

# School of Paediatrics and Reproductive Health Faculty of Health Sciences



## Administration and OH&S Team

Photographs from Top Left:

*Team Leader:* Frank Carbone  
Level 6, Med School North 8303 4524  
[frank.carbone@adelaide.edu.au](mailto:frank.carbone@adelaide.edu.au)

Karen Hannah  
Level 6, Med School North 8303 8163  
[karen.hannah@adelaide.edu.au](mailto:karen.hannah@adelaide.edu.au)

Val Kuliwaba  
Level 6, Med School North 8303 5100  
[valentine.kuliwaba@adelaide.edu.au](mailto:valentine.kuliwaba@adelaide.edu.au)

Jacki Smith  
QV Building, WCH 8161 7619  
[jacki.smith@adelaide.edu.au](mailto:jacki.smith@adelaide.edu.au)

Mary Paleologos  
QV Building, WCH 8161 8428  
[mary.paleologos@adelaide.edu.au](mailto:mary.paleologos@adelaide.edu.au)

Dorothy Galuszka  
Reiger Building, WCH 8161 7452  
[dorothy.galuszka@adelaide.edu.au](mailto:dorothy.galuszka@adelaide.edu.au)

Rosalie Eames  
Lyell McEwin Hospital 8182 9306  
[rosalie.eames@adelaide.edu.au](mailto:rosalie.eames@adelaide.edu.au)

## Function and Responsibilities

The Administration and OH&S Team will provide broad general administration support to maintain core functions at all School locations for all School members. The Team will strive for timely and efficient support that assists all areas of the School to achieve quality, effectiveness and productivity in Learning, Teaching and Research.

- This support will include all general reception functions, central bookings, School and Discipline meeting coordination, dissemination of general School information, School and Discipline document processing and filing. The Team will be responsible, under direction, for maintaining the School websites.
- The Team will assist the School Space and Infrastructure Committees in the management and maintenance, including record keeping of all facilities and equipment.
- The Team will provide travel assistance and arrangements where appropriate and maintain computer leases.
- The Administration and OH&S Team will provide executive assistance to the roles of Head of School, Heads of Discipline and convenors of major School Committees.
- The Administration and OH&S Team will provide administration assistance to the OH&S Committee, maintain OH&S records and ensure compliance to OH&S requirements.

## Initial Email contacts

All email enquiries to the Administration and OHS Team should be directed in the first instance to one of the following addresses.

### General Admin enquiries

[sprh.admin@adelaide.edu.au](mailto:sprh.admin@adelaide.edu.au)

### General OH&S enquiries

[sprh.ohs@adelaide.edu.au](mailto:sprh.ohs@adelaide.edu.au)



## Human Resources and Finance Team

Photographs from Top Left:

*Team Leader:* David Bates    8303 5099  
Level 6, Med School North    and 8161 7304 WCH  
[david.bates@adelaide.edu.au](mailto:david.bates@adelaide.edu.au)

Kelly Holloway  
Level 6, Med School North    8303 8171  
[kelly.holloway@adelaide.edu.au](mailto:kelly.holloway@adelaide.edu.au)

Helen Holmes  
Level 6, Med School North    8303 8385  
[helen.holmes@adelaide.edu.au](mailto:helen.holmes@adelaide.edu.au)

### Function and Responsibilities

The Human Resources and Finance Team will provide administrative assistance and processing for all human resource and finance matters at all School locations for all School members. The Team will strive for timely and efficient support that assists all areas of the School achieve quality, effectiveness and productivity in Learning, Teaching and Research.

- The Team will provide guidance and direction on human resource matters and ensure the dissemination of human resource information. The Team will maintain all human resource records and provide appropriate reports.
- The Team will provide all finance processing support and maintain appropriate finance records. The Team will provide appropriate finance advice to staff and students, liaising with the University's Finance Branch where necessary.

### Initial Email contacts

All email enquiries to the Human Resources and Finance Team should be directed in the first instance to one of the following addresses.

### General Finance enquiries

[sprh.finance@adelaide.edu.au](mailto:sprh.finance@adelaide.edu.au)

### Purchase orders / Reimbursements / Payments

[sprh.purchasing@adelaide.edu.au](mailto:sprh.purchasing@adelaide.edu.au)

### General Human Resources enquiries

[sprh.hr@adelaide.edu.au](mailto:sprh.hr@adelaide.edu.au)



## Learning, Teaching and Research Team

Photographs from Top Left:

*Team Leader:* Pat Grant  
 Level 3, Medical School South 8303 5195  
[patricia.grant@adelaide.edu.au](mailto:patricia.grant@adelaide.edu.au)

Simon Kalucy  
 Level 3, Medical School South 8313 0633  
[simon.kalucy@adelaide.edu.au](mailto:simon.kalucy@adelaide.edu.au)

Casey Campleman  
 Level 3, Medical School South 8313 0635  
[casey.campleman@adelaide.edu.au](mailto:casey.campleman@adelaide.edu.au)

Jacki Smith  
 QV Building, WCH 8161 7619  
[jacki.smith@adelaide.edu.au](mailto:jacki.smith@adelaide.edu.au)

Juanita Carter  
 Reiger Building, WCH 8161 6346  
[juanita.carter@adelaide.edu.au](mailto:juanita.carter@adelaide.edu.au)

Rosalie Eames  
 Lyell McEwin Hospital 8182 9306  
[rosalie.eames@adelaide.edu.au](mailto:rosalie.eames@adelaide.edu.au)

Kay Pender  
 Level 6, Medical School North 8303 5100  
[kay.pender@adelaide.edu.au](mailto:kay.pender@adelaide.edu.au)

## Function and Responsibilities

The Learning, Teaching & Research Team will strive for timely and efficient support that assists all areas of the School achieve quality, effectiveness and productivity in Learning, Teaching and Research.

- The Learning, Teaching & Research team will work closely with and provide administrative support to the Learning and Teaching, the Research Education and the Research Committees.
- The Learning, Teaching & Research team will provide full administrative assistance and record keeping for all Learning and Teaching and Research Education student matters. The Learning, Teaching & Research team will maintain all School and Discipline research records and provide all general research administration to the School.

## Initial Email contacts

All email enquiries to the Learning, Teaching and Research Team should be directed in the first instance to one of the following addresses.

### General Learning and Teaching

[sprh.l\\_and\\_t@adelaide.edu.au](mailto:sprh.l_and_t@adelaide.edu.au)

### General Research Education

[sprh.resedu@adelaide.edu.au](mailto:sprh.resedu@adelaide.edu.au)

### General Research

[sprh.res@adelaide.edu.au](mailto:sprh.res@adelaide.edu.au)

# School of Paediatrics and Reproductive Health Faculty of Health Sciences

---

## Support Teams Quick Reference

### Administration and OH&S Team

<i>Team Leader:</i> Frank Carbone	8303 4524
Karen Hannah	8303 8163
Val Kuliwaba	8303 5100
Jacki Smith	8161 7619
Mary Paleologos	8161 8428
Dorothy Galuszka	8161 7452
Rosalie Eames	8182 9306

#### **General Admin enquiries**

[sprh.admin@adelaide.edu.au](mailto:sprh.admin@adelaide.edu.au)

#### **General OH&S enquiries**

[sprh.ohs@adelaide.edu.au](mailto:sprh.ohs@adelaide.edu.au)

### Human Resources and Finance Team

<i>Team Leader:</i> David Bates	8303 5099 and 8161 7304 WCH
Kelly Holloway	8303 8171
Helen Holmes	8303 8385

#### **General Finance enquiries**

[sprh.finance@adelaide.edu.au](mailto:sprh.finance@adelaide.edu.au)

#### **Purchase orders / Reimbursements / Payments**

[sprh.purchasing@adelaide.edu.au](mailto:sprh.purchasing@adelaide.edu.au)

#### **General Human Resources enquiries**

[sprh.hr@adelaide.edu.au](mailto:sprh.hr@adelaide.edu.au)

### Learning, Teaching and Research Team

<i>Team Leader:</i> Pat Grant	8303 5195
Simon Kalucy	8313 0633
Casey Campleman	8313 0635
Jacki Smith	8161 7619
Juanita Carter	8161 6346
Rosalie Eames	8182 9306
Kay Pender	8303 5100

#### **General Learning and Teaching**

[sprh.l and t@adelaide.edu.au](mailto:sprh.l and t@adelaide.edu.au)

#### **General Research Education**

[sprh.resedu@adelaide.edu.au](mailto:sprh.resedu@adelaide.edu.au)

#### **General Research**

[sprh.res@adelaide.edu.au](mailto:sprh.res@adelaide.edu.au)