth.brien@uea.ac.uk</a>
<b>Collections &amp; Exhibitions</b>			
Head of Collections Management and Conservation	Calvin Winner	1034	<a href="mailto:c.winner@uea.ac.uk">c.winner@uea.ac.uk</a>
Curator	Post Vacant	2466	
Curator	Montserrat Pis Marcos	1171	<a href="mailto:m.pis-marcos@uea.ac.uk">m.pis-marcos@uea.ac.uk</a>
Exhibitions Coordinator	Laura Peterle	2472	<a href="mailto:l.peterle@uea.ac.uk">l.peterle@uea.ac.uk</a>
Registrar	Joanna Roberts	1057	<a href="mailto:joanna.roberts@uea.ac.uk">joanna.roberts@uea.ac.uk</a>
Assistant Registrar	Olivia Maguire	3706	<a href="mailto:o.maguire@uea.ac.uk">o.maguire@uea.ac.uk</a>
Conservator	Maria Ledinskaya	2777	<a href="mailto:m.ledinskaya@uea.ac.uk">m.ledinskaya@uea.ac.uk</a>
Head of Technical Services	David Rees	2464	<a href="mailto:d.rees@uea.ac.uk">d.rees@uea.ac.uk</a>
Gallery Technician	Paul Kuzemczak	2464	<a href="mailto:p.kuzemczak@uea.ac.uk">p.kuzemczak@uea.ac.uk</a>
<b>Learning</b>			
Head of Learning	Alexandra Woodall	2465	<a href="mailto:alexandra.woodall@uea.ac.uk">alexandra.woodall@uea.ac.uk</a>
Learning Officer	Nell Croose Myhill	3726	<a href="mailto:n.croose-myhill@uea.ac.uk">n.croose-myhill@uea.ac.uk</a>
Learning Officer	Lawrence Bradby	3725	<a href="mailto:l.bradby@uea.ac.uk">l.bradby@uea.ac.uk</a>
School and Outreach Programme Coordinator	Becca Sturgess	3936	<a href="mailto:becca.sturgess@uea.ac.uk">becca.sturgess@uea.ac.uk</a>
Outreach Administrative and Bookings Assistant	Lynn Gray	1597	<a href="mailto:l.gray@uea.ac.uk">l.gray@uea.ac.uk</a>
Education Secretary	Lisa Hawkins-Weeks	1033	<a href="mailto:lisa.hawkins-weeks@uea.ac.uk">lisa.hawkins-weeks@uea.ac.uk</a>
<b>Communications &amp; Visitor Experience</b>			
Head of Marketing & Communications	Penelope Lucas	3649	<a href="mailto:p.lucas@uea.ac.uk">p.lucas@uea.ac.uk</a>
Communications & Marketing Officer	Post Vacant	2448	
<b>Development</b>			
Head of Development (Sainsbury Centre)	Stephanie Renouf	1350	<a href="mailto:s.renouf@uea.ac.uk">s.renouf@uea.ac.uk</a>
Development Assistant	Joanne Loader	3009	<a href="mailto:j.loader@uea.ac.uk">j.loader@uea.ac.uk</a>
<b>Front of House</b>			
Visitor Services & Retail Manager	Rory Hill	2476	<a href="mailto:rory.hill@uea.ac.uk">rory.hill@uea.ac.uk</a>

**WHO DOES WHAT**

SERVICE	CONTACT PERSON	EXT	EMAIL
Visitor Services Assistant Manager	Rachel Page	3199	<a href="mailto:rachel.a.page@uea.ac.uk">rachel.a.page@uea.ac.uk</a>
Events and Hospitality Officer	Debbie Longordo	3202	<a href="mailto:d.longordo@uea.ac.uk">d.longordo@uea.ac.uk</a>
Shop and Front of House Assistant Manager	Carla Marfleet	3199	<a href="mailto:c.marfleet@uea.ac.uk">c.marfleet@uea.ac.uk</a>
Gallery Reception	Jason Masala Kiran Miller-Burton Duncan Borrett Philippa Lacey	2468 / 3643	<a href="mailto:scva@uea.ac.uk">scva@uea.ac.uk</a>
<b>Security</b>			
Gallery Assistants	Lee Heath Lisa Brooks Andy Crouch Helen Clarke Nigel Clarke Trevor Collett Duncan Donaldson-Davidson Jason Gotts Gary Laidlaw	2469	<a href="mailto:scvasecurity@uea.ac.uk">scvasecurity@uea.ac.uk</a>

**STAFF AND EDUCATIONAL DEVELOPMENT, CENTRE FOR (CSED)**

Head	Amanda Giles	3699	<a href="mailto:amanda.giles@uea.ac.uk">amanda.giles@uea.ac.uk</a>
General Enquiries & Leadership, Management & CSED Finance	Debbie Slaughter	3039	<a href="mailto:d.slaughter@uea.ac.uk">d.slaughter@uea.ac.uk</a>
MA-HEP & Academic Practice	Kate Hesketh	2958	<a href="mailto:k.hesketh@uea.ac.uk">k.hesketh@uea.ac.uk</a>
Academic Practice, MA-HEP & PPD	Tim York	2215	<a href="mailto:t.york@uea.ac.uk">t.york@uea.ac.uk</a>
CSED Marketing Designer & IT training	Jude Smith	3849	<a href="mailto:judith.smith@uea.ac.uk">judith.smith@uea.ac.uk</a>
Personal and Professional Development	Michelle Jones	3191	<a href="mailto:michelle.jones@uea.ac.uk">michelle.jones@uea.ac.uk</a>
Research-related, MA-HEP & PPD	TBC	3269	<a href="mailto:rsconnect@uea.ac.uk">rsconnect@uea.ac.uk</a>

**STUDENT SUPPORT CENTRE (SSS)**

* Policy & procedures * Non-academic complaints * Strategic oversight of Student Services * Prevent	Jon Sharp	2905	<a href="mailto:jon.sharp@uea.ac.uk">jon.sharp@uea.ac.uk</a>
*Sexual harassment & assault	Jane Amos	3701	<a href="mailto:j.amos@uea.ac.uk">j.amos@uea.ac.uk</a>
* Return to Study *Mental Health and Wellbeing	Jane Lawrence	3032	<a href="mailto:Jane.lawrence@uea.ac.uk">Jane.lawrence@uea.ac.uk</a>
* General enquiries * Booking student appointments	Reception	2761/3676	<a href="mailto:studentsupport@uea.ac.uk">studentsupport@uea.ac.uk</a>



SERVICE	CONTACT PERSON	EXT	EMAIL
* Complaints regarding student behaviour off-campus *Assistant Wardens	Ally Walker	3420	<a href="mailto:alaister.walker@uea.ac.uk">alaister.walker@uea.ac.uk</a>
* Student discipline	David Thurkettle	3730	<a href="mailto:d.thurkettle@uea.ac.uk">d.thurkettle@uea.ac.uk</a>

**VICE-CHANCELLOR'S OFFICE (VCO)**

Personal Assistant to Vice Chancellor	Katie Phillips	2206	<a href="mailto:katie.phillips@uea.ac.uk">katie.phillips@uea.ac.uk</a>
Assistant Registrar	Lisa Williams	2229	<a href="mailto:lisa.williams@uea.ac.uk">lisa.williams@uea.ac.uk</a>
PA to PVC ACAD and Congregation Assistant	Frances Marson	2224	<a href="mailto:f.marson@uea.ac.uk">f.marson@uea.ac.uk</a>
PA to PVC RI	TBC	2735	
Office Assistant	Jennifer Jones	3821	<a href="mailto:jennifer.jones@uea.ac.uk">jennifer.jones@uea.ac.uk</a>
Business Continuity Plan	Lisa Williams	2229	<a href="mailto:lisa.williams@uea.ac.uk">lisa.williams@uea.ac.uk</a>
Council House Management	Kate Faire	2731	<a href="mailto:k.faire@uea.ac.uk">k.faire@uea.ac.uk</a>
Executive Team support	Lisa Williams	2229	<a href="mailto:lisa.williams@uea.ac.uk">lisa.williams@uea.ac.uk</a>
VC Consultation meetings	Lisa Williams	2229	<a href="mailto:lisa.williams@uea.ac.uk">lisa.williams@uea.ac.uk</a>
Honorary Degrees and Appointments Committee	Lisa Williams	2229	<a href="mailto:lisa.williams@uea.ac.uk">lisa.williams@uea.ac.uk</a>
Nominations to committees and outside bodies	Lisa Williams	2229	<a href="mailto:lisa.williams@uea.ac.uk">lisa.williams@uea.ac.uk</a>
Sainsbury Trustees	Lisa Williams	2229	<a href="mailto:lisa.williams@uea.ac.uk">lisa.williams@uea.ac.uk</a>
University Policy Days	Lisa Williams	2229	<a href="mailto:lisa.williams@uea.ac.uk">lisa.williams@uea.ac.uk</a>
Freedom of Information	Lisa Williams	2229	<a href="mailto:lisa.williams@uea.ac.uk">lisa.williams@uea.ac.uk</a>

**APPLIED RESEARCH IN EDUCATION,  
Centre for (CARE)**

*Director*  
Dr Anna Robinson-Pant 2857

**ARTS AND HUMANITIES, FACULTY OF  
(HUM)**

*General enquiries: Mrs Tracey Gaskin (ext 3027)*  
*Email: [t.gaskin@uea.ac.uk](mailto:t.gaskin@uea.ac.uk)*

HUM

*Pro-Vice Chancellor*  
Professor Sarah Barrow 7755

*Senior Faculty Manager*  
John Tully 7385

*Faculty Manager*  
Susan Amphlett 3663

*PA to Executive Dean/Senior Faculty Manager*  
Tracey Gaskin 3027

*Project Officers*  
Galit Hart 2725  
Amanda Harris 2450

*Digital Humanities Manager*  
Nadine Zubair 2810

*Assistant to Associate Dean Research*  
Claire Grasby 3563

**ARTS AND HUMANITIES, FACULTY OF**

HUM-EVENTS

*Senior Administrator/Events Manager*  
Molly Taylor 7582

*Events Senior Administrative Assistant*  
Hannah Tough 1762

*Events Administrative Assistant*  
Karen O'Donoghue 2286

**Music Centre**

*Music Centre Director*  
Stuart Dunlop 2454

*Music Centre Administrator*  
Alex Carlson 3948

**ARTS AND HUMANITIES, FACULTY OF**

HUM-FIN

*Faculty Finance Manager*  
Chris Penn 2684

*Finance Administrator*  
Lesley Snell 3163

*Senior Administrative Assistants*  
Jennifer Bettinson 2724  
Wendy Fox 2287  
Nessie Welton 7597

*Finance Administrative Assistants*  
Susan Clarkson 3927  
Lesley Knightley 1728

**SCHOOLS****ART, MEDIA AND AMERICAN STUDIES,  
SCHOOL OF (AMA)**

HUM

*Head of School*  
Dr Malcolm McLaughlin 3426

*School Manager*  
Nick Garforth 7592

*Head of School Secretary*  
Rebecca Wildner 2743

*Clerical Assistant*  
Vacant (as at Aug 2017)

**HISTORY, SCHOOL OF (HIS)**

HUM

*Head of School*  
Professor Katy Cubitt 2129

*School Manager*  
Ollie Carlisle 2284

*Head of School Secretary*  
Melanie Watling 3521

*Clerical Assistants*  
Janette Darbon 7590  
Danielle Shaw 7590

### LITERATURE, DRAMA AND CREATIVE WRITING, SCHOOL OF (LDC)

HUM

*Head of School*  
Professor Alison Donnell 7366

*School Manager*  
Beatrice Poubeau 3564

*Head of School Secretary*  
Tonia Lake 2713

*Clerical Support*  
Samantha Smith 7599  
Sophie Scott

### COMMUNICATION STUDIES, SCHOOL OF (PPL)

HUM

*Head of School*  
Professor Lee Marsden 3408

*School Manager*  
Jennifer Wilkinson 7600

*Head of School Secretary*  
Sarah Wilkinson 2149

*Clerical Support*  
Alex Russell-Davis 7601

### ARTHUR MILLER CENTRE FOR AMERICAN STUDIES (AMS)

HUM

*Director*  
Prof Christopher Bigsby 2789

### GRADUATE SCHOOL

HUM

*Associate Dean, PGR*  
Dr John Turnpenny 3908

*Lecturer in Humanities*  
Dr Matthew Sillence 1929

*Administrative Assistant*  
Vacant (as at Aug 2017)

### INTERDISCIPLINARY INSTITUTE FOR THE HUMANITIES

HUM

*Head of Institute*  
Dr Liz Powell 1045

*Secretary/PA*  
Beverley Youngman 2451

### JAPANESE STUDIES, CENTRE FOR (CJS)

Email: [cjs@uea.ac.uk](mailto:cjs@uea.ac.uk)

HUM

*Director*  
Dr Simon Kaner 7512

*Administrative Assistant*  
Vacant (as at Aug 2017)

### BEHAVIOURAL AND EXPERIMENTAL SOCIAL SCIENCE, CENTRE FOR (CBESS) (DEV/ECO/ENV/MED/PSY)

*Director*  
Dr Anders Poulsen 1066

*Senior Research Associate*  
Dr Sara Godoy-Garzon 1685

**BIOLOGICAL SCIENCES, School of**

See page 24

**BRITISH CENTRE FOR LITERARY TRANSLATION (BCLT) (LDC)**

*Academic Director*  
Prof Duncan Large 2739

*Manager*  
Mrs Anna Goode 2785

**CLIMATIC RESEARCH UNIT (CRU)**

*General enquiries*  
**Tel: ext. 2542**  
**Fax: (01603) 591327**  
**E-mail: [cru@uea.ac.uk](mailto:cru@uea.ac.uk)**

*CRU*

*Director*  
Prof Tim Osborn 2089

*Research and Administration Manager*  
Dr Clare Goodess 2875

*Administrative Assistant*  
ENV Reception 2542

*IT Manager*  
Mr Michael Salmon 1658

**CHEMISTRY, School of**

See page 24

**COMPETITION POLICY, Centre for (CCP)**

See page 27

**COMPUTING SCIENCES, School of**

See page 24

SYS Consulting Ltd  
See page 27

**CREATIVE AND PERFORMING ARTS, Centre for (LDC)**

*Director*  
Jon Cook 2789

**EAST ANGLIAN STUDIES, Centre of**

*HIS-CEAS*

*Director*  
Dr Tom Licence 3364

**EAST ANGLIAN FILM ARCHIVE (EAFA) (FTV)**

*Main phone number:*  
**The Archive Centre**  
**(Martineau Lane) ext. 2664**  
**E-mail : [eafa@uea.ac.uk](mailto:eafa@uea.ac.uk)**

*EAFA*

*Director*  
Dr Tim Snelson 3847

*Archive Manager*  
Ms Angela Graham 2156

*Curator*  
Miss Jane Alvey 3846

*Senior Technician*  
Mr Peter White 3131

*Operations and Engagement Administrator*  
Miss Clare Ellis 3844

*Archive Education Technologist*  
Mr Sean Kelly 3329

*Project Co-ordinator (Unlocking Film Heritage)*  
Mr Chris Price 2664

*Project Cataloguer (Unlocking Film Heritage)*  
Ms Mellissa Beeken 2664

**ECOLOGY, EVOLUTION AND CONSERVATION, CENTRE FOR (CEEC) (BIO/ENV)**

*BIO Co-ordinator* Dr Jenny Gill 3553  
*ENV Co-ordinator* Dr Paul Dolman 3175

**ECONOMICS, School of**

See page 25

**BEHAVIOURAL AND EXPERIMENTAL SOCIAL SCIENCES, Centre for**

See page 17

**EDUCATION AND LIFELONG  
LEARNING, School of**

See page 26

**Applied Research in Education, Centre for**  
See page 16**ENVIRONMENTAL SCIENCES,  
School of**

See page 24

**HISTORY, School of**

See page 16

**INTERDISCIPLINARY MATHEMATICAL  
RESEARCH, Centre for (CIMR) (MTH)***Director*  
Prof Alexander Korobkin 3869**INTERNATIONAL DEVELOPMENT,  
School of**

See page 25

**INTERNATIONAL DEVELOPMENT CENTRE  
UEA***General enquiries*  
Jo Jones/Anne Raynor  
Ext: 2813  
Fax: (01603) 591170  
Email: [j.l.jones@uea.ac.uk](mailto:j.l.jones@uea.ac.uk)*DEVCO**Centre Director*  
Dr Maren Duvendack 3685*Centre Manager*  
Ms Katharine Trott 2323*Project Development Manager*  
Dr Persephone de Magdalene 2809*Research Finance Administrator*  
Mr Stephen Le Grice 3165*Finance & Project Administrator*  
Julie Frith 2475*Finance Assistant*  
Mrs Carolina Pozzi 2055*Senior Administrative Assistants (job share)*  
Mrs Jo Jones 2813  
Ms Anne Rayner 2813*Training & Skills Development Manager*  
Ms Vanessa Tarling 2340*Training Administrative Assistant*  
Ms Nathalie Horncastle 3370*Global Environmental Justice (GEJ) Coordinator*  
Mrs Hannah Gray 2341*Water Security Research Coordinator*  
Ms Susan Conlon 2863*Co-ordinator, UK Secretariat: Sustainable  
Agriculture Innovation Network (SAIN)*  
Dr Yuelai Lu 3264**Public Media Alliance** (formerly the  
Commonwealth Broadcasting Authority, CBA)*CEO*  
Ms Sally-Ann Wilson 2335*Finance Manager*  
Mr Mervyn Warner 3678*Researcher & Project Co-ordinator*  
Mr Kristian Porter 3598*Digital Editor*  
Marta Catalano 3362**INTERPROFESSIONAL  
PRACTICE, Centre for (CIPP)**

See page 21

**POLITICS, PHILOSOPHY, LANGUAGE AND  
COMMUNICATION STUDIES, School of**

See page 17

**LAW, School of**

See page 26

**LITERATURE, DRAMA AND CREATIVE  
WRITING, School of**

See page 17

**British Centre for Literary Translation (BCLT)**  
See page 18

**Creative and Performing Arts, Centre for**  
See page 18

**UEA Drama Studio**  
See page 27

**MATHEMATICS, School of**

See page 24

**MEDICINE AND HEALTH SCIENCES,  
FACULTY OF (FMH)**

General enquiries: ext 7267  
Email: [s.conder@uea.ac.uk](mailto:s.conder@uea.ac.uk)

*FMH*

<i>Pro-Vice Chancellor Faculty of FMH</i>	
Professor Dylan Edwards	2184
<i>Senior Faculty Manager</i>	
Mr Mark Hitchcock	3342
<i>PA to PVC of FMH &amp; Senior Faculty Manager</i>	
Mrs Katia Brumpton	3681
<i>Clerical Assistant</i>	
Miss Sarah Conder	7267
<i>FMH Marketing and Recruitment Officer</i>	
Ms Suzanne Harvey	2013
<b>FMH &amp; PPE Finance Team</b>	
<i>Finance Manager</i>	
Mrs Helen Latham	Centrum 1008/EFB 1495
<i>Senior Administrator</i>	
Mrs Sally Bailey	1474
<i>Administrator</i>	
Mrs Sarah Walker	1075
<i>SIFT &amp; SHA Reporting Administrator</i>	
Mrs Sadie Jones	Centrum 3100/BCRE 7139
<i>Administrative Assistants</i>	
Mrs Sue Fincham (Mon-Fri 8:00-16:00)	1716
Mrs Maxine Molloy (Wed-Fri 9:00-17:00)	1430
Mrs Emma Hunt (Mon-Wed 8:00-16:00)	3028

**SCHOOLS**

**HEALTH SCIENCES, SCHOOL OF (HSC)**

*General Enquiries*

*FMH*

**ECB Reception: ext 7001**  
Email: [ecb.reception@uea.ac.uk](mailto:ecb.reception@uea.ac.uk)  
Fax: 01603 597019

**Queens Reception: ext 3891**  
Email: [qb.reception@uea.ac.uk](mailto:qb.reception@uea.ac.uk)  
Fax: 01603 593166

<i>Head of School (HSC)</i>	
Professor Rosalynn Jowett	7247 ECB/3095 QB
<i>Faculty Manager (HSC)</i>	
Mrs Brigitte Nelson	7338
<i>School Manager (HSC)</i>	
Ms Felicity Hinch	3916
<i>Head of School Secretary</i>	
Miss Joy Taylor	7062
<i>Team Leader/Administrator</i>	
Mrs Lucie Dack	7093
<i>Senior Administrative Assistant – Personnel</i>	
Mrs Dawn Standley	3636
<i>Administrative Assistants</i>	
Mrs Sally Beet	1212
Mrs Lucy Conway	7086
Mrs Ros Hawbrook	3323
Mrs Madeleine Le Grice	1724
Mrs Sally Mellows	7128
Mrs Lisa Richards	7070
Mrs Christine Sellgren	1438
Miss Emma Jones	3623
Mrs Liz Williams	3447
<i>Queen Elizabeth Hospital Reception</i>	
	01553 613751
<i>Clerical Assistant/Receptionists</i>	
Mrs Anita Vaughan, ECB	7001
Miss Jayne Rogers, Queens	3891
Mrs Claire Phillips-Hill, ECB	3891/7001

**NORWICH MEDICAL SCHOOL (MED)****General Enquiries: 3061****Fax: 01603 593752**[Med.reception@uea.ac.uk](mailto:Med.reception@uea.ac.uk)

FMH

*Head of School (MED)*Professor Michael Frenneaux 2376 BCRE/  
3971 MED*Faculty Manager (MED)*

Mr Stephen Chapman 7538

*School Manager*

Ms Catherine Butcher 1955

*Team Leader*

Mrs Sharon Davies 1484

*PA to Head of School (MED)/Faculty Manager*

Mrs Simona Florescu 3959

*Senior Administrative Assistants*

Mrs Ingrid Matthews - Personnel 2377

Mrs Sharon Vout – Personnel 1062

*Medical Education/ PA to MB BS Course Director*

Mrs Ruth Flather 1128

*Group PAs/Senior Administrative Assistants**Nutrition/ Gut Biology*

Mrs Sophie Morley 1967

*Health Economics/Research*

Mrs Val Knights 3602

Miss Lisa Rowe/Jessica Walker 1641

*Administrative Assistants**Medical Education*

Miss Ilse King 3929

Ms Barbara Jane 1026

Mrs Amy Waller/Paula Didwell 3548/3746

*Biomedicine**Vacancy**ClinPsyD*

Miss Helen Sayer 3177

*Department of Medicine*

Mr Daniel Leeson 1953

Mrs Amanda Wheeler (ClinPsyD) 3540

*Population Health and Primary Care / Clinical Trails*

Mr Andrew Sanders 2693

*Project Co-ordinator Seesaw / Athena Swan*

Miss Pascale Gallagher 7068

*Clerical Assistants/Receptionists*

Mrs Kay Tate 3061

Mrs Janet Higgs 3061

**CENTRE FOR INTERPROFESSIONAL PRACTICE (CIPP)****General Enquiries****Mrs Gillian Blunt ext 1888****Email: [g.blunt@uea.ac.uk](mailto:g.blunt@uea.ac.uk)**

FMH

*Administrator*

Mrs Elizabeth Davison 1219

*Administrative Assistant*

Mrs Gillian Blunt 1888

**WORKFORCE HUB****General Enquiries****ext 7199****Email: [fmh@cpd@uea.ac.uk](mailto:fmh@cpd@uea.ac.uk)**

FMH

*CPD Service Administrator*

Mrs Louise Addison 7008

*Administrative Assistants*

Mrs Linda March 7630

Mr Kevin Sides 7624

Mrs Sharon Ingham 7629

Mrs Sherry Beard 7068

Mrs Susan Mitchell 1397

Miss Amber Raven 1596

*NHS Contracts & CPD Administrator*

Mr Mario Salts 7119

*On-line Learning Technologist*

Mr Eoghan O'Maolain 7168

**NORWICH BUSINESS SCHOOL (NBS)**

See page 26

**NORWICH RESEARCH PARK MANAGEMENT OFFICE****E-mail: [enquiries@norwichresearchpark.com](mailto:enquiries@norwichresearchpark.com)***Chief Executive Officer*

Sally Ann Forsyth Nor 673670

*PA to Chief Operating Officer*

Juliette Halliwell Nor 673677

**SCHOOLS/ACADEMIC**

<i>Marketing Officer</i> Alexia Mlynarska	Nor 673678	<i>Head of Collections Management and Conservation</i> Calvin Winner	1034
<i>Development &amp; Leasing Manager</i> Jonathan Barnard	Nor 673673	<i>Curator</i> Post vacant	2466
		Montserrat Pis Marcos	1171
<i>Estates &amp; Facilities Manager</i> Matthew Poll	Nor 673683	<i>Exhibitions Coordinator</i> Laura Peterle	2472
<i>Operations Assistant</i> Karen Newson	Nor 673602	<i>Conservator</i> Maria Ledinskaya	2777
<i>Finance Controller</i> Paul Reed	Nor 673674	<i>Registrar</i> Joanna Roberts	1057
<i>Accounts Assistant</i> Ann Falvey	Nor 673676	<i>Assistant Registrar</i> Olivia Maguire	3706
<i>Centrum Reception</i>	Nor 673600	<i>Head of Technical Services</i> David Rees	2464
<i>Centrum Meetings/Events</i>	Nor 673601		

**PHARMACY, School of**

See page 24

**RESEARCH ON CHILDREN AND FAMILIES,  
Centre for (SWK)**

<i>Director</i> Professor Marion Brandon	2054
<i>Centre Administrator</i> Mrs Alice Francis	2086

**SAINSBURY CENTRE FOR VISUAL ARTS**

*General enquiries*  
*Gallery Reception ext. 3199*  
*E-mail: [scva@uea.ac.uk](mailto:scva@uea.ac.uk)*

**SCVA**

<i>Director</i> Professor Paul Greenhalgh	3193
<i>Deputy Director</i> Ghislaine Wood	3201
<i>Executive Officer</i> Rachel Hoxley-Carr	2467
<i>Finance and Administration Officer</i> Karen Parsons	2499
<i>Administrative Assistant</i> Lizzie Brien	3488

<i>Gallery Technician</i> Paul Kuzemczak	2464
<i>Head of Learning</i> Dr Alexandra Woodall	2465
<i>Learning Officer</i> Nell Croose Myhill	3726
Lawrence Bradby	3725
<i>School and Outreach Programme Coordinator</i> Becca Sturgess	3936
<i>Outreach Administrative and Bookings Assistant</i> Lynn Gray	1597
<i>Education Secretary</i> Lisa Hawkins-Weeks	1033
<i>Head of Marketing and Communications</i> Penelope Lucas	3649
<i>Communications and Marketing Officer</i> Post vacant	2448
<i>Head of Development (Sainsbury Centre)</i> Stephanie Renouf	1350
<i>Development Assistant</i> Joanne Loader	3009
<i>Visitor Services and Retail Manager</i> Rory Hill	2476
<i>Shop and Front of House Assistant Manager</i> Rachel Page	3199



*Front of House Assistants*  
 Jason Masala 2468/3199  
 Kiran Miller-Burton  
 Duncan Borrett  
 Philippa Lacey  
*Events and Hospitality Officer*  
 Debbie Longordo 3202

*Gallery Assistants*  
 Lee Heath 2469  
 Lisa Brooks  
 Nigel Clarke  
 Helen Clarke  
 Trevor Collett  
 Andy Crouch  
 Duncan Donaldson Davidson  
 Jason Gotts  
 Gary Laidlaw

### SAINSBURY INSTITUTE FOR THE STUDY OF JAPANESE ARTS AND CULTURES (SISJAC)

64, The Close, Norwich, NR1 4DH

Tel: 597507

Fax: Nor 625011

SISJAC

*Executive Director*  
 Ms Mami Mizutori 7514

*Research Director*  
 Professor Nicole Rousmaniere 7507

*Head of Centre for Japanese Archaeology and Heritage*  
 Dr Simon Kaner 7512

*Professor for Japanese Arts and Cultural Heritage*  
 Professor Toshio Watanabe 7507

*Institute Administrator*  
 Ms Sue Womack 7505

*Development and Finance Officer*  
 Ms Keiko Nishioka 7510

*Research, Planning and Publications Officer*  
 Ms Kazuko Morohashi 7513

*Librarian*  
 Mr Akira Hirano 7511

*Networking and Finance Officer*  
 Ms Jane Emerson 7509

*Office Coordinator*  
 Vacancy 7507

*Senior Research Associate*  
 Dr Sam Nixon 7502

### SAINSBURY RESEARCH UNIT FOR THE ARTS OF AFRICA, OCEANIA AND THE AMERICAS

*General enquiries*

Mrs Lisa Farrington ext. 2498

Fax: (01603) 591053

E-mail: [admin.sru@uea.ac.uk](mailto:admin.sru@uea.ac.uk)

SRU

*Director*  
 Prof Steven Hooper 3022

*Academic Secretary*  
 Mrs Lisa Farrington 2498

*Administrator*  
 Mrs Lynne Crossland 3005

*Lecturers:*  
 Dr George Lau 3198  
 Dr Karen Jacobs 2747  
 Dr Anne Haour 1006  
 Dr Aristoteles Barcelos Neto 3646  
 Prof John Mack 2463

*Librarian*  
 Ms Patricia Hewitt 1645  
*Assistant Librarian*  
 Jeremy Bartholomew 2659

*Library Assistant*  
 Miss Laura Armstrong 2659

*Project Offices*  
 Ms Katrina Igglesden 3756  
 Dr Annalisa Christie 2642

### SCIENCE, Faculty of (SCI)

*General enquiries and office:*

Paula Joannou, ext 3026

Email: [p.joannou@uea.ac.uk](mailto:p.joannou@uea.ac.uk)

SCI

*Pro-Vice Chancellor*  
 Prof Philip Gilmartin 7544

*Personal Assistant*  
 Mrs Paula Joannou 3026

**SCHOOLS/ACADEMIC**

*Senior Faculty Manager*  
Mrs Laura McGonagle 3296

*Faculty Manager*  
Ms Sarah Lucas 2571

*Admin Support for Associate Deans*  
Mrs Elaine Dawson 2131  
Miss Emma Smith 1068

**Finance Office**

[scifin.general@uea.ac.uk](mailto:scifin.general@uea.ac.uk) 1704

*Finance Office Manager*  
Mr Peadar Langan 2088

*Finance Office Supervisor*  
Mr William Stebbing 2704

*Senior Administrative Assistants*  
Mrs Clare Collison 1664  
Mrs Pauline Slowiok 1266  
Ms Andrea Thompson 1462

*Administrative Assistants*  
Mrs Hilary Hopley 1017  
Mr William Delf 2780  
Ms Helen Woods 1016

*Clerical Assistant*  
Ms Julia Crook 1704

**SCHOOLS****BIOLOGICAL SCIENCES, SCHOOL OF (BIO)***SCI*

*School Manager*  
Ms Charlotte Price 2712

*PA to Head of School*  
Miss Emma Godbold 2782  
Ms Ros Brown 2782  
Fax: 2250

*Admin support*  
Mr Simon Burroughs 3722  
Ms Emma Hall 3820  
Miss Georgina Hallsworth 3917  
Mrs Vicky Walklate 1714  
Miss Sarah Pike 3820

*Clerical Support/Reception*  
Jenny Phillips 2269

**CHEMISTRY (CHE) & PHARMACY (PHA), SCHOOLS OF***SCI*

*School Manager*  
Mrs Joanne Burd/Ms Jenny West 3062

*PA to Head of School*  
Mrs Kate Russen 3143

*Admin support*  
Miss Rachel Smith/Mrs Sharron Haines 3031  
Mr John Pullinger 7327  
Mrs Rebecca Fisher 3748

*Clerical Support*  
Mrs Jessica Livermore/Mrs Sharron Haines 3145

**COMPUTING SCIENCES (CMP) & MATHEMATICS (MTH), SCHOOLS OF***SCI*

*School Manager*  
Mrs Nadia Mobbs 1842

*PA to Head of School*  
Mrs Sue Spurgeon 2300  
Fax: 3345

*Admin support*  
Ms Sidney Brouet 2280  
Mrs Cindy Hammond 2844  
Ms Jenny Wright 3006  
Ms Phoebe Kennon 3253

**ENVIRONMENTAL SCIENCES, SCHOOL OF (ENV)***SCI*

*School Manager*  
Mr Simon Allen 2576

*PA to Head of School*  
Mrs Rachel Snow/Mrs April Dyer 2836  
Fax: 1327

*Admin support*  
Mrs Sarah Clarke 3176  
Miss Mandy Hamer 1326

Mrs Tina Sills	3224
Miss Liz Jones	3739
<i>Clerical Support</i>	
Ms Caroline Chastney	2542

### OCEAN AND ATMOSPHERIC SCIENCES, Centre for (COAS) (ENV)

<i>Director</i>	
Prof Tim Jickells	3117
<i>Deputy Director</i>	
Prof Ian Renfrew	2557

### SOCIAL SCIENCES, Faculty of (SSF)

General enquiries: 01603 597370

Email: [sarah.finch@uea.ac.uk](mailto:sarah.finch@uea.ac.uk)

SSF

<i>Pro-Vice Chancellor Faculty of Social Sciences</i>	
Professor Jacqueline Collier	2064
<i>Senior Faculty Manager</i>	
Ms Eve Dewsnap	3444
<i>Personal Assistant to Pro-Vice Chancellor SSF and Senior Faculty Manager</i>	
Miss Sarah Finch	1450
<i>Faculty Administrator</i>	
Miss Carly Baldwin-Dean	7370
<i>Faculty Support Assistant</i>	
Mrs Clare Sandall	3669

### SOCIAL SCIENCES FINANCE TEAM (SSF-FIN)

General enquiries:

Fax: 01603 591103

Email: [ssffin.general@uea.ac.uk](mailto:ssffin.general@uea.ac.uk)

SSF - FIN

<i>Faculty Finance Manager</i>	
Mrs Barbara Johnson	7320
<i>Finance Administrator</i>	
Mr Chaz Mathews	7381

<i>Senior Finance Assistants</i>	
Mrs Angela McMullan	3156
Mrs Penny Joy	2802
Mr Andy Taplin	2657
Miss Sarah Marshall	7527

<i>Finance Assistants</i>	
Ms Chelsie Bracking	3692
Mr Matt Settle	1454
Miss Teresa Cornwall	1368

### SCHOOLS

### INTERNATIONAL DEVELOPMENT, SCHOOL OF (DEV)

General enquiries: 01603 591472

Fax: 01603 451999

Email: [dev.general@uea.ac.uk](mailto:dev.general@uea.ac.uk)

SSF

<i>Head of School</i>	
Dr John McDonagh	3371
<i>Head of School's Secretaries</i>	
Mrs Esther Palin (Mon, Tues, Weds AM)	2893
Ms Leanne Rhodes (Weds PM, Thurs, Fri)	2893
<i>Faculty Manager</i>	
Ms Kirsty Walne	1183
<i>School Manager</i>	
Mr Robert Gray	3724
<i>Administrative Assistant</i>	
Ms Verity Burton	2329
<i>Clerical Assistant</i>	
Mrs Liz Monahan	1472

### ECONOMICS, SCHOOL OF (ECO)

General enquiries: 01603 592941

Fax: 01603 456259

Email: [shiona.brereton@uea.ac.uk](mailto:shiona.brereton@uea.ac.uk)

SSF

<i>Head of School</i>	
Dr Emiliya Lazarova	2867
<i>Personal Assistants to Head of School</i>	
Mrs Jessica Pointer	7535
Mrs Claire Crosthwaite	7535
<i>Faculty Manager</i>	
Ms Kirsty Walne	1183

**SCHOOLS/ACADEMIC**

*School Manager*  
Ms Gina Neff 2065

*Administrative Assistant*  
Mr Thomas Cushman 1090

*Clerical Assistant*  
Mrs Shiona Brereton 2941

**EDUCATION AND LIFELONG LEARNING,  
SCHOOL OF (EDU)**

General enquiries: **01603 591451**

Fax: 01603 593446

Email: [edu.reception@uea.ac.uk](mailto:edu.reception@uea.ac.uk)

SSF

*Head of School*  
Prof Richard Andrews 2646

*Personal Assistant to Head of School*  
Dr Kajsa Berg 2853

*Faculty Manager*  
Dr Joanne Ashman 1320

*School Manager*  
Dr Jane English 2622

*Laboratory Technician*  
Vacancy

*Teaching Resources Technician*  
Mrs Louise Allmark 7234

*School Administrator*  
Ms Michelle Sewell (Mon/Fri) 2869  
Mrs Dawn Corby (Tues-Thur) 2869

*Clerical Assistants*  
Mrs Claire Jerromes (Mon/Thurs) 1451  
Ms Connie Hodgkinson-Lahiff 1451

**LAW, SCHOOL OF (LAW)**

General enquiries: **01603 597563**

Fax: 01603 250245

Email: [Thomas.Kerin@uea.ac.uk](mailto:Thomas.Kerin@uea.ac.uk)

SSF

*Head of School*  
Professor Andreas Stephan 2526

*Head of School's Secretary*  
Mrs Kaye Mackay 2427

*Faculty Manager*  
Dr Joanne Ashman 1320

*School Manager*  
Mrs Amanda Dorr 3456

*Administrative Assistant*  
Jeffrey Smith 7380

*Clerical Assistant*  
Thomas Kerin 7563

**NORWICH BUSINESS SCHOOL (NBS)**

General enquiries: **01603 592263**

Fax: 01603 593343

Email: [nbs@uea.ac.uk](mailto:nbs@uea.ac.uk)

SSF

*Head of School*  
Professor Paul Dobson 7270

*School Co-ordinator/PA to Head of School*  
Miss Samantha Wright 2624

*Faculty Manager*  
Miss Kirsty Walne 1183

*School Manager*  
Mrs Louise Cutting 1673

*Administrator*  
Mrs Liane Ward 1820

*Marketing & Business Relationship Executive*  
Ms Alexandra Lynch 1002

*MSc Support*  
Mrs Jessica Hinton 1429

*MBA Support*  
Mrs Elle Green 1753

*UG Support*  
Miss Helen Mounser 1908

*Administrative Assistants*  
Miss Katy Watkins 2068  
Miss Lucy Coupe 7202  
Miss Emily Beck (Mon-Fri am) 1399  
Mr Ben Auld (Mon-Fri pm) 1715

*Clerical Assistant*  
Miss Rebecca Attoe 2263

**PSYCHOLOGY, SCHOOL OF (PSY)**

General enquiries: 01603 597147

Fax: 01603 591622

Email: [psy.reception@uea.ac.uk](mailto:psy.reception@uea.ac.uk)

SSF

*Head of School*

Prof Kenny Coventry 7145

*Faculty Manager*

Mrs Joanne Ashman 1320

*School Manager*

Mrs Yvonne Kirkham 1653

*School Co-ordinator/PA to Head of School*

Mrs Jackie Orford 7146

*School Administrator*

Mr Scott Steward 7380

*School Support Assistant*

Miss Lyndsey Wise 7147

**SOCIAL WORK, SCHOOL OF (SWK)**

General enquiries: 01603 592068

Fax: 01603 593552

Email:

SSF

*Head of School*

Professor Jonathan Dickens 3634

*School Co-ordinator/PA to Head of School*

Mrs Eve Slaymaker 2057

*Faculty Manager*

Dr Joanne Ashman 1320

*School Manager*

Miss Jenni Maxwell 7564

*School Support Assistant*

Mrs Rachel Carver 2068

**COMPETITION POLICY, Centre for (CCP)****ECO/LAW/NBS/PPL**

General enquiries: 3715

Email: [ccp@uea.ac.uk](mailto:ccp@uea.ac.uk)

SSF

*Director*

Prof Morten Hviid 3457

*Deputy Directors*

Prof kai-Uwe Kuhn 1751

Prof Amelia Fletcher 3715

*Centre Manager*

Ms Laurence Wild 1624

*Administration Assistant*

Ms Nicolette Neile 3715

**SYS CONSULTING (SYSCO)***Consultancy enquiries***Mrs Sue Johnson, ext 1578**E-mail: [info@sys-consulting.co.uk](mailto:info@sys-consulting.co.uk)*General Enquiries & Accounts* 1489**TYNDALL CENTRE FOR CLIMATE CHANGE RESEARCH (TYN) (ENV)***Director*

Professor Corinne Le Quéré 2840

*Executive Director*

Mr Asher Minns 3906 or 07880 547843

*Administrator*

Mr Alfie Kirk 3900

**UEA DRAMA STUDIO (LDC)***Enquiries: ext 2272*

HUM

*Drama Studio Administrator*

Scott Brown 2272

*Administrative Assistant*

Timothy Lawrence-Cave 2272

*Senior Drama Technician*

Robert Little 3023

*Drama Technician*

Chad Mason 3025

*CAST Co-ordinators*

Beatrice Leal 3024

Natasha Hutcheson 3024

**WEATHERQUEST LTD (ENV)***Admin Phone* 01603 507605*Fax* 01603 505146*Premium Rate Telephone Line* 09065 777675E-mail: [info@weatherquest.co.uk](mailto:info@weatherquest.co.uk)

**ZUCKERMAN INSTITUTE FOR  
CONNECTIVE ENVIRONMENTAL  
RESEARCH (ZICER) (ENV)**

*Enquiries*

ENV Reception	2542
Graduate Student Room (Z) 01.01	1343
Zicer Post Graduate Office	1346
Learning and Teaching Hub Reception	7581

**UEA ACCOMMODATION OFFICE (SSS)**

General enquiries and office: ext 2092

Email: [accom@uea.ac.uk](mailto:accom@uea.ac.uk)

ACCOM

*Accommodation Manager*  
Mr Paul Bailey 3690

*Deputy Accommodation Manager*  
Mr Julian Richardson 3208

*Student Accommodation Coordinators*  
Mr Alex Carter 7330  
Mrs Pauline Coats 3239  
Miss Anne Murray 3539  
Mr David Newson 2032  
Mrs Wendy Steggall 3479

*Student Homestay Coordinator*  
Miss Gillian Savage 1140

*Accommodation Administrator*  
Mr Jonathan Moore 7329

*Student Accommodation Assistants*  
Mrs Amelia Stevens 2092/2960  
Ms Karen Overland 2092/2960

**ADAPT LOW CARBON GROUP**General enquiries  
ext 1366

ADAPT

*Chief Executive*  
Dr John French 7185

*Chief Operating Officer*  
Penny Wright 7184

*CEO and COO PA*  
Joanna Elks 7183  
Lucie Waterman 7183

**The Enterprise Centre Commercial Services**

*The Enterprise Centre Commercial Services  
Manager*  
Fergus Rolfe 7343

*The Enterprise Centre Commercial Services  
Coordinator*  
Rebecca Roe 1049

*Tenancy and Business Development Manager*  
Angela Macdonald 1379

*Finance Officer*  
Marisse Slack 1497

*Events Co-ordinator*  
Julia O'Rourke 1765

*Front of House Manager*  
Alice Manson/Sally Sutton 1366

**Innovation Funding**

*Innovation Funding Team Manager*  
Saffron Myhill-Hunt 7248

*Investment Analyst*  
Samantha Burton 7342

*Project Administrator*  
Jo Holland 1177

**Adapt Cocoon Equity Team**

*Chief Investment Manager*  
James Griffiths 7539

*Associate*  
Linn Clabburn 2548

**ADMISSIONS, RECRUITMENT AND  
MARKETING (ARM)**

General enquiries: ext 3773

ARM

*Director of Admissions, Recruitment and Marketing*  
Angelina Bingley 2654

*Personal Assistant to the Director of Admissions,  
Recruitment and Marketing and Heads of  
Department*  
Daisy Mailey/Annabel Allison 3773

**Admissions and Internationalisation**

*Academic Director for Admissions and  
Internationalisation*  
Professor Richard Harvey 3257

## SERVICES

*PA to Academic Director for Admissions and Internationalisation*

Tara Welsh 2283

### Marketing and Communications

*Head of Strategic Marketing*

Giles Whattam 1582

*Personal Assistant to the Head of Strategic Marketing*

Daisy Mailey/Annabel Allison 3773

*Assistant Head of Strategic Marketing*

Chris Hill 1887

*Assistant Head of Marketing*

Holly Mudie 3964

*Head of Corporate Communications*

Andrew Stronach 1520

*Personal Assistant to the Head of Corporate Communications*

Daisy Mailey/Annabel Allison 3773

*Marketing Manager Research and PG*

Cerian Hutchings/Kate Franklin 1572

*Marketing Manager HUM*

James Smith 1688

*Marketing Manager SSF*

Amy Jones 7641

*Marketing Officer*

Angela Hook 2066

*Marketing Manager FMH*

Sophie Rosas 1415

*Marketing Officer*

Suzanne Harvey 2013

*Marketing Manager SCI*

Ceri Owen/Laura Smitherman 7603

*Marketing Officer*

Lydia Lanckmans 2619

*CRM Officer*

Vacant

*Marketing Administrative Assistant*

Rebecca Bemment 2746

*Marketing Administrative Assistant*

James Maas 7249

*Marketing Team Assistant*

Fiz Grout 3119

*Social Media Coordinator*

Laura Deakin 1590

*Web Analyst and SEO Coordinator*

Adam White 1591

*Multi Media Marketing & Comms Officer*

Neil Hall 3926

*Marketing Innovation Project Manager*

Martin Earl 3973

*Marketing Innovation Project Officer*

Jamie Beavis 2320

*Website Co-ordinators*

Claire Zamorski 3449

Adam Stott 7640

*Publications Officer*

Anne-Marie Triggs 3753

*Publications Administrator*

Vacancy 1015

*Publications and Brand Co-ordinator*

Jo Durrant 3283

*Assistant Head of Communications*

Simon Dunford 2203

*Media Relations Managers*

Cat Bartman 3007

Lisa Horton 2764

Laura Potts 1069

*Internal Communications Officer*

Clare Parry 2226

*Corporate Communications Officer*

Lucy Clegg 1205

*Communications Co-ordinators*

Sundari Faraday-Drake/Becci Eve 3496

*Communications Assistant*

Lawrence Brown 3815

Anna Burbidge 2665

*Assistant Head of Alumni, Conferences and Events*

Maresa Padmore 3492

*Alumni Relations Manager*

Charlotte Burford 2220

*Alumni Relations Administrator*

Claire Eden 3069

*Database Administrator*

Chris Livermore 2915

*Database Administrative Assistant*

Kaoru Sakurai 1567

*Events Manager*

Vacancy 1926

*Alumni and Events Co-ordinator*

Rachel Watkins 2130



<i>Engagement Administrative Assistant</i>	
Ruth Selwyn-Crome	1561
<i>Conferences Manager</i>	
Anna-Marie Moody	1881
<i>Conference and Events Administrators</i>	
Kathryn Downes	1111
Nicola Stead	1924

### International Recruitment Office

<i>Head of International</i>	
Karen Blackney	3214
<i>PA to Head of International</i>	
Tara Welsh	2283
<i>Assistant Heads of International Recruitment</i>	
Craig Smitherman	2212
Victoria Isherwood	3438
<i>Country Development Managers</i>	
Nilu Rashidova	3827
Tracey Hearn	2110
Mark Bentley	3514
<i>Country Development Officers</i>	
Basma Hakim	3499
Jack Whaley	2772
<i>International Office Recruitment Co-ordinator</i>	
Caroline Kavanagh	3280
<i>International Office Administrative Assistants</i>	
Helen O'Flynn	2908
Vicky Lambert/Hayley Smith	3055

### International Programmes and Study Abroad

<i>Assistant Head of International – International Programmes including Study Abroad</i>	
Alexandra Cole	1514
<i>Study Abroad Team Leader</i>	
Katrien Verbruggen	2048
<i>Study Abroad General Office</i>	
	1871
<i>Institutional ERASMUS Co-ordinator</i>	
Clementine Jones	3967
<i>Study Abroad Co-ordinators</i>	
Emma Pinder (Outgoing students)	2742
Brook Newton (Incoming students)	3728

<i>Study Abroad Administrative Assistants</i>	
Angela Murgatroyd (Outgoing)	2823
Alexandra Gibson	2797
Claire Canning	1871
<i>International Programmes Officer</i>	
Claire Arnup	2249
<i>International Programmes Co-ordinator</i>	
Maren Albrigtsen	2255
<i>International Progressions Officer</i>	
Charlotte Richardson	1352

### Admissions

<i>Head of Admissions</i>	
Alix Delany	7073
<i>PA to Head of Admissions</i>	
Tara Welsh	2283
<i>Assistant Head of Undergraduate Admissions</i>	
Luke Gibbons	1730
<i>UG Admissions Officers</i>	
Lindsey Green	3711
Avril Frary	1729
John Nelson	3085
Eloise Gafney	7136
Jordana Barnes	2073
<i>UG Admissions Administrative Assistants</i>	
Eleanor Edwards	7120
Chris Moore	1902
Joanna Yaxley	2332
Sarah Pike	3115
Bronwen Harry	1072
Erin Hollands	2835
Kay Baker	2819
Alannah Chilvers	3894
Emma Eden	2455
Catherine Thornett	1894
Victoria Myhill	3139
Paul Thorpe	1228
Anna Sandford	1886

<i>Assistant Head Postgraduate Taught Admissions</i>	
Steve Carruthers	2331
<i>PGT Admissions Officers</i>	
Helen Codling	1901
Sarah Park/Victoria Pritchard	2302
Amanda Edwards-Sutton	3366

## SERVICES

### *PGT Admissions Administrative Assistants*

Emma Jennings/Simon Osborne	1393
Aiden Lessiter	3209
Fiona Brown	2154
Eileen Wallace	7115
Dan Li	7230
Susan Morgan	2216
Patrick Giles	2297
Hayley Bate	3717
Nicola Shearing	3503
Dale Larwood	3252
Sam Field	2063

### *PGCE Co-ordinator*

Sue Armes	2852
-----------	------

### *PGCE Administrative Assistant*

Ruth Phillips	2805
Ruth Nuttall	2855

### *UKVI Policy and Operations Manager*

Ruth Courridge/Mel Risebrow	1512
-----------------------------	------

### *UKBA Senior Administrative Assistants*

Katie Harrington/Maria Sides	1701
Kerry Lomax	1252

### *Assistant Head of Data and Contacts*

Sarah Cox	3854
-----------	------

### *Data and Systems Manager*

Emily Kreetzer	3295
----------------	------

### *Data and Systems Senior Assistant*

Jack Camplin	1519
--------------	------

### *Contact Manager*

Peninna Hicks	1791
---------------	------

### *Contact Assistants*

Joanna Holmes	1515
Annmarie Cox	1515
Karina Gruchy	1515
Vanda Graff	1515

### *Outreach Officers*

Scott Knight	2914
Liz Ferguson	1960
Gemma Standen	1758
Darren McMorran	1516
Lauren Starkey	1337

### *Outreach Academic Officers*

Kim Ridealgh (HUM)	3437
Carl Harrington (SCI)	7786
Kristina Garner (SSF)	3509
Sally Homden (FMH)	7045

### *Recruitment and Outreach Team Leader*

Charlotte Torbitt	1738
-------------------	------

### *Outreach Evaluation Co-ordinator*

James Ferguson	1525
----------------	------

### *Outreach Administrative Assistants*

Rebekah Bainbridge	1337
Vacancy	1521
Lisa Howard	1464
David Hicks	3919
Lauren Middleton	1465

### *Assistant Head of Recruitment (UK/EU)*

Sally Rix	1510
-----------	------

### *Recruitment Events Manager*

Francesca Uragallo	3301
--------------------	------

### *Recruitment Events Officers*

Jane Bryan	1767
Vicki Gaff	1775
Louise Chandler	1522

### *Recruitment Events Administrative Assistants*

Aisling Musgrove	3251
Rebecca Hirst (maternity cover for Caroline Stewart)	3164
Matthew Knightly	3704

### *Events Enrichment Officer*

Gabrielle Copping	1961
-------------------	------

### *Recruitment Administrative Assistants*

Sam Osborne/Vacancy	1957
---------------------	------

### *Recruitment Manager*

Roshan Walkerley	1959
------------------	------

### *HE Advisers*

Lucy Nottingham	1518
Jess Smith	07810 358198
Myles Smith	1963
Hannah Owens	2944
Lydia Newton	07717 717523
Lauren Hughes	

## UK/EU Recruitment and Outreach

### *Head of Recruitment and Outreach UK/EU*

Claire Petley	1956
---------------	------

### *PA to Head of Recruitment and Outreach UK/EU*

Daisy Mailey/Annabel Allison	3773
------------------------------	------

### *Assistant Head of Outreach*

Charlotte Wheatland	1524
---------------------	------

### *Outreach Managers*

Trevor Smith	1513
Hannah Robinson (maternity cover for Katie Francis)	1612

**ALUMNI OFFICE (ARM)**

See page 29

**BANKS**

Barclays 08457 555555

**BOOKSHOP (WATERSTONES)**

See Shops on Campus, page 49

**BROADVIEW LODGE (SSS)**Broadview Lodge Manager  
Mrs Olwyn Emerson 1921**UEA CAREERS SERVICE (CCEN)**www.uea.ac.uk/careers  
General enquiries and office: ext 3452  
Email: [career.central@uea.ac.uk](mailto:career.central@uea.ac.uk)

CCEN

**Careers Team:**Joint Head of Careers (Academic Engagement)  
James Goodwin 2826Assistant to Joint Head of Careers (Academic  
Engagement)  
Mary Ladd 2485Careers Advisers (SCI)  
Rachael Rose 2579  
Isla Hosking 2829Careers Advisers (SSF)  
Gaynor Egan 7255  
Andrew Holdsworth 3243Careers Advisers (HUM)  
Adrienne Jolly 2741  
Wendy Woolery 2827Career Advisers (PGR, Research Staff)  
Dr Suzanne Walker 3019  
Dr Rebecca Wyand 2770  
Dr Rosemary Bass 2828Initial Client Contact Officers  
Lydia Squire 3452/3282  
Lucy Crook 3452/3282  
Tasha Cobb 3452/3282Systems Officer  
Jonathan Haylock 3450UEA (Skills) Award Officer  
Rebecca Ellis 2201UEA (Skills) Award Assistant  
Liam Davison 1032**Student Enterprise and Employability  
Development (SEED) Team:**Joint Head of Careers (Business Engagement)  
Julie Schofield 1585Assistant to Joint Head of Careers (Business  
Engagement)  
Jennie Waddington 7638Placement and Internship Manager  
Evan Hancock 1435Placement and Internship Administrators  
Vacancy 3917  
Josh Gray 3036Marketing and Events Officer  
Vacancy 7256Careers Events Organisers  
Vacancy 2831  
Vacancy 1659Volunteering and Mentoring Administrator  
Kerensa Rands 7638Opportunities Co-ordinator  
Andrew Hunt 3276Opportunities Administrative Assistant  
Laura Bell 2527Opportunities Assistant  
Olivia Smith 2803Digital & Relationship Marketing Co-ordinator  
Sarah Waterhouse 3070Marketing Administrator  
Terence Tasker 3455Business Engagement Officer  
Lisa-Rose Moller 3038Student Enterprise Development Manager  
Gwyn Jones 3785

*Enterprise Development Officer*  
 Finbarr Carter 3248

**MULTIFAITH CENTRE (SSS)**

*General enquiries and office: ext 2167*

Email: [chaplaincy@uea.ac.uk](mailto:chaplaincy@uea.ac.uk)

*CHAP*

**Chaplains and Faith contacts**

*Coordinating Chaplain*  
 Deacon Jen Woodfin 2167

*Church of England*  
 Fr Darren Thornton 2166

*Roman Catholic*  
 Fr Andrew Eburne 2168

*Anglican Chaplain*  
 Fr Darren Thornton 2166

*Jewish*  
 Daniel Rosenthal 07828205997

*Coptic Orthodox*  
 Fr Shishoy El Antony 01603 881646  
 07813558089

*Muslim*  
 Masoud Gadir 07846456221

*Buddhist*  
 Alokadhara Haworth 2167

*Eastern Orthodox*  
 Fr Julian Sadowski 01603 455273

*Quaker*  
 Prof Peter Belton 2167

*Hindu*  
 Dr Suresh C Vasishtha 0208 556231  
 01865 304300

*Sikh*  
 Bhupindor Sually 2167

**CONFERENCE OFFICE (ARM)**

See page 29

**CSED (HRD)**

See CENTRE FOR STAFF AND EDUCATIONAL  
 DEVELOPMENT,  
 See page 49

**ESTATES & FACILITIES DIVISION (EST)**

*General enquiries: ext 2121*

*email: [jobdone@uea.ac.uk](mailto:jobdone@uea.ac.uk)*

*EST*

*Director of Estates & Facilities Division*  
 Mr Roger Bond 2213

*PA to Director*  
 Miss Anna Russell 2774

*Deputy Director: Strategy and Development*  
 Mrs Rose Jenkins 1088

*Assistant Director of Estates - Operations*  
 Mr Richard Hipperson 1087

*Head of Sustainability, Utilities and Engineering*  
 Mr Phil Hunt 3970

*Energy and Utilities Manager*  
 Mr Richard Bettle 2104

*Energy Officer*  
 Mrs Vikki Rees 3180

*Waste and Recycling Manager*  
 Vacant 2045

*Environmental Officer*  
 Miss Catrin Darsley 3962

*Assistant Environmental Officer*  
 Miss Emily Lewis 2040

*Engineering and Infrastructure Managers*  
 Mr Steve Edwards 3751  
 Mr Theo Jones 1264  
 Mr Paul Thacker 2228

*Engineering and Infrastructure Records Manager*  
 Mr Bob Savage 1859

*Transport Co-ordinator*  
 Mrs Dawn Dewar 3754  
*Transport Assistants* 2353  
*Lodge Assistants* 3792

*Customer Liaison Manager*  
 Ms Corinne Ashwell 3840  
*Customer Liaison Officer*  
 Mr Justin Rhys 3778

**Helpdesk**

2121 (Diverted to Security Lodge Ext. 2352 after 16:00 hrs)

Email: [jobdone@uea.ac.uk](mailto:jobdone@uea.ac.uk)

Customer Services General Feedback & Enquiries:  
[estates.listening2u@uea.ac.uk](mailto:estates.listening2u@uea.ac.uk)

*Administration Manager*

Miss Sharon Weekley 2726

*Senior Administrator*

Mrs Tina Gill (Projects) 3652

*Administration Assistants*

Miss Suzie Long (Sustainability) 3535

Mrs Harriet Lockwood (Operations) 1533

Miss Holly Leveridge (Space) 3652

Mrs Nuria Ortega (Compliance & H&S) 2660

Mr Nick Young (Facilities Support) 2623

Mrs Sabine Virani (Facilities Support) 7009

Mr David Weekley (Projects) 2668

Ms Karen Tolson (Projects) 2038

Mrs Kelly Arroyo (Maintenance) 3215

**Space Management**

Email: [space@uea.ac.uk](mailto:space@uea.ac.uk)

*Head of Design and Space Management*

Mrs Josie Stevens 1115

*Space Planning Co-ordinators*

Miss Stephanie Klippel 2361

Miss Sally Piermont 2933

*CAD Technician*

Mr Graham Wales 1031

**Post and Portering**

(Ext 2080)

Email: [postroom@uea.ac.uk](mailto:postroom@uea.ac.uk)

*Post & Portering Manager*

Mr Andrew Brinded 2082

**Lost Property**

(Located in The Lodge - Ext 2230)

Email: [security@uea.ac.uk](mailto:security@uea.ac.uk)

*Head of Projects & Estates Development*

Mr Andrew Burbidge 3640

*Estates Negotiator*

Mr John Wilson Mobile: 07889 279629

*Senior Estates Project Managers*

Mr Martin Lovatt 1113

Mr Neil Wilson 1209

*Estates Project Managers*

Mr Peter Silverstone 3016

Mr Glen Soanes 2004

Mr Richard Loveland 1116

Mr Neil Wilson 1209

*Assistant Estates Project Managers*

Mr Phil Page 2051

**Maintenance**

*Maintenance Fault Reporting / Work Requests*

*24-hour cover for emergencies*

*Helpdesk: Ext 2121*

*Head of Maintenance*

Mr James Taylor 1112

*Assistant Maintenance Managers*

Mr Laurence Jerromes (Contracts) 1878

Mr Shaun Palmer (Labour) 3841

Mr Mark Pummell (Assets & Compliance) 1858

*Maintenance Team Co-ordinators*

Mr Neil Irons (Accommodation) 2611

Mr Kevin Duffin (Academic East) 2762

Mr Jezz Seville (Academic West) 2153

Mr Shawn Curson (Central Plant & Infrastructure)

Mobile: 07747 460630

Mr Dan Goldsmith (Stores) 3800

*Maintenance Technical Support Assistant*

Mrs Lindsay Lane 1456

*Asbestos Manager*

Simon Corke 1114

*Stores*

2039

**Finance***Assistant Director: Finance, Risk & Administration*

Mr Nick Syder 3731

*Finance and Procurement Manager*

Mr Mark Thompson 2609

*Business Systems Manager*

Mr Miguel Rios 1637

*Finance Officer*

Miss Amberle Rose 2675

## SERVICES

*Senior Finance Administrator (Capital Budgets)*  
Miss Eva Macia 1030

*Finance Assistant*  
Ms Rebecca Plumb 3750

*Finance Assistant (Catering)*  
Mr Gavin Utting 1616

*Administration Assistant*  
Mrs Glynis Watling 2046

*Purchasing Assistant*  
Stuart Perrins 3495

*Health & Safety Manager*  
Dave Brown 2650

### Security Service

*General Enquires: Ext 2352*  
*(Responsible for all calls made to 2121 after 16:00 hrs)*

*Email: [security@uea.ac.uk](mailto:security@uea.ac.uk)*

*(staffed 365 days per year, 24 hrs a day)*

*Head of Campus Support*  
Mrs Christine Beveridge 2050

*Access and Security Operations Manager*  
Martin Leeder 3799

*Emergencies only* 2222

*Events Advisor*  
Ms Maria Skitmore 2050

### Facilities Support

*Head of Facilities Support*  
Ms Clare Cole 2112  
Mobile: 07771 505321

*Quality & Compliance Manager and Deputy Head of Facilities Support*  
Mrs Debbie Cook 2634  
Mobile: 07775 597375

*Landscape Manager*  
Mr Tom Everett 2036  
Mobile: 07765 073909

*Grounds Maintenance Co-ordinator*  
Mr Neil Gosling 1098  
Mobile: 07768 501561

*Facilities Support Managers*  
Mrs Joanne Woodrow (Academic) 1306  
Mobile: 07500 814050  
Mrs Lynn Edwards (Residences) 2363  
Mobile: 07747 476305

*Facilities Support Co-ordinators*  
*Sciences, LSB, TPSC & Estates*  
John Sharp 2360  
Mobile: 07500 814058

*Arts, Library, Lecture Theatres, Earlham Hall & Enterprise Centre, Blackdale*  
Mrs Jenny Pickett 2359  
Mobile: 07500 814059

*EFRY, Queens, JSC, MED, SCVA, Colney Pavilion, BIO & BMRC*  
Mrs Carol Turberfield 1629  
Mobile: 07881 264494  
Mr Andrew Bushell Mobile: 07767 655247

*CAP, ITCS, Union House, Congregation Hall, Drama, Registry, Street & Square, Council Chamber, Biomass, Multifaith Centre, Dev farm*  
Mr Luiginio Velez 1492  
Mobile: 07881 264495

*Constable, Norfolk, Suffolk Terrace, Suffolk Walk*  
Sharon Rudd 3072  
Mobile: 07747 568139

*Nelson Court, Broadview Lodge, Colman*  
Mr Allan Moore 3071  
Mobile: 07747 756153

*Barton, Hickling, Paston*  
Mr Tom Bohan 7660  
Mobile: 07747 006847

*Victory, Kett, Brown, Orwell, Wolfson, Crome Court, Britten*  
Mrs Donna Reynolds 2140  
Mobile: 07825 676870

*Mary Chapman Court, The Village, Wood Hall*  
Ms Sandra Bron 3979  
Mobile: 07771 775032

*Evenings (Zicer, Restaurant, Nursery, Sec Lodge, Lecture Theatres, Library)*  
Mr Luis Guimaraes Mobile: 07764 162717

### Catering Services

*General enquiries: ext 2477*

*Fax: 01603 592478*

*email: [campuskitchendirect@uea.ac.uk](mailto:campuskitchendirect@uea.ac.uk)*

*EST*

<i>Head of Catering &amp; Hospitality</i>	
Mr Gavin Yuill	1711
<i>Catering Operations Manager</i>	
Mrs Debra Pittick	3618
Duty Manager	3772
<i>Head Chef</i>	
Mr Matthew Crooks	2824
<i>SCVA Restaurant and Function Manager</i>	
Ms Agata Guziejko	2474
<i>Assistant Catering Managers</i>	
Ms Karen Gallant	7193
Ms Susan Estall	2897
Mr Geoff Mayers	3665
<i>Hospitality Manager</i>	
Miss Belle Heaphy	1522
<i>Hospitality Supervisor</i>	
Mr Aivars Bismanis	2477
<i>Hospitality Administrator</i>	
Miss Beth Austin	2477
<i>Catering Finance</i>	
Ms Karina Stares	1027
<i>Catering Admin</i>	
Miss Sharni Claxton (general admin)	3772
Miss Sophie Yates (Logistics/Procurement)	3004
Miss Sophie Jackson (Maint/Production)	1027
<i>Catering Stores Supervisor</i>	
Mr Graham Willis	3665
<i>Finance Assistant (Catering)</i>	
Mr Gavin Utting	1616
<i>Cashier/Catering Finance Assistant</i>	
Miss Yolanda Tomas Ferre	1169

## FINANCE, PLANNING & GOVERNANCE (FPG)

General enquiries and office: ext 2767/2729  
 Fax: 01603 591110/01603 593718

FPG

<i>Director of Finance, Planning &amp; Governance</i>	
Mr Ian Callaghan	2227
<i>PA to Director of Finance, Planning &amp; Governance</i>	
Ms Lynne Owen	2767

## Senior Faculty Managers (SFM)

Ms Eve Dewsnap (SSF)	3444
Mr Mark Hitchcock (FMH)	3342
Mrs Laura McGonagle (SCI)	3296
Mr John Tully (HUM)	7385

## Management Accounting

<i>Head of Management Accounting</i>	
Mr Gavin Clarke	2101
<i>Central Management Accountants</i>	
Mrs Maxine Newey	3788
Mr Jason Dewhurst	3807
<i>Management Accountant Costing &amp; Capital</i>	
Mr Stuart Laws	2113
<i>Systems Accountant</i>	
Mr Ian Hamshaw	3700
<i>Finance Systems Support Officer</i>	
Mr Jason Bird	2109

## Financial Accounting

<i>Head of Financial Accounting</i>	
Ms Rhoda Wolf	3780
<i>Financial Accountant</i>	
Ms Manuela Moxon	1695
<i>Accounts Assistants</i>	
Mrs June Streeter	2683
Mr Matthew Russen	2111
<i>Company Accountant</i>	
Mrs Lesley Hanner	1162

### Accounts Payable

<i>Supervisor</i>	
Vacancy	2681
<i>Accounts Assistants</i>	
Miss Charlotte Marshall	2613
Mrs Elaine Osbourne	2273
Mrs Nicola Mainwaring	2473

### Accounts Receivable

<i>Supervisor</i>	
Mrs Shirley Clapton	3781
<i>Accounts Assistants</i>	
Mrs Lynn Kerin	3695
Mrs Angela Clover	2686
Miss Caroline Reynolds	2995
Vacancy	2685
Mr James McDonald	2209

### Cashiers Office

<i>Head Cashier</i>	
Mrs Margaret Dye	2687



## SERVICES

<i>Assistant Cashiers</i>	
Mrs Sara Hurn	2687
Mrs Susan Littleboy	2687

### Financial Planning

<i>Head of Financial Planning</i>	
Mr Jason Brown	2108

#### Student Finance and Planning Manager

Mr Peter Courridge	2928
<i>Administrator</i>	
Mrs Tracey Erskine	1188
<i>Senior Administrative Assistants</i>	
Miss Emma Lisette	2769
Ms Carole Timm	1891

### Payroll and Pensions

<i>Payroll/Pensions Manager</i>	
Mrs Ann Henwood	3484
<i>Accounting Technician</i>	
Miss Caroline Wells	3485
<i>Senior Pension Administrator</i>	
Mr Duncan Sides	2676
<i>Pension Administrators</i>	
Mrs Teresa McCarthy	1211
Mr Marc Evans	1081
<i>Pension Assistant</i>	
Mrs Michelle Carey	2674
<i>Senior Payroll Administrator</i>	
Mr Chris Lynds	2678
<i>Payroll Administrator</i>	
Ms Margaret Jennis	2677
<i>Payroll Assistants</i>	
Mr Gary Reynolds	1082
Mrs Tracy Irons	3021
Mr Matt Horlock	1083
Mrs Kerry Powles	3963
Mrs Tracy Seville	1080

### Procurement

<i>Head of Procurement</i>	
Mr Robert Dumolo	2194
<i>Sustainable Purchasing Officer</i>	
Mrs Claire Woodcroft	2728
<i>Assistant Purchasing Officer</i>	
Mr Steve Whitehead	2402
<i>Procurement Officer</i>	
Mr Rob Bloomer	3686
<i>Purchasing Assistant</i>	

Mrs Lisa Donaldson	2401
<i>Project Administrator</i>	
Mr Michael Howes	3632
<i>Insurance Officer</i>	
Mr Oliver Whitham	2729

### Business Intelligence Unit (BIU)

<i>Head of Business Intelligence Unit</i>	
Dr Garrick Fincham	3498

#### HR Systems

<i>HR Systems Manager</i>	
Mr Stuart Gascoyne	2732

#### Market Research

<i>Market Research Manager</i>	
Mrs Caroline Botwood	1203
<i>Market Research Officer</i>	
Miss Johanna Hardy	2773
<i>Market Research Assistant</i>	
Miss Natalie Cole	1962

#### Management Information

<i>Management Information Manager</i>	
Mr Adam Green	2929
<i>Management Information Officer</i>	
Mrs Lucy Finnie	3419
<i>Monitoring and Evaluation Co-ordinator (Student Success)</i>	
Miss Charlotte Chapman	2354
<i>Project Assistant</i>	
Mr Andrew Keel	7489

#### DLHE

<i>DLHE and Reporting Manager</i>	
Mr Leon Doughty	2484
<i>DLHE Report Writing Assistant</i>	
Mr David Astley	3871

#### Committee Office

<i>Senior Administrative Assistant</i>	
Mrs Becky Phillips	3203

### Graduation Office

<i>Graduation Office Manager</i>	
Mr Peter Courridge	2928
<i>Graduation Officer</i>	
Mrs Louisa Griffiths	2775
<i>Administrative Assistant</i>	
Miss Cath Pepper	3204

### Student Records

<i>Student Records Manager</i>	
Mr Andrew Watson	2830



**Student Records and Statutory Returns**

<i>Manager</i>	
Mr Travis Bowditch	2927
<i>Administrator</i>	
Miss Elaine Elsey	3242
<i>Senior Administrative Assistant</i>	
Mrs Chrissie Norris	2597
<i>Administrative Assistants</i>	
Mrs Tina Murray	2200
Miss Cath Pepper	2200

**Systems and Processes**

<i>Manager</i>	
Mr Ant Griffiths	3052
<i>Administrator</i>	
Mrs Sophie Rogers	1052

**Widening Participation**

<i>Widening Participation Manager</i>	
Mrs Becky Price	2830
<i>Widening Participation Officer</i>	
Mrs Rosie Hannant	2500

**GRADUATE STUDENTS' CLUB**

Common Room Bar	2513
-----------------	------

**GROUNDS SERVICES (EST)**

See page 34

**DIGNITY & RESPECT IN THE WORKPLACE**

*Employees wishing to talk to someone in confidence about a dignity and/or respect issue should contact the Human Resources Manager/Senior Human Resources Adviser for their Faculty, Division or Department.*

*General dignity and respect related enquiries can be directed to:  
Santha Forder, Human Resources Manager on ext. 2936.*

*A list of HR Managers/Advisers is available at:  
<https://www.uea.ac.uk/hr/about-hr/organisation-structure>*

*Other information and sources of help are available at: <https://portal.uea.ac.uk/csed/staff-networks/dignity-and-respect-in-the-workplace>*

*Students should contact the Student Support Service Office on ext. 2892.*

*Human Resources Managers/Senior Advisers*

Mrs Linda Cole (HUM/ARM)	3582
Mrs Julie Goodridge (FMH/FIN/HR)	2126
Mrs Santha Forder (SSF/LTS)	2936
Mrs Alison Clements (Central)	2193
Ms Jenny Summers (SCI/REN)	2124
Mrs Alison Boucher (EST)	3046
Mrs Kirsty Webb (MAC/SCVA)	3729

**HEALTH CENTRE**

See MEDICAL CENTRE, page 44

**HUMAN RESOURCES DIVISION (HRD)**

*General enquiries and Reception: ext 3034*

*Email: [hr@uea.ac.uk](mailto:hr@uea.ac.uk)*

*HRD*

<i>Director of Human Resources</i>	
Mrs Cécile Piper	2123

<i>Human Resources Administrator</i>	
Mrs Diane Whalen	2733
<i>Human Resources Support Assistant</i>	
Miss Sarah Lambert	3034

<i>Human Resources Systems Assistant</i>	
Mr Matthew Bond	2059

<i>Human Resources Data Assistant</i>	
Miss Sian Williams	3698

<i>Human Resources Manager (CEN, SCVA)</i>	
Mrs Alison Clements	2193
<i>Senior Human Resources Adviser</i>	
Mrs Alison Boucher	3046
<i>Human Resources Assistant</i>	
Mrs Jill Rice	2314

<i>Human Resources Manager (HUM and ARM)</i>	
Mrs Linda Cole	3582
<i>Senior Human Resources Adviser</i>	
Mrs Kirsty Webb	3729
<i>Human Resources Assistants</i>	
Mrs Gillian Jaffrey & Mrs Natasha Garforth	3809

<i>Human Resources Manager (SSF and L&amp;T)</i>	
Mrs Santha Forder	2936
<i>Human Resources Advisers</i>	
Mrs Sophie Forsey	7542
Mrs Felicity Close	7542
<i>Human Resources Assistants</i>	
Mrs Jennifer Tanner	3494
Miss Jude De'Ath	7541

## SERVICES

<i>Human Resources Manager (FMH, HRD)</i>	
Mrs Julie Goodridge	2126
<i>Human Resources Adviser</i>	
Miss Fay Tooke	7543
<i>Human Resources Assistant</i>	
Mrs Julie Wilderoder	2581
<i>Human Resources Manager (SCI and REN)</i>	
Ms Jenny Summers	2124
<i>Human Resources Adviser</i>	
Mrs Anne Meyer	3458
<i>Human Resources Assistants</i>	
Mrs Karen O'Brien	2734
Miss Jude De'Ath	7541

### IT & COMPUTING SERVICES (ITCS)

[www.uea.ac.uk/is](http://www.uea.ac.uk/is)

General enquiries and office: ext 2365

IT servicedesk: ext 2345 [it.helpdesk@uea.ac.uk](mailto:it.helpdesk@uea.ac.uk)

IT feedback: [it.feedback@uea.ac.uk](mailto:it.feedback@uea.ac.uk)

Freedom of Information enquiries: ext 2431/3523  
[foi@uea.ac.uk](mailto:foi@uea.ac.uk)

*Director of IT*  
Vacancy

*Personal Assistant*  
Mrs Jane Baker 2102

### SPC

*Assistant Director,  
Strategy, policy & compliance*  
Mr Raymond Scott 3651

*Information Security Manager*  
Mr Philip Ayers 3994  
*Information Security Analyst*  
Mr James Hodge 2438

*Information Compliance Managers*  
Mr Dave Palmer 3523  
Ms Ellen Paterson 2431

*Information Compliance Assistant*  
Mr Kieran Devaney 1143

*IT Project Managers*  
Ms Helen McSparron 3576

Mr Chris Goldswain 2562

*IT Project Officer*  
Mr Ian Prior 2248

*IT Office Manager*  
Mr James Alborough 2365

*ITCS Administrative Assistant*  
Mrs Maggie Cubbon 2390

### ITCS

#### ICT Systems

*ICT Systems Director*  
Mr Iain Reeman 2926

*Head of Systems*  
Mr Jon Woodley 2415

*Head of Networking*  
Mr Pete Andrews 3804

*Head of Research & Specialist Computing*  
Mr Leo Earl 3856

*Data Centre Manager*  
Mr Dominic Belisario 3207

### Corporate Information Services

*Assistant CIS Director*  
Mr Paul Hooper 1029

*Head of Operations*  
Mr Thompson Zulu 1975

*Head of Development*  
Mr Ben Petley 3662

*Senior Development Specialist*  
Mr Robin Keith 2691

*Team Leader of Database Administration*  
Mr David Lord 2344

*SITS Enquiries*  
SIS Application Support Advisor  
Mrs Joanne Champeney 1707

### Faculty IT Support

*Assistant Director, Faculty IT Support*  
Mr Mark Jones 2442

<i>Learning Spaces Technology Manager</i> Mr Matthew North	7159
<i>IT Support Manager (HUM, SSF &amp; Cent)</i> Mr Keith Porter	3560
<i>IT Support Manager (SCI &amp; FMH)</i> Mr Malcolm Rae	3305
<i>IT Service Desk Manager</i> Mr Anthony Robinson	2439
<i>IT Service Desk Team Leader</i> Mr Iain Husband	2345

### Print Services

Email: <a href="mailto:printservices@uea.ac.uk">printservices@uea.ac.uk</a>	2204
<i>Print Services Manager</i> Mr Chris Browne	2488

### CENTRE FOR TECHNOLOGY ENHANCED LEARNING (CTEL)

<i>Head of Learning Technology</i> Mrs Alicia McConnell	1250
<i>Learning Technologists</i> Ms Jo Bruce	3237
Mr Andrew Mee	1541
Mrs Laura Leech (NSC)	7609
Mr Richard Jardine (FMH)	7044
Mr Ian Davis	2384
<i>Media Learning Technologist</i> Mrs Tracey Tutt	7482
<i>Digital Learning Designer Team Leader</i> Mr Paul Wright	3855
<i>VLE System Administrator</i> Mr Oliver Watkins	2917

### Studio Technology Services

<i>Studio Technology Team Leader</i> Mr Sean Thompson	1595
<i>Media Production Support Technicians</i> Miss Hannah Merridale	7225
Mr Chris Davis	2487

### Switchboard

Dial : 0 Email: [telephonists@uea.ac.uk](mailto:telephonists@uea.ac.uk)

- *Dialling facilities*
- *Changes to handset caller display*
- *Voicemail*
- *Diverts and pick-up groups*
- *Location updates*
- *General enquiries*

<i>Switchboard Team Leader</i> Mrs Carole Dean	0/4001
<i>Telephonist</i> Miss Wendy Brown	0/4003
Mrs Maggie Cubbon	0/4002

### IT AND COMPUTING SERVICE (ITCS)

See 40

### LEARNING AND TEACHING SERVICES (LTS) and ACADEMIC PARTNERSHIPS (AP)

## LTS & AP

<i>Director of University Services</i> Dr Andrea Blanchflower	2618
<i>Office Administrator</i> Miss Gemma Thurston	2025
<i>Administrative Assistants</i> Mrs Johanna Hammersley	1844
Mrs Rhian Brooke	7214
Dr Janja R. Avgustin	2210
<i>Head of Services (Quality)</i> Mrs Laura Thompson	7374
<i>Head of Services (Systems)</i> Mrs Caroline Sauverin	7371
<b>L&amp;T HUB - Arts Building (East UG + PGT)</b> <i>Enquiries</i> <a href="mailto:arts1_ug.hub@uea.ac.uk">arts1_ug.hub@uea.ac.uk</a> <a href="mailto:arts1_pgt.hub@uea.ac.uk">arts1_pgt.hub@uea.ac.uk</a>	7580
<i>Manager</i> Ms Michele Pavey	2097
<i>Co-ordinators</i> Mrs Heather Reynolds	2517
Miss Lorraine Newark	2157
Mrs Clare Walker	7608

## SERVICES

### *Team Leaders*

Mrs Louise Davison	2896
Mrs Helen Mount	3597
Mrs Audrey Richardson	7768
Miss Dawn Goff	2790
Mrs Patricia Goodwins	3168

### *Senior Administrative Assistants*

Mrs Kerry Singleton	2062
---------------------	------

### *Administrative Assistants*

Miss Kelly Myhill	2516
Miss Christina Lane	3924
Miss Wendy Hooke	2723
Ms Jane Setford	7604
Mrs Lorraine Whiting	2744
Miss Christina Jeffrey	2592
Ms Helen Clarke	2282
Mr Tom Miller	2191
Mrs Alice McLaughlin	3595
Ms Ginette Irvine	2894
Mr Juha Agren	2364
Mrs Jess Kerry	2098
Mr Ben Pavey	7111
Mr Joshua Sowter	7605
Miss Klara Krcova	3924
Miss Holly Chatburn	2299
Miss Anwulka Emesseri	2217
Miss Hannah Adcock	2744

### *Front Desk Supervisor*

Mr Adam Everett	7562
-----------------	------

### *Clerical Assistants*

Miss Krissie Lessiter	2520
Vacancy	1843
Vacancy	3532
Vacancy	(TBC)

### **L&T HUB - Elizabeth Fry Building**

<i>Enquiries</i>	7578
------------------	------

[efb\\_ug.hub@uea.ac.uk](mailto:efb_ug.hub@uea.ac.uk)

### *Managers*

Ms Christina Chan (Mon, Tues, Wed AM)	2626
Mrs Rachel Paley (Wed, Thurs, Fri AM)	2254
Miss Jean Whiting	2801

### *Co-ordinators*

Mrs Louise Firman (Mon, Tues, Wed AM)	3270
Miss Karin Goodby	3505
Miss Alexandra Hupton (Wed, Thurs, Fri)	7372
Mrs Caroline Rose	1700
Mr Alexander Ponka	3262
Miss Sarah Wright	1531

### *Team Leaders*

Ms Sarah Browne (Mon, Tues, Wed AM)	3234
Ms Sarah Reynolds (Wed PM, Thurs, Fri)	3234
Ms Alicia Campbell Hemingway	3267
Ms Diana Cook (Mon, Wed, Fri)	2804
Mrs Caroline Woolsgrove (Tues, Wed, Thurs)	2804

Mrs Karen Bezants

7547

Mrs Kelsey Keeler

Mr James Colley

2016

Miss Louisa Ball

3029

Ms Kerry McConnell

3042

Miss Caroline Frosdick

3074

### *Administrative Assistants*

Miss Kate Brown	2490
Mrs Sue Johnson	3056
Miss Louise Land	2597
Mrs Tracey Elley	7552
Mrs Faye Thurston	1764
Mrs Julie Penton	7552
Mrs Catherine Harris	2017
Mrs Julie Cullis	2234
Miss Stacie Mace	1684
Mrs Emma Ogle	1233
Ms Lisa Clarke	1862
Mr Matthew Clark	1231
Ms Patricia Knights	1719
Mr Alex Dean	7551
Ms Silke Hunter	7061
Mr Malcolm Robertson	2266
Mrs Rebecca Rios	1230
Ms Julie Loughridge	1722
Ms Rosie Rogers	7613
Mr Nathan Byram	2979
Miss Kat Unsworth	7627
Mrs Amanda Care	2031
Miss Hannah Stroud	2649
Mr Michael Mason	7626
Miss Ruth Kemp	1614
Miss Lauren Kellett	1416
Miss Chloe Leggett	2705
Miss Lucy Dye	2234/1416

### *Front Desk Supervisor*

Mr Thomas Miller	3346
------------------	------

### *Administrative Assistants (Front Desk)*

Miss Rachel Hurren	7554
Ms Frances Caynes	7553
Mr Adam Veale	7555
Miss Joanna Eames	7550

### **L&T – Timetabling (Elizabeth Fry Building)**

Manager

Mr Nigel Shed	2388
---------------	------

<i>Administrative Assistant</i>		Mrs Julie Reynolds	3348
Francesca Coupland	3946	Mrs Lesley Halls	7487
		Miss Elizabeth Poole	7549
<i>Web Administrator</i>		Mrs Louise Davison	2896
Ms Samantha Rajasingham	1434	Ms Melanie Clifford	3310
<b>L&amp;T HUB - Zicer Building</b>		<i>Front Desk Supervisor</i>	
<i>Enquiries</i>	7581	Mrs Jennifer Lawrence	7607
<a href="mailto:zicer.hub@uea.ac.uk">zicer.hub@uea.ac.uk</a>		<i>Clerical Assistants</i>	
<i>Manager</i>		Ms Nicola Ward	7606
Ms Becky Fitt	1157	Ms Yasmine Haggart	7548
		Ms Adella Forder-Gore	7566
<i>Co-ordinators</i>		<b>L&amp;T Assessments and Quality Office</b>	
Mrs Antonia Shorten-Marsh	7113	<i>Enquiries</i>	<b>2757</b>
Mrs Robbie Meehan	3083	<a href="mailto:exams@uea.ac.uk">exams@uea.ac.uk</a>	
Mrs Carole Bull	3217	<i>Manager</i>	
Mrs Julia Jones	3528	Mrs Jean Whiting	2801
Mrs Sally Barber	3579	<i>Co-ordinator</i>	
<i>Team Leaders</i>		Miss Lisa Marie Atthowe	2315
Ms Sarah Young	3349	<i>Team Leader</i>	
Ms Clare Cooper	2756	Mr Andrew Miller	7373
Mr Jeff Davison	7557	<i>Administrative Assistant</i>	
Mr Richard Sapiano	3159	Miss Holly Dyer	1154
Ms Louise Davison	7042	Miss Amy Leach	3616
Ms Linda Granger	3349	<b>Academic Partnerships</b>	
Ms Katie Vaughan	7063	<i>Enquiries</i>	1639
Ms Olivia Loukes	1481	<a href="mailto:Partnerships@uea.ac.uk">Partnerships@uea.ac.uk</a>	
<i>Senior Administrative Assistant</i>		<i>Head of Academic Partnerships</i>	
Miss Sue Dolby (Placements)	7060	Dr Louise Bohn	2205
<i>Administrative Assistants</i>		<i>Senior Managers</i>	
Ms Becky Wright	2087	Mr Laurence Daly	2776
Mrs Julie Winner	3721	Mr Gavin Tash	2672
Mr Isaac Mace-Tessler	1643	<i>Managers</i>	
Mrs Samantha Sims	7114	Mrs Sharon Davies	1603
Mrs Kim Spinks	1911	Mr Stephen Knock	1639
Ms Amanda Holland	2071	<i>Senior Administrative Assistants</i>	
Mrs Christine Halliday	1717	Mrs Jeanette White	7190
Mr Kristopher Harper	2144	Miss Coelis Witcher	3206
Miss Erin Rawcliffe	3691		
Ms Lee Nairn	7118		
Ms Julie Burgess	7558		
Miss Sonia Moppett	1718		
Mr Daniel Gathergood	2567		
Mr Dane Boyle-Smith	1117		
Mr Lewis Wright	7011		
Mr Christopher Tripp	2381		
Ms Claire Upton	1476		
Mr David Gurney	1476		
Mrs Gillian Rogers	1640		
Mr Harry Barnett-Hall	7559		
Mr James Cawkwell	3515		
Ms Jess Browne	1551		
Ms Joanna Donnelly	1555		

**THE LIBRARY**

[www.uea.ac.uk/is](http://www.uea.ac.uk/is)

General enquiries and office: ext 2425

Fax: 01603 591010

Library helpdesk: ext 2993 [lib.helpdesk@uea.ac.uk](mailto:lib.helpdesk@uea.ac.uk)

Library feedback: [library.feedback@uea.ac.uk](mailto:library.feedback@uea.ac.uk)

Archives and Special Collections: ext 3491  
[archives@uea.ac.uk](mailto:archives@uea.ac.uk)

**Library**

*Library Director*  
Mr Nicholas Lewis 2382

*Office Manager*  
Mrs Janet Hayward 2425  
*Administrative Assistant*  
Ms Sandra Harley 2407

*Library Academic Services*

*Head of Academic Liaison*  
Ms Jane Helgesen 2221

*Academic Engagement Librarians*  
Mr Grant Young (HUM) 2426  
Miss Kate Squire (SSF) 1712  
Dr Elizabeth Clarke (SCI) 1249  
Ms Rachel Henderson (SCI) 2428  
Mr Matthew Smith (FMH) 2412  
Dr Emma Coonan (Education) 2430  
Mrs Lucy Fleming (Education) 3518  
(Information & Digital Literacies)

*E-Services team*

*E-Services Manager*  
Ms Alli Carroll 2411

*E-Services team leader*  
Mrs Victoria Hay 3472

*Systems Librarian*  
Mr Alan Exelby 2432

*Digital Services Librarian*  
Ms Alison Dyer 2409

*Reading Lists Administrator*  
Mr Robin Farndon 3831

*Collections Team*

*Head of Resources*  
Mr Edmund Chamberlain 2429

*Collections Team Manager*  
Mrs Julie Eastoe 2119  
*Collections Team Leader*  
Mr Christopher White 2413

*User Services*

*Head of User Services*  
Mrs Heather Wells 3440

*Library User Services Manager*  
Mrs Catherine Breame 3507

*Assistant User Services Manager*  
Mrs Ruth Collins 2420  
Mr Rob Mitchell 7490  
Mrs Jessica Daly 3219

*User Services Team Leader*  
Ms Zoe Cross 1165  
Ms Abigail Chaney 2414

*NAM Library, King's Lynn*  
Ms Alison Castleton 01553 613959

**LOST PROPERTY (EST)**

See page 34

**MEDICAL CENTRE**

*General enquiries*

**Main Reception: (01603) 251600**

**Secretaries: (01603)251601**

**Fax: 01603 506579 UMS**

**E-mail: [umsuea@nhs.net](mailto:umsuea@nhs.net)**

**Website: [www.umsuea.co.uk](http://www.umsuea.co.uk)**



When the medical centre is closed, phone 111 (NHS 111) for out-of-hours information.

*Doctors*  
Dr Jane Calne 251600  
Dr Louise Francis  
Dr Angela Gillibrand  
Dr Matt Green  
Dr Claire Hughes  
Dr Henry Jones  
Dr Rachel McShane





## SERVICES

<i>PA to Head of Postgraduate Research Service</i>	
Mrs Nicky Bastian	2202
<i>PGR Admissions Enquiries (all Schools)</i>	
Miss Sandra Rye	1709
<i>Doctoral Training and Quality Manager</i>	
Ms Melanie Steele	3870
<i>Quality and Information Team</i>	
Mr Robin Braysher	2856
Mr Paul Vazquez	2164
<i>Doctoral Training Partnership Team</i> (EnvEast, NEXUSS, SeNSS)	
Dr Alice Brewer (Officer)	3947
Mr David Craythorne/ Ms Alison Henry	3558
<i>Chase and Digital Humanities Manager</i>	
Miss Daphne Rayment	1453
<i>International and PGR Funding Manager</i>	
Dr Audrey Heppleston	3106/1279
<i>Research Degrees Manager</i>	
Mrs Tracey Oak	1800
<i>Social Sciences and HealthTeam</i>	
Mr Philip Hearsey (Officer)	3637
Miss Gilly Potter	7231
Miss Nicola Howlett	3923
<i>HUM Faculty Team</i>	
Mrs Lyn Marsh (Officer)	3040
Miss Clare Thornett	3771
Mrs Ann Nicholls	2546
<i>SCI Faculty Team</i>	
Mrs Sonia Fagan (Officer)	2544
Miss Michelle Lane	2625
Mrs Catherine Taylor	3002
Miss Ssophie Rix	1705
<i>Medical and Professional Doctorates Team</i>	
Mrs Fiona Gibbons (Officer)	2308
Miss Kate Patterson/Helen Bainbridge	3076
Mr Tim Barker	3153
Mr John Russell	1258
<i>NBI Graduate Studies Office Manager</i>	
Dr Kate Conway	01603 450772
<i>NBI Graduate School Office</i>	
Mr Mark Meehan	01603 450768
Dr Sarah Eglington	01603 450774
Miss Abigail Appleby (NRP DTP)	01603 450777
Vacancy	01603 450646

Miss Jane Allen 01603 450769

### PHYSICAL EDUCATION AND SPORT (PES)

General enquiries and office: Mr Vladimir Moore  
ext 3779

Email: [vladimir.moore@uea.ac.uk](mailto:vladimir.moore@uea.ac.uk)  
Bookings/Reception: ext 2398

PES

Director  
Phil Steele 2399

Assistant Directors  
Maria Rowe 3645  
Ben Price 3566  
Administration Manager  
Vladimir Moore 3779

### PLANNING (FPG)

See page 37

### POST AND PORTERING (EST)

See page 46

### PRESS AND PUBLIC RELATIONS OFFICE (ARM)

See page 30 (Communications and Media  
Relations)

### PROCUREMENT/PURCHASING OFFICE (FPG)

See page 37

### RESEARCH AND INNOVATION SERVICES (RIN)

General enquiries: ext 1574  
[Rin.reception@uea.ac.uk](mailto:Rin.reception@uea.ac.uk)

RIN

Email: [ResearchandEnterprise@uea.ac.uk](mailto:ResearchandEnterprise@uea.ac.uk)

Director of Research and Innovation Division  
Helen Lewis 3307

Executive Officer  
Alison Cooper 1599

Personal Assistant to Director of Innovation  
Division  
Jackie Wright 7671



<i>Head of Innovation</i>		<i>Contracts Manager</i>	
Jon Carter	1577	Tracy Moulton	1482
<i>Head of Research</i>		<i>Research Integrity Manager</i>	
Rachael Mold	3949	Helen Brownlee	3435
<i>Relationships Managers</i>		<i>Research Managers</i>	
Chris Blincoe (Digital, Heritage and Creative)	3445 07785456604	Sarah Ruthven (Medicine and Health Sciences)	1486
Richard Clarke (Healthcare and Social Science)	3178 07917163482	Cassy Spearing (Arts and Humanities and Social Sciences)	7483
Karen Smith (Medical and Life Sciences)	3147	Julia Warner (Science)	3619
Anna Douglas starts (Business, Financial and Legal Services)	2076	<i>Research Information Manager</i>	
Ruth Welters (Marine, Agriculture and Environmental Sciences)	1569	Jaqui Farrar	2710
Andrew Whilding (Engineering)	1488	<i>PGR International Funding Manager</i>	
<i>Relationship Administrators</i>		Audrey Heppleston	1279
Claire Bushell	7670	<i>EU Funding Manager</i>	
Sue Coleman	3390	Ian Beggs	3399
<i>Degree Apprenticeships Manager</i>		<i>EU Administrator</i>	
Sharon Davies	1484	Simon Dowsett	3394
<i>Communication, Marketing and Events Officers</i>		<i>Open Access and Research Data Officer</i>	
Katie Hupton	3443	Anna Collins	1807
Safiya Waley	3368	<i>Open Access Administrator</i>	
Communications, Marketing and Events Interns		Constance Roberts-Croot	1560
Ceris Burgues	7761	<i>Research Impact Officer</i>	
Georgina Hewison	7760	Claire Gallant	3189
<i>Intellectual Property Managers</i>		<i>Impact and Engagement Administrator</i>	
Joita Dey	1576	Emily Stewart-Rayner	2303
Georgina Pope	1575	<i>Project Officers</i>	
<i>Intellectual Property Officer</i>		Sarah Green	1721
Alison Stebbing (maternity cover)	1810	Polly Harrison	1566
<i>Intellectual Property Administrator</i>		Sam Hills	2994
Kate Bilclough	1248	Graham Horne	1477/2851
<i>Intellectual IP Intern</i>		Chris Killen	3713
Philip Spence	7669	Emma King	1598
<i>Consultancy Manager</i>		Rachel Lindley	7197
Sue Johnson	1578	Svetlin Mitov	1483
<i>Consultancy Officer</i>		Jason Rust	1479
Matt Hume	1489	<i>Research Administrators</i>	
<i>Consultancy Administrator</i>		Isobel Appleton	7074
Katherine Humphries	1610	Vacancy	1490
		Deborah Clemitshaw	1191
		James Epps	3688
		Laura Glibbery	7208
		Victoria Hamilton	1720
		Natasha McGowan	1478
		Rosanna Miller	3593
		Mercedes Mills	1808
		Jayne Riley	1579

## SERVICES

Anna Seecharan 1726  
Antoni Wojcik 1663

*Systems and Information Administrator*  
John Stewart-Rayner 1809

*Administrative Assistants*  
Victoria Hamilton 2601  
Tracey Hobbs 3235  
Lauren Lessiter 1480  
Joshua Ludkin 7672  
Caroline Middleton 1574  
Christel Lomahan 2601

### FINANCE

*Research Finance Officer*  
Shirley Brackenridge 1703

*Research Finance Administrators*  
Steph Byng 2127  
Yvonne Formanski-Nicholson 3486  
Victoria Larwood 7328  
David Leone 1077  
Colin McDermott 3749  
Chris Orr 1570  
Pauline Steliga (temp) 1573  
*Finance Administrative Assistant*  
Sam Cooper 3216  
Helen Finn 1078

## REGISTRAR AND SECRETARY'S OFFICE (REG)

*Acting Registrar and Secretary*  
Mr Ian Callaghan 2771

*Personal Assistant*  
Mrs Elaine Rymarz 2771

*Office Assistant*  
Mrs Jennifer Jones 3821

## REGISTRY SERVICES (REG)

*General enquiries: ext 2223*  
**Fax: 01603 592423**

REG

*Senior Assistant Registrar VCO*  
Ms Lisa Williams 2229

*Registry Services Co-ordinator*  
Mrs Kate Faire 2731

*General Office*  
Mr James Beggs 3694

*Registry Reception*  
Mrs Lois McCormack/Mrs Joanne Murphy 2223

## RESIDENT TUTORS

See SENIOR RESIDENTS, page 29

## SAFETY SERVICES (USS)

*General enquiries and office: General enquiries*  
Kathy Brandish ext. 2763

USS

*Director*  
Mr Paul Donson 2199

*Administrator*  
Mrs Kathy Brandish 2763

*Deputy Director*  
Mrs Karen Thompson 3945

*Safety & Radiation Protection Officer*  
Mr Jim Hunter 2107

*Fire Safety Officer*  
Mr Mark Farley 3608

*Training & Safety Officer*  
Mr Simon Walklate 3577

*Safety & Radiation Protection Technician*  
Ms Amy Lyall 2241

## SECURITY SERVICE (EST)

See page 36

## SHOPS ON CAMPUS

**The Shop** 2877  
*Manager*  
Wendy Storey 2670

**Post Office**  
Jo Pilgrim/Jonathan Freezer 01603 457776

**Waterstones Bookshop**  
E-mail [uea.waterstones.co.uk](http://uea.waterstones.co.uk)  
*Manager*  
Margaret Janes 2497 & 01603 453625

**SPORTSPARK (PES)**

General enquiries and office: Mrs Jane Rumball  
ext 3779

Fax 01603 593779

Email: [j.rumball@uea.ac.uk](mailto:j.rumball@uea.ac.uk)

Bookings/Reception: ext 2398

PES

Reception	2398
Heads of Dept.	
Quality/Health & Safety	2380
Aquatics	3384
Fitness	3655
Dryside	3382
Conference & Catering	3862
Customer Relations	3482
Duty Manager	3863
Marcoms Co-ordinator	3048
Conference Co-ordinator	2814
Events Co-ordinator	3403

**STAFF ASSOCIATION**

[www.uea.ac.uk](http://www.uea.ac.uk)

Chair	
Miss Sharon Weekley (EST)	2726
<a href="mailto:Sharon.Weekley@uea.ac.uk">Sharon.Weekley@uea.ac.uk</a>	
Secretary	
Mrs Diane Whalen (HRD)	2733
<a href="mailto:d.whalen@uea.ac.uk">d.whalen@uea.ac.uk</a>	
Social Committee Chair	
Miss Nicola Howlett (PGR)	3923
<a href="mailto:n.howlett@uea.ac.uk">n.howlett@uea.ac.uk</a>	
Treasurer	
Mrs Yvonne Formanski-Nicholson (REN)	2111
<a href="mailto:y.formanski-nicholson@uea.ac.uk">y.formanski-nicholson@uea.ac.uk</a>	
Membership Secretary	
Mrs Beverley Youngman (HUM)	2451
<a href="mailto:B.Youngman@uea.ac.uk">B.Youngman@uea.ac.uk</a>	

**STAFF AND EDUCATIONAL DEVELOPMENT, CENTRE FOR (CSED)**

General Course enquiries  
Mrs Debbie Slaughter, ext 3039  
Email: [d.slaughter@uea.ac.uk](mailto:d.slaughter@uea.ac.uk)

IT Course enquiries  
Ms Jude Smith, ext 3849  
Email: [judith.smith@uea.ac.uk](mailto:judith.smith@uea.ac.uk)

CSED

**Academic Practice enquiries**

Mr Tim York, ext 2215

Email: [t.york@uea.ac.uk](mailto:t.york@uea.ac.uk)

**MA-HEP enquiries**

Ms Kate Hesketh, ext 2958

Email : [k.hesketh@uea.ac.uk](mailto:k.hesketh@uea.ac.uk)

Head of CSED	
Mrs Amanda Giles	3699
Course Director – MA-HEP & Senior Staff Development Officer (Academic Practice)	
Dr Stephanie Aspin	1491
Lecturers in Academic Practice	
Mrs Anne-Florence Dujardin	3931
Dr Phil Long	2404
Dr Rebecca Thomas	1022
Dr Pablo Dalby	3777

Senior Staff Development Officer (Personal &  
Professional Development)

Ms Gurpeet Gill 2951

Staff Development Officers (Personal &  
Professional Development)

Mr Steve Oldfield 2393  
Mr Pip Cartwright 3223  
Ms Sally Gregory 1822

Staff Development Officer (Research)

Dr Lisa Worrall 1024

Course Administrators

Mrs Debbie Slaughter 3039  
Ms Kate Hesketh 2958

Course Co-ordinators

Ms Jude Smith 3849  
Miss Michelle Jones 3191  
Mr Tim York 2215  
TBC 3269

**STUDENT SUPPORT SERVICE (SSS)**

General enquiries and office: ext 2761

Fax: 01603 591427

Email: [studentsupport@uea.ac.uk](mailto:studentsupport@uea.ac.uk)

SSS

**Senior Management Team**

Director of Student Services  
Dr Jon Sharp 2905

## SERVICES

Head of Student Services Ms Jane Amos	3701	<i>Peer Assistant Learning Team (PAL): Learning Enhancement Tutor (PAL)</i> Mr Pablo Dalby	3238
Head of Wellbeing Dr Jane Lawrence	3032	<i>Administrative Assistants (PAL)</i> Vicky Hawkes	3037
<i>PA to the Senior Management Team</i> Miss Claire Kreetzer	2892	<b>Wellbeing Team</b>	
<b>General Advisory Team</b>		<i>Senior Wellbeing Adviser</i> Ms Krisztina Nemeth	2656
<i>Student Services Manager</i> Dr David Thurkettle	3730	<i>Wellbeing Advisers</i> Mrs Lydia Blake (Disability)	2948
<i>Professional Services Manager &amp; Senior General Adviser</i> Mrs Jill Brown	2491	Miss Cathy Nottingham (Disability)	3693
<i>Student Services Coordinator</i> Mr Ally Walker	3420	Ms Becky Kidman (Mental Health)	2930
<i>Assistant Wardens (out of hours) via Security</i> 2352		Ms Jo Appleton (Mental Health)	3693
		Miss Claire Proudlove (Mental Health)	2372
<b>International Student Advisory Team</b>		<b>Counselling Team</b>	
<i>Senior International Student Adviser</i> Mr Mick Roner	2368	<i>Senior Counsellor</i> Mr Chris Haylock	2878
<i>International Student Adviser</i> Mr Paul Hartzler	2281	<i>Student Counsellors</i> Ms Jenny White	2904
<i>International Student Officer</i> Mrs Susan Peters Corbett	2901	Miss Catherine Atkinson	2904
		Ms Miriam Crasnow	2651
<b>Student Finance Team</b>		Mrs Gerry Theobald	2651
<i>Senior Student Finance Adviser</i> Ms Wendy Bainham	3184	<i>Psychological Wellbeing Practitioner</i> Miss Gaby Cason	2904
<i>Student Finance Advisers</i> Miss Janise Narayan	3290	Miss Danielle Rolfe	3451
Mrs Kerry Menzies	3184	<i>CBT Therapist</i> Dr Nick Rout	7774
		<i>Staff Counsellors</i> Mr Eamonn O'Mahony	2651
		Ms Sarah Robinson	2651
<b>Learning Enhancement Team</b>		<b>Reception and Administration Team</b>	
<i>Head of Learning Enhancement</i> Dr Jeremy Schildt	1836	<i>Senior Administrator</i> Vacant	3271
<i>Learning Enhancement Tutors</i> Mr Chris Bishop	3381	Administrative Assistants Mrs Sarah Hartzler	3833
Dr Gordon Collins	3720	Mr Nick Flower	2316
Dr Luciana Davila-Smith	3796	Mr Ian Mortimer	2891
Mrs Zoe Jones	1312	Miss Abby Simpson	3833
Dr Judith Stewart	3796	Miss Anna Cooper	2651
Mrs Jacq Wild	3720	Mr Tom Carding	2890
Dr Nonia Williams	1312	Mr Leigh Flaherty	2492
Miss Athina Thoma	(Tues) 3720 (Friday) 3796	Mrs Laura Mckinlay	3833
<i>Specific Learning Difficulties Tutors</i> Mr Calvin Hoy	1877	<i>Receptionists</i> Miss Jacqui Upston	2761
Dr Simon Andrews	3826	Vacant	3676
		<b>DENTAL SERVICE</b>	
		<i>Dental Surgeons</i>	

Mrs Wendy Scarle	2173	Stewart Thompson	
Miss Mariana Visan	2173	James Goillau	2946

<i>Dental Manager</i>		<i>UCU President</i>	
Mrs Alison Herridge	3660	Brett Mills	2094

<i>Dental Nurse/Receptionists</i>		<i>UCU Vice President</i>	
Miss Natasha Whittle	2173	Claudina Richards	2523
Mrs Charlotte Gilbert	2173	<i>UCU Secretary</i>	
Miss Kerry King	2173	Rachel Henderson	2428
Miss Lisa Stearman	2173	<i>UCU Treasurer</i>	
		Amanda Williams	1816

**DISCIPLINARY OFFICER (DISP.OFF)**

<i>Student Disciplinary Officer</i>		<i>UCU Membership Secretary</i>	
Mr Mike McCormack		Simon Dell	3641
		<i>UCU Equality</i>	
		Susan Sayce	1286
		<i>UCU Administrator</i>	
		Trevor Phillips (Office)	2652

**THE LIBRARY (LIB)**

See page 44

**TRADES UNIONS (TU)**

<i>UNISON</i>	
<i>Chair</i>	
Amanda Chenery-Howes	7492
<i>Secretary</i>	
Anita Davis	07858541089

<i>UNITE</i>	
<i>Chair</i>	
Mr Jimmy Cross	7223
<i>Branch Secretary</i>	
Colin Jenkinson	3504
<i>Treasurer</i>	
Stuart Rix	2336
<i>Vice Chair</i>	
James Goillau	2946
<i>Membership Secretary</i>	
Stewart Thompson	
<i>Equalities Officer</i>	
Trevor Bellward	
<i>Pensions Officer</i>	
Richard Carey-Knight	1971

<i>UNITE Department Reps</i>	
Richard Carey-Knight (ITCS)	1971
James Goillau (MED)	2946
Nick Poulter (ITCS)	1970
Mr Stuart Rix	2236
Stewart Thompson (MAINT)	

*UNITE Health & Safety*

**UNION OF UEA STUDENTS**

*General enquiries*  
01603 593272



**Student Officers**

<i>Post Graduate Education Officer</i>	
Madeline Colledge	
<i>Undergraduate Education Officer</i>	
Mary Leishman	2504
<i>Activities &amp; Opportunities Officer</i>	
Camille Koosyial	1187
<i>Campaigns &amp; Democracy Officer</i>	
Jack Robinson	3880
<i>Welfare, Community &amp; Diversity Officer</i>	
India Alderson Edwards	

<i>Chief Executive</i>	
Mr Jim Dickinson	3462/07449 903618

<i>Deputy Chief Executive</i>	
Mr Toby Cunningham	3461

<i>Democracy and Governance Co-ordinator</i>	
Tony Moore	2181

<i>Director</i>	
Lou Chiu	3461

<b>Operations</b>	
<i>Head of Operations</i>	
Chloe Alexander	3981

<i>Operations Co-ordinator</i>	
Robyn Fisher	3981
<i>Welcome Team Supervisor</i>	

## SERVICES

Naomi Levack-Payne 3981  
*HR Project Manager*  
 Laura Hagen 3272  
*HR Co-ordinator*  
 Rob Drury

*Payroll Administrator*  
 Millie Smith 3464

**Student Media:**  
 Concrete/UEA:TV/Livewire 3466

**Student Support Services:**  
*Head of Advice*  
 Lucy Aspey 2593

*Home Run (Private Sector Housing) Administrator*  
 Natalie Beales 2505  
*Letting Administrator*  
 Deborah Llyall 3230

*Advice Workers*  
 Jo Plumstead 3838  
 Carl Portman 3462  
 Mike Hill 7254  
 Advice Centre Reception 3463

*Head of Student Engagement*  
 Josh Clare 3679  
*Research and Policy Co-ordinator*  
 Naomi Carter 3679  
*Student Engagement Co-ordinator*  
*(Representation)*  
 Lindsay Westgarth 3972  
*Representation and Opportunities Co-ordinator*  
*(HSC)*  
 Liv Grosvenor 3268

**Nightline** 01603 503504

**Clubs and Societies:**  
*Head of Student Opportunities*  
 Alun Minnifey 3648  
*Enterprise & Activities Co-ordinator*  
 Victoria Cook  
*Societies Administrator*  
 Goodge Eracleous 3798  
*Societies and Media Co-ordinator*  
 Susannah Alexander 2595  
*Student Events Co-ordinator (Charity)*  
 Aden Fry 2595  
*Postgraduate and International Activities Co-ordinator*  
 Silvia Harvey

**Marketing and Business Development**  
*Marketing Co-ordinator*  
 Jonathan Murray 3982

*Commercial Marketing Assistant*  
 Rachael Gilbert 3925  
*Student Events Co-ordinator (Commercial)*  
 Zoe Phillips 2515

**Entertainments:**  
*Entertainments Co-ordinator*  
 Paul Ingleby 3460  
*Deputy Head of Venues*  
 Gavin Hudson 3278  
 Box Office  
 Sara Davey 7496 & 01603 508050

**The Waterfront**  
*Venue Manager*  
 Chelie Lear 01603 632717  
 Fax 01603 615463  
 E-mail: [thewaterfront@uea.ac.uk](mailto:thewaterfront@uea.ac.uk)

**Bars:**  
*Bars Manager*  
 Carl Wright 3278  
*Graduate Centre Manager*  
 Sara Claxton 2513/2514

**Unio**  
 Cheryl Hall 2479  
*Coffee Shop Manager*  
 Shane Blake 2479

**The Pub** 2481

**Finance**  
*Head of Finance*  
 Mr Tim Cave 2509  
*Deputy Head of Finance*  
 Shirley Reade 3814  
*Purchase/Sales Ledger Administrator*  
 Oksana Shlonimskaya 2506  
*Assistant Accountant*  
 Sarah Munday 1186

## SHOPS ON CAMPUS

**The Shop:** 2877  
*Manager*  
 Wendy Storey 2670

**Post Office:**  
 Jo Pilgrim/Jonathan Freezer 01603 457776

## SWITCHBOARD (ITCS)

See page 40

**VICE-CHANCELLOR'S OFFICE**

General enquiries: ext 3821

E-mail: [katie.phillips@uea.ac.uk](mailto:katie.phillips@uea.ac.uk)

VCO

*Prospect Research Officer*

Mr Jonathan Clark

3249

*Vice-Chancellor*

Prof David Richardson 2206

*Personal Assistant*

Mrs Katie Phillips 2206

*Office Assistant*

Mrs Jennifer Jones 3821

*Assistant Registrar*

Ms Lisa Williams 2229

*Pro-Vice-Chancellor (Academic Affairs)*

Prof Neil Ward 2224

*PA & Congregation Assistant*

Mrs Frances Marson 2224

*Pro-Vice-Chancellor (Research & Innovation)*

Prof Fiona Lettice 2735

*PA*

TBC 2735

**Development Office – Arts 3.02***Director of Development*

Mr David Ellis 1168

*Development and Legacy Manager*

Mrs Joyce Griffin 2114

*Senior Development Manager*

Mrs Georgette Ward 7574

*Development Manager*

Mr Niko Pilibosyan 7575

*Development Officer*

Mrs Katie Pountain 3824

*Development Operations Manager*

Ms Diane Rhodes 3776

*Stewardship Officer*

Mrs Sarah Grimes 7576

*Scholarships Administrator*

Miss Holly Chatburn 3930

*Regular Giving Officer*

Vacancy 1005

**Affiliated Institutes**

The British Trust for Ornithology  
The Nunnery  
Thetford, IP24 2PU  
Tel: Thetford (01842) 750050

Broom's Barn Research Station  
Higham  
Bury St Edmunds  
Suffolk IP28 6NP  
Tel: Bury St Edmunds (01284) 812200

Centre for Environment, Fisheries and Aquaculture  
Science (CEFAS)  
Pakefield Road  
Lowestoft Suffolk NR33 0HT  
Tel: Lowestoft (01502) 562244

Institute of Food Research  
Norwich Research Park  
Colney Norwich NR4 7UA  
Tel: Norwich (01603) 255000

John Innes Centre  
Norwich Research Park  
Colney Norwich NR4 7UH  
Tel: Norwich (01603) 450000

The Arable Group  
Morley Business Centre  
Deopham Road  
Morley  
Wymondham NR18 9DB  
Tel: Wymondham (01953) 713200

The National Institute of Agricultural Botany (NIAB)  
Huntingdon Road  
Cambridge CB3 0LE  
Tel: Cambridge (01223) 342200.

Norfolk and Norwich University Hospital  
Colney Lane  
Norwich NR4 7UY  
Tel: Norwich (01603) 286286

Department of Family Medicine  
Norfolk and Norwich University Hospital  
Colney Lane  
Norwich NR4 7UY  
Tel: Norwich (01603) 286286

Department of Medical Physics and Bioengineering  
Norfolk and Norwich University Hospitals  
Colney Lane  
Norwich NR4 7UY  
Tel: Norwich (01603) 286286

The Microbiology Department  
Norfolk and Norwich University Hospitals  
Bowthorpe Road  
Norwich NR2 3TX  
Tel: Norwich (01603) 611816

Norfolk and Norwich Institute for Medical  
Education  
Norfolk and Norwich University Hospital  
Colney Lane  
Norwich NR4 7UY  
Tel: Norwich (01603) 286286

The Sainsbury Institute for the Study of Japanese  
Arts and Cultures  
64 The Close  
Norwich NR1 4DH  
Tel: Norwich (01603) 597507

The Sainsbury Laboratory  
John Innes Centre  
Norwich Research Park  
Colney Norwich NR4 7UH  
Tel: Norwich (01603) 450400

**Accredited Colleges of the University****Associate Colleges**

Ms C. Peasgood  
Principal  
City College Norwich  
Ipswich Road  
Norwich NR2 2LJ  
Tel: Norwich (01603) 773309

Ms D. Price  
Centre Director  
INTO University of East Anglia  
Norwich Research Park  
Norwich  
NR4 7TJ  
Tel : (01603) 591130

Mr R. Lister  
Vice-Chancellor  
University of Suffolk Waterfront  
Building  
Neptune Quay  
Ipswich  
Suffolk IP4 1QJ  
Tel: Ipswich (01473) 338000



Mr D. Henley  
Principal  
Easton & Otley College  
Easton  
Norwich NR9 5DX  
Tel: Norwich (01603) 731200

Mr S. Jameson  
Principal  
Mountview Academy of Theatre Arts  
Clarendon Road  
London  
NR22 6XF  
Tel: 020 8881 2201

Mr C. Ball  
Brooksby Melton College  
Asfordby Road  
Melton Mowbray  
Leicester  
LE13 OHJ  
Tel: 01664 850850

Dr C. Wilson  
The Royal Marsden School  
Fulham Road  
London  
SW3 6JJ  
Tel: 0207 808 2923

The National Institute for Agricultural  
Botany (NIAB)  
Huntingdon Road  
Cambridge  
CB3 0LE  
Tel: Cambridge (01223) 342200

The Microbiology Department  
Norfolk and Norwich University  
Hospital  
Bowthorpe Road  
Norwich  
NR2 3TX  
Tel: Norwich (01603) 611816

The Sainsbury Institute for the Study  
Of Japanese Arts and Cultures  
64 The Close  
Norwich  
NR1 4DH  
Tel: (01603) 597507

**UCS Partner Colleges**

Mr S Rimmer  
Principal  
Great Yarmouth College  
Suffolk Road  
Southtown  
Great Yarmouth  
Norfolk  
NR31 0ED  
Tel: Great Yarmouth (01493) 655261


Dr N. Savvas  
Principal  
West Suffolk College  
Out Risbygate  
Bury St. Edmunds  
Suffolk IP33 3RL  
Tel: Bury St.Edmunds (01284) 701301

Mrs J. Pretty  
Principal  
Lowestoft College  
St Peter's Street  
Lowestoft  
Suffolk NR32 2NB  
Tel: Lowestoft (01502) 583521

Mrs V. Gillespie  
Principal  
Suffolk New College  
Rope Walk  
Ipswich  
IP4 1LT  
Tel: Ipswich (01473) 382200

**OPENSTAGE 15 VOIP HANDSET Quick Reference Guide**

**Answer a Call**

Lift handset or press **Speaker key** 

**Make a Call**

Enter number and select **OK** (Hands free is automatically activated) **Or**  
Lift handset, enter number and select **OK**

**Transfer a Call with Consultation**

Whilst active on a call the display shows **'Consult?'**  
Press **OK** to confirm  
Enter 2<sup>nd</sup> party's number and press **OK**  
Announce the call to the 2<sup>nd</sup> party and **Replace Handset**

**To Cancel a Consultation Call**

If Busy, No reply or the 2<sup>nd</sup> party does not wish to accept the call - Select **'Disconnect and Return'** to reconnect to 1<sup>st</sup> Party

**To Toggle between calls**

Select **'Alternate'**. Use repeatedly to toggle between the two parties

**To Hold a Call**

Select **'Hold'**  
Select **'Reconnect'** to return to the held call



**Callbacks**


Should the required extension be busy or no answer, select **'Callback'**  
NB: This feature is only available if it has been configured on the system


**Responding to a Callback**

**Lift Handset** or select **'Accept'** to activate the Callback **Or**  
Select **'Reject'** to ignore the Callback

**Calling back Missed Calls**

Calls received whilst you were absent are recorded on the display . The  function key also lights up.

Press  and select **'CallLog'**  
**'Missed'** is displayed

Arrow down , to view missed calls

Select and confirm the entry you want

Select  on **'Dial'**

## Programmable Keys

The phone has 8 programmable sensor keys, all of which can be programmed on 2 separate levels. A 'Shift' key enables you to switch between the 2 key levels.



### Programming a Key

Press and hold the programmable key you want to program until the input field opens. The key illuminates continuously.


Arrow down  and press  on  
**'Normal'** to program the first level

**Or**

**'Shifted'** to program the second level

Arrow down  and press  on

**'Selected Dialling'** from the list

Press  on **'Save & Exit'** twice

### Programming a Speed Dial Key

Press and hold the programmable key you want to program until the input field opens. The key illuminates continuously.

Arrow down  & press  on **'Setting'** under **'Normal'** or **'Shifted'**

Arrow down  to **'Mode'** & press  until it changes to numerical

Enter the required destination number

Select 

Select **'Save & Exit'** twice

### Ringer Settings

Several volume settings and melodies can be adjusted through the Service Menu

Press the Menu key 

Select **'User'**

Select **'Audio'**

Select **'Settings'**

Select desired function (i.e. **pattern melody**)

Adjust using the  press **OK** to store

Select **'Options = Play Ringer'**

Select **'Save & Exit'**



# ISDX facility codes

Outside Line	<b>9</b>
Transfer	<b>R X</b>
Enquiry	<b>R X</b> with party on hold
Cancel enquiry	<b>R * * 1</b>
Reconnect held party	<b>R * 1</b>
Hold	<b>R * 9</b>
Park	<b>R * 6 X</b>
Conference	<b>R X R * 4</b>
Group pick up	<b>* * 3</b>
Pick up	<b>* 3 X</b>
System abbrev. dial	<b># 6</b> + digits
Camp-on busy	<b>R # 1</b>
Camp-on ring no reply	<b>R # 1</b>
Cancel camp-on	<b># # 1</b>
Save number dialled	<b>R # 4</b>
Repeat number dialled	<b># 7</b>
Call diversion	<b># 9 X</b>
Cancel call diversion	<b># # 9</b>
Do not disturb	<b># 5</b>
Cancel – do not disturb	<b># # 5</b>
Operator	<b>0</b>

R = Recall

X = Follow with extension number

# EMERGENCY NUMBERS

- Emergency (Security) 2222
- General 2352
- Medical 01603 251600
- Buildings 2121
- Porter Services 2080

University of East Anglia  
Norwich Research Park  
Norwich  
NR4 7TJ  
England  
T: 01603 456161  
F: 01603 458553