

Member of staff	Role	Load (Hours)	Notes
Alan McElligott	Athena Swan	10	To manage Athena Swan agenda for SBCS and to work towards Gold submission
Alan McElligott	Director graduate studies	200	Manage PhD student processes, from application to graduation
Alan McElligott	Latin American Interest Group	6	To represent SBCS at the Latin American Interest Group
Alan McElligott	Mentoring	16	Covers mentoring of ECRs and probationary staff
Ali Zarbakhsh	Employability Officer	82	ensure employability of SBCS students increases, point of contact for students seeking employability
Ali Zarbakhsh	Faculty and College Committees	100	
Ali Zarbakhsh	Mentoring	8	Covers mentoring of ECRs and probationary staff
Andrew Hirst	Athena Swan	10	To manage Athena Swan agenda for SBCS and to work towards Gold submission
Andrew Hirst	Mentoring	16	Covers mentoring of ECRs and probationary staff
Andrew Leitch	Director of Research	330	
Andrew Leitch	Impact Group	100	
Andrew Leitch	Mentoring	8	Covers mentoring of ECRs and probationary staff
Andrew Leitch	MSc programme director	120	programmes and ensuring recruitment targets are
Angelika Stollewerk	Athena Swan	40	towards Gold submission
Angelika Stollewerk	Mentoring	16	Covers mentoring of ECRs and probationary staff
Beth Clare	Athena Swan	10	towards Gold submission
Beth Clare	Internationalisation Rep	41	
Beth Clare	Mentoring	8	Covers mentoring of ECRs and probationary staff
Beth Clare	PGCAP Mentor	150	appropriate teaching qualification.
Bob Janes	Outgoing associate students	50	associate students. Establish a set of approved partnerships with overseas universities which can
Bob Janes	Plagiarism officer	100	

Member of staff	Role	Load (Hours)	Notes
Bob Janes	Senate	20	
Brendan Curran	Chair of exam board	330	
Brendan Curran	Divisional Teaching Head	160	that fall within the remit of the role, membership of
Brendan Curran	Mentoring	8	Covers mentoring of ECRs and probationary staff
Caroline Brennan	Mentoring	8	Covers mentoring of ECRs and probationary staff
Caroline Brennan	PASS	10	Manage the PASS scheme
Chris Faulkes	Director ISEFP	578	Work to JD provided, responsible for managing the FP. Target 88 students on ISEFP in 2015/16
Chris Faulkes	Senior academic advisor	110	problems that exceed the ability of a normal advisor to deal with. Pass students with non-academic problems to relevant services.
Christophe Eizaguirre	MSc programme director	120	programmes and ensuring recruitment targets are met - aiming for 63 across the whole of SBCS in 2015/16
Christopher Bray	Demonstrator Co-ordinator	41	To manage allocation of demonstrators to practicals in a fair and equitable fashion
Christopher Bray	RSC accreditation	75	To see through the process of accreditation with the RSC
Christopher Bray	Seminar organiser	40	speakers. Seminar speakers need to have a timetabled visit with organised meetings with
Christopher Jones	Student Society Liaison	30	societies, ensure continuity between years
Conrad Bessant	Life Science Domain Lead	72	plan LSI, providing leadership to the initiative
Conrad Bessant	Mentoring	16	Covers mentoring of ECRs and probationary staff
Conrad Bessant	MSc programme director	120	programmes and ensuring recruitment targets are
Conrad Mullineaux	Head of Molecular & Cell Biology	330	

Member of staff	Role	Load (Hours)	Notes
Conrad Mullineaux	Impact Group	100	
Conrad Mullineaux	Mentoring	24	Covers mentoring of ECRs and probationary staff
David Clayton	Head of Psychology	330	
David Clayton	Mentoring	16	Covers mentoring of ECRs and probationary staff
David Hone	Marketing and Comms	20	source of guidance and advice for web marketing post, meet at least four times a year, liaise with central marketing and comms
David Hone	Student Society Liaison	30	Staff contact person one of the the four SBCS student societies, ensure continuity between years
Devis Di Tommaso	Deputy Admissions Officer	75	To assist the admissions officer
Emily Hannon	Senior academic advisor	110	problems that exceed the ability of a normal advisor to deal with. Pass students with non-academic
Greg Chass	Mentoring	16	Covers mentoring of ECRs and probationary staff
Greg Chass	MSc programme director	120	Responsible for managing at least one of the programmes and ensuring recruitment targets are met - aiming for 63 across the whole of SBCS in 2015/16

Member of staff	Role	Load (Hours)	Notes
Isaac Abrahams	Director graduate studies	200	Manage PhD student processes, from application to graduation
Isaac Abrahams	Faculty and College Committees	100	
Isabelle Mareschal	Student Society Liaison	30	societies, ensure continuity between years
James Sullivan	Athena Swan	10	To manage Athena Swan agenda for SBCS and to work towards Gold submission
James Sullivan	H&S officer	165	authority from HoS. Reports to HoS on H&S matters
James Sullivan	Mentoring	8	Covers mentoring of ECRs and probationary staff
Janelle Jones	Athena Swan	10	towards Gold submission
Janelle Jones	Equality & Diversity officer	41	
John Puddefoot	Chair EC committee	82	
John Viles	Divisional Teaching Head	160	that fall within the remit of the role, membership of TLC, runs teaching group
John Viles	Mentoring	24	Covers mentoring of ECRs and probationary staff
Jon Nield	Employability Officer	82	ensure employability of SBCS students increases,
Jonathan Grey	Mentoring	16	Covers mentoring of ECRs and probationary staff
Lars Chittka	Impact Group	100	
Lars Chittka	Mentoring	16	Covers mentoring of ECRs and probationary staff
Magda Osman	Deputy head Psychology	82	responsible for delegated activities as identified by
Magda Osman	Ethics comm	80	
Magda Osman	Mentoring	8	Covers mentoring of ECRs and probationary staff
Marina Resmini	Chemistry Industrial Placement	100	placement opportunities for students
Marina Resmini	Director of Industrial innovation	330	
Marina Resmini	Impact Group	100	
Marina Resmini	Mentoring	16	Covers mentoring of ECRs and probationary staff
Mark Maconochie	Chair NCU JP SEB	40	

Member of staff	Role	Load (Hours)	Notes
Mark Preece	Chair of exam board	330	
Mark Trimmer	DTP Management board	50	Represent QM as either lead or deputy lead on the management board of either the BBSRC or NERC DTP
Mark Trimmer	Head of Organismal Biology	330	
Mark Trimmer	Mentoring	8	Covers mentoring of ECRs and probationary staff
Matteo Palma	Centre for Chemistry	82	
Matteo Palma	Co-director of Research Strategy IoB	82	
Matteo Palma	Marketing and Comms	20	source of guidance and advice for web marketing
Matthew Evans	Athena Swan	10	towards Gold submission
Matthew Evans	Head of School	990	
Matthew Evans	Mentoring	8	Covers mentoring of ECRs and probationary staff
Matthew Evans	Senate	20	
Maurice Elphick	Mentoring	8	Covers mentoring of ECRs and probationary staff
Maxie Roessler	Athena Swan	10	towards Gold submission
Maxie Roessler	Mentoring	8	Covers mentoring of ECRs and probationary staff
Michael Pluess	ESRC DTC local link	30	SBCS wins some students through this.
Mike Watkinson	Deputy dean research	820	
Mike Watkinson	Drapers Academy	36	representing QML on the governing body of the
Mike Watkinson	Materials Institute	40	
Mike Watkinson	Mentoring	16	Covers mentoring of ECRs and probationary staff
Nathalie Lebrasseur	Divisional Teaching Head	160	that fall within the remit of the role, membership of

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Nathalie Lebrasseur	Drapers Academy	36	representing QML on the governing body of the
Nathalie Lebrasseur	Mentoring	16	Covers mentoring of ECRs and probationary staff
Peter Heathcote	DEB chair	40	
Peter Heathcote	Director of Nanchang	825	
Peter Wyatt	Chair chem exam board	82	
Rachel O'Callaghan	Senior academic advisor	110	problems that exceed the ability of a normal advisor
Rachel O'Callaghan	Student Society Liaison	30	societies, ensure continuity between years
Richard Buggs	Demonstrator Co-ordinator	41	in a fair and equitable fashion
Richard Buggs	Marketing and Comms	20	source of guidance and advice for web marketing
Richard Buggs	MSc programme director	120	programmes and ensuring recruitment targets are
Richard Nichols	Mentoring	8	Covers mentoring of ECRs and probationary staff
Richard Pickersgill	Athena Swan	10	towards Gold submission
Richard Pickersgill	DTP Management board	50	management board of either the BBSRC or NERC DTP
Richard Pickersgill	Head of chemistry & Biochemistry	330	
Richard Pickersgill	Life Science Domain Lead	72	plan LSI, providing leadership to the initiative
Richard Pickersgill	Mentoring	32	Covers mentoring of ECRs and probationary staff
Richard Pickersgill	Senate	20	
Rob Knell	Library	15	
Rob Knell	Mentoring	8	Covers mentoring of ECRs and probationary staff
Ron Cutler	Divisional Teaching Head	160	Work to JD provided, management of programmes that fall within the remit of the role, membership of TLC, runs teaching group
Ron Cutler	Senior academic advisor	110	JD to be created. Deal with substantial academic problems that exceed the ability of a normal advisor to deal with. Pass students with non-academic problems to relevant services.
Sevasti Foka	Disability advisor	41	Point of contact with students with DDS issues. Transmit relevant information to staff. Act as conduit between SBCS and DDS

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Sevasti Foka	Employability Officer	82	Enhance employability content in the curriculum, ensure employability of SBCS students increases, point of contact for students seeking employability advice, point of contact for Careers office.
Shane Wilkinson	Assoc Student co-ord	100	First port of call for incoming associate students, advise students on appropriate modules, liaise with teaching leads and international office.
Shane Wilkinson	Deputy head Molecular and Cell Biology	82	responsible for delegated activities as identified by
Shane Wilkinson	GM officer	41	
Shane Wilkinson	H&S comm member	20	
Shane Wilkinson	Mentoring	8	Covers mentoring of ECRs and probationary staff
Stephen Rossiter	Deputy head Organismal	82	Support head of division as s/he sees appropriate, be responsible for delegated activities as identified by HoD.
Stephen Rossiter	Mentoring	16	Covers mentoring of ECRs and probationary staff
Stephen Rossiter	Seminar organiser	40	speakers. Seminar speakers need to have a
Steven Le Comber	Marketing and Comms	20	source of guidance and advice for web marketing
Steven Le Comber	Senior admission officer	225	
Teaching Gap	Mentoring	8	Covers mentoring of ECRs and probationary staff

Member of staff	Role	Load (Hours)	Notes
Tiina Eilola	Divisional Teaching Head	160	Work to JD provided, management of programmes that fall within the remit of the role, membership of TLC, runs teaching group
Tippu Sheriff	Deputy chair chemistry exam board	41	
Tippu Sheriff	Mentoring	8	Covers mentoring of ECRs and probationary staff
Tippu Sheriff	Senior academic advisor	110	JD to be created. Deal with substantial academic problems that exceed the ability of a normal advisor to deal with. Pass students with non-academic problems to relevant services.
Tony Michael	Chair SSLC	82	
Tony Michael	Director of teaching	660	
Yannick Wurm	Management of Informatics officer	40	Time to supervise the school's informatics officer for the benefit of the school
	Council	42	Time allocation lowered to make it equivalent to Senate - 5 hours per meeting + an away day
	Deputy head Chemistry & Biochemistry	82	responsible for delegated activities as identified by HoD.