

# College Support teams

## Contact Information

*Updated 27/03/18*



## Head of College Services

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# BUSINESS, GOVERNMENT & LAW COLLEGE SUPPORT TEAM

## Student & Teaching Support

### Education Resources Services

- Timetabling
- Class management
- Engagement of casual academic staff
- Input to resource modelling, load planning

[BGLEnquiries@flinders.edu.au](mailto:BGLEnquiries@flinders.edu.au)  
+61 8 8201 3300

### Educational Quality

- Course and topic development
- Course reviews
- Internal and external accreditation

[educational.quality@flinders.edu.au](mailto:educational.quality@flinders.edu.au)

### Enrolments & Student Progress Services

- Enrolment, credit & course planning advice
- Student progress
- Assessment, exams & results entry support
- Prizes and awards, completions

[BGLEnquiries@flinders.edu.au](mailto:BGLEnquiries@flinders.edu.au)  
+61 8 8201 3300

### eLearning Design Services

- eLearning design
- FLO support

[bgl.elearning@flinders.edu.au](mailto:bgl.elearning@flinders.edu.au)  
+61 8 8201 5361

### Student & Teaching Support

- Topic administration
- Basic FLO support
- Student records
- Customer service – general student and teaching enquiries

[BGLEnquiries@flinders.edu.au](mailto:BGLEnquiries@flinders.edu.au)  
+61 8 8201 3300

### Work Integrated Learning Support

- WIL / Placements sourcing, matching and student support

[BGLEnquiries@flinders.edu.au](mailto:BGLEnquiries@flinders.edu.au)  
+61 8 8201 3300

### Domestic Student Recruitment

- Education pathways
- Recruitment business opportunities
- Admissions

[success@flinders.edu.au](mailto:success@flinders.edu.au)

### Int. Recruitment & Engagement

- Int. recruitment & engagement strategy
- Int. curriculum design
- Student mobility programs

[BGLEnquiries@flinders.edu.au](mailto:BGLEnquiries@flinders.edu.au)  
+61 8 8201 3300

## Research Support

### Research Development & Support Services

- Research opportunity development
- Funding application support
- Publication support
- Institute Management / Support

[research.grants@flinders.com.au](mailto:research.grants@flinders.com.au)  
[research.data@flinders.edu.au](mailto:research.data@flinders.edu.au)

### Ethics

- Research conduct
- Legislation compliance
- Risk & safety assessment of research projects

Human Ethics -

[human.researchethics@flinders.edu.au](mailto:human.researchethics@flinders.edu.au)

Biosafety -

[ibcadmin@flinders.edu.au](mailto:ibcadmin@flinders.edu.au)

Animal Welfare -

[animal.welfare@flinders.edu.au](mailto:animal.welfare@flinders.edu.au)

### Higher Degree Research Support

- Admission support
- Progression support
- Examination and complaint management

[HDR.Admissions@flinders.edu.au](mailto:HDR.Admissions@flinders.edu.au)  
[HDR.Progression@flinders.edu.au](mailto:HDR.Progression@flinders.edu.au)  
[HDR.exams@flinders.edu.au](mailto:HDR.exams@flinders.edu.au)

## Business & Operations Support

### Finance & Procurement Services

- Budgeting & Forecasting
- Accounts Payable / Receivable
- Procurement
- Travel

[CBGL.finance@flinders.edu.au](mailto:CBGL.finance@flinders.edu.au)

### Property, Facilities & Development

- Space & Facilities Planning
- Maintenance & caretaking
- Security & access

[BGLEnquiries@flinders.edu.au](mailto:BGLEnquiries@flinders.edu.au)  
+61 8 8201 3300

### People & Culture

- Recruitment & Employment
- Performance Management
- Professional Development

[P&C-CBGL@flinders.edu.au](mailto:P&C-CBGL@flinders.edu.au)

### Work Health & Safety

- Incident investigation
- Workplace inspections
- Risk assessments
- WHS inductions and specialised training

[whs@flinders.edu.au](mailto:whs@flinders.edu.au)  
+61 8 8201 3024

### Operations Support

- Leadership support
- Correspondence development
- Email/Diary Management

[BGLEnquiries@flinders.edu.au](mailto:BGLEnquiries@flinders.edu.au)  
+61 8 8201 3300

### Library Services

- Literature review support
- Digital literacy support
- Literacy learning programs

[library@flinders.edu.au](mailto:library@flinders.edu.au)

### Legal & Contract services

- Contract management
- Risk & compliance
- Insurance
- Legal Advice

[cbgl.contracts@flinders.edu.au](mailto:cbgl.contracts@flinders.edu.au)  
[riskandinsurance@flinders.edu.au](mailto:riskandinsurance@flinders.edu.au)  
[legal@flinders.edu.au](mailto:legal@flinders.edu.au)

### Information & Digital Services

- Technology planning
- Audio Visual Support
- Software support
- Hardware support

[ids@flinders.edu.au](mailto:ids@flinders.edu.au)

### Comms, Marketing & Engagement

- College marketing strategy
- College communications
- Event planning management

[BGLEnquiries@flinders.edu.au](mailto:BGLEnquiries@flinders.edu.au)  
+61 8 8201 3300



## Head of College Services

Sardi Calver

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# EDUCATION, PSYCHOLOGY & SOCIAL WORK COLLEGE SUPPORT TEAM

## Student & Teaching Support

### Education Resources Services

- Timetabling
- Class management
- Engagement of casual academic staff
- Input to resource modelling, load planning

[EPSWEnquiries@flinders.edu.au](mailto:EPSWEnquiries@flinders.edu.au)  
+61 8 8201 7800

### Enrolments & Student Progress Services

- Enrolment, credit & course planning advice
- Student progress
- Assessment, exams & results entry support
- Prizes and awards, completions

[EPSWEnquiries@flinders.edu.au](mailto:EPSWEnquiries@flinders.edu.au)  
+61 8 8201 7800

### Student & Teaching Support

- Topic administration
- Basic FLO support
- Student records
- Customer service – general student and teaching enquiries

[EPSWEnquiries@flinders.edu.au](mailto:EPSWEnquiries@flinders.edu.au)  
+61 8 8201 7800

### Domestic Student Recruitment

- Education pathways
- Recruitment business opportunities
- Admissions

[success@flinders.edu.au](mailto:success@flinders.edu.au)

### Educational Quality

- Course and topic development
- Course reviews
- Internal and external accreditation

[educational.quality@flinders.edu.au](mailto:educational.quality@flinders.edu.au)

### eLearning Design Services

- eLearning design
- FLO support

[epsw.elearning@flinders.edu.au](mailto:epsw.elearning@flinders.edu.au)  
+61 8 8201 5170

### Work Integrated Learning Support

- WIL / Placements sourcing, matching and student support

[EPSWEnquiries@flinders.edu.au](mailto:EPSWEnquiries@flinders.edu.au)  
+61 8 8201 7800

### Int. Recruitment & Engagement

- Int. recruitment & engagement strategy
- Int. curriculum design
- Student mobility programs

[EPSWEnquiries@flinders.edu.au](mailto:EPSWEnquiries@flinders.edu.au)  
+61 8 8201 7800

## Business & Operations Support

### Finance & Procurement Services

- Budgeting & Forecasting
- Accounts Payable / Receivable
- Procurement
- Travel

[CEPSW.finance@flinders.edu.au](mailto:CEPSW.finance@flinders.edu.au)

### Property, Facilities & Development

- Space & Facilities Planning
- Maintenance & caretaking
- Security & access

[cepsw.operations@flinders.edu.au](mailto:cepsw.operations@flinders.edu.au)  
+61 8 8201 7800

### People & Culture

- Recruitment & Employment
- Performance Management
- Professional Development

[P&C-CEPSW@flinders.edu.au](mailto:P&C-CEPSW@flinders.edu.au)

### Work Health & Safety

- Incident investigation
- Workplace inspections
- Risk assessments
- WHS inductions and specialised training

[whs@flinders.edu.au](mailto:whs@flinders.edu.au)  
+61 8 8201 3024

### Operations Support

- Leadership support
- Correspondence development
- Email/Diary Management

[cepsw.operations@flinders.edu.au](mailto:cepsw.operations@flinders.edu.au)  
+61 8 8201 7800

### Library Services

- Literature review support
- Digital literacy support
- Literacy learning programs

[library@flinders.edu.au](mailto:library@flinders.edu.au)

### Legal & Contract services

- Contract management
- Risk & compliance
- Insurance
- Legal Advice

[cepsw.contracts@flinders.edu.au](mailto:cepsw.contracts@flinders.edu.au)  
[riskandinsurance@flinders.edu.au](mailto:riskandinsurance@flinders.edu.au)  
[legal@flinders.edu.au](mailto:legal@flinders.edu.au)

### Information & Digital Services

- Technology planning
- Audio Visual Support
- Software support
- Hardware support

[ids@flinders.edu.au](mailto:ids@flinders.edu.au)

### Comms, Marketing & Engagement

- College marketing strategy
- College communications
- Event planning management

[EPSWEnquiries@flinders.edu.au](mailto:EPSWEnquiries@flinders.edu.au)  
+61 8 8201 7800

## Research Support

### Research Development & Support Services

- Research opportunity development
- Funding application support
- Publication support
- Institute Management / Support

[research.grants@flinders.com.au](mailto:research.grants@flinders.com.au)  
[research.data@flinders.edu.au](mailto:research.data@flinders.edu.au)

### Ethics

- Research conduct
- Legislation compliance
- Risk & safety assessment of research projects

Human Ethics -  
[human.researchethics@flinders.edu.au](mailto:human.researchethics@flinders.edu.au)  
Biosafety -  
[ibcadmin@flinders.edu.au](mailto:ibcadmin@flinders.edu.au)  
Animal Welfare -  
[animal.welfare@flinders.edu.au](mailto:animal.welfare@flinders.edu.au)

### Higher Degree Research Support

- Admission support
- Progression support
- Examination and complaint management

[HDR.Admissions@flinders.edu.au](mailto:HDR.Admissions@flinders.edu.au)  
[HDR.Progression@flinders.edu.au](mailto:HDR.Progression@flinders.edu.au)  
[HDR.exams@flinders.edu.au](mailto:HDR.exams@flinders.edu.au)

### Lab & Tech Services Team

- Laboratory management
- Specialist equipment mgmt
- Set up of lab based classes

[EPSWEnquiries@flinders.edu.au](mailto:EPSWEnquiries@flinders.edu.au)  
+61 8 8201 7800



## Head of College Services

Simon MacDonald

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# HUMANITIES, ARTS & SOCIAL SCIENCES COLLEGE SUPPORT TEAM

## Student & Teaching Support

### Education Resources Services

- Timetabling
- Class management
- Engagement of casual academic staff
- Input to resource modelling, load planning

[HASSEnquiries@flinders.edu.au](mailto:HASSEnquiries@flinders.edu.au)  
+61 8 8201 7900  
[hasscats@flinders.edu.au](mailto:hasscats@flinders.edu.au)  
+61 8 8201 13625

### Educational Quality

- Course and topic development
- Course reviews
- Internal and external accreditation

[educational.quality@flinders.edu.au](mailto:educational.quality@flinders.edu.au)

### Enrolments & Student Progress Services

- Enrolment, credit & course planning advice
- Student progress
- Assessment, exams & results entry support
- Prizes and awards, completions

[HASSEnquiries@flinders.edu.au](mailto:HASSEnquiries@flinders.edu.au)  
+61 8 8201 7900

### eLearning Design Services

- eLearning design
- FLO support

[hass.elearning@flinders.edu.au](mailto:hass.elearning@flinders.edu.au)  
+61 8 8201 5557

### Student & Teaching Support

- Topic administration
- Basic FLO support
- Student records
- Customer service – general student and teaching enquiries

[HASSEnquiries@flinders.edu.au](mailto:HASSEnquiries@flinders.edu.au)  
+61 8 8201 7900

### Work Integrated Learning Support

- WIL / Placements sourcing, matching and student support

[hass.placements@flinders.edu.au](mailto:hass.placements@flinders.edu.au)

### Domestic Student Recruitment

- Education pathways
- Recruitment business opportunities
- Admissions

[success@flinders.edu.au](mailto:success@flinders.edu.au)

### Int. Recruitment & Engagement

- Int. recruitment & engagement strategy
- Int. curriculum design
- Student mobility programs

[HASSEnquiries@flinders.edu.au](mailto:HASSEnquiries@flinders.edu.au)  
+61 8 8201 7900

## Research Support

### Research Development & Support Services

- Research opportunity development
- Funding application support
- Publication support
- Institute Management / Support

[research.grants@flinders.com.au](mailto:research.grants@flinders.com.au)  
[research.data@flinders.edu.au](mailto:research.data@flinders.edu.au)

### Ethics

- Research conduct
- Legislation compliance
- Risk & safety assessment of research projects

Human Ethics -  
[human.researchethics@flinders.edu.au](mailto:human.researchethics@flinders.edu.au)  
Biosafety -  
[ibcadmin@flinders.edu.au](mailto:ibcadmin@flinders.edu.au)  
Animal Welfare -  
[animal.welfare@flinders.edu.au](mailto:animal.welfare@flinders.edu.au)

### Higher Degree Research Support

- Admission support
- Progression support
- Examination and complaint management

[HDR.Admissions@flinders.edu.au](mailto:HDR.Admissions@flinders.edu.au)  
[HDR.Progression@flinders.edu.au](mailto:HDR.Progression@flinders.edu.au)  
[HDR.exams@flinders.edu.au](mailto:HDR.exams@flinders.edu.au)

### Lab & Tech Services Team

- Laboratory management
- Specialist equipment mgmt
- Set up of lab based classes

[HASSEnquiries@flinders.edu.au](mailto:HASSEnquiries@flinders.edu.au)  
+61 8 8201 7900

## Business & Operations Support

### Finance & Procurement Services

- Budgeting & Forecasting
- Accounts Payable / Receivable
- Procurement
- Travel

[chass.finance@flinders.edu.au](mailto:chass.finance@flinders.edu.au)  
+61 8 8201 3220

### Property, Facilities & Development

- Space & Facilities Planning
- Maintenance & caretaking
- Security & access

[HASSEnquiries@flinders.edu.au](mailto:HASSEnquiries@flinders.edu.au)  
+61 8 8201 7900

### People & Culture

- Recruitment & Employment
- Performance Management
- Professional Development

[chass.pc@flinders.edu.au](mailto:chass.pc@flinders.edu.au)  
+61 8 8201 3380

### Work Health & Safety

- Incident investigation
- Workplace inspections
- Risk assessments
- WHS inductions and specialised training

[chass.whs@flinders.edu.au](mailto:chass.whs@flinders.edu.au)  
+61 8 8201 5533

### Operations Support

- Leadership support
- Correspondence development
- Email/Diary Management

[chass.operations@flinders.edu.au](mailto:chass.operations@flinders.edu.au)  
+61 8 8201 7900

### Library Services

- Literature review support
- Digital literacy support
- Literacy learning programs

[library@flinders.edu.au](mailto:library@flinders.edu.au)

### Legal & Contract services

- Contract management
- Risk & compliance
- Insurance
- Legal Advice

[chass.contracts@flinders.edu.au](mailto:chass.contracts@flinders.edu.au)  
[riskandinsurance@flinders.edu.au](mailto:riskandinsurance@flinders.edu.au)  
[legal@flinders.edu.au](mailto:legal@flinders.edu.au)

### Information & Digital Services

- Technology planning
- Audio Visual Support
- Software support
- Hardware support

[ids@flinders.edu.au](mailto:ids@flinders.edu.au)

### Comms, Marketing & Engagement

- College marketing strategy
- College communications
- Event planning management

[HASSEnquiries@flinders.edu.au](mailto:HASSEnquiries@flinders.edu.au)  
+61 8 8201 7900



## Head of College Services

Ian Smith

+61 8 7221 5477

[ian.smith@flinders.edu.au](mailto:ian.smith@flinders.edu.au)

# MEDICINE & PUBLIC HEALTH COLLEGE SUPPORT TEAM

## Student & Teaching Support

### Education Resources Services

- Timetabling
- Class management
- Engagement of casual academic staff
- Input to resource modelling, load planning

[MPHEnquiries@flinders.edu.au](mailto:MPHEnquiries@flinders.edu.au)  
+61 8 7221 8200

### Educational Quality

- Course and topic development
- Course reviews
- Internal and external accreditation

[educational.quality@flinders.edu.au](mailto:educational.quality@flinders.edu.au)

### Enrolments & Student Progress Services

- Enrolment, credit & course planning advice
- Student progress
- Assessment, exams & results entry support
- Prizes and awards, completions

[MPHEnquiries@flinders.edu.au](mailto:MPHEnquiries@flinders.edu.au)  
+61 8 7221 8200

### eLearning Design Services

- eLearning design
- FLO support

[mph.elearning@flinders.edu.au](mailto:mph.elearning@flinders.edu.au)  
+61 8 7221 8575

### Student & Teaching Support

- Topic administration
- Basic FLO support
- Student records
- Customer service – general student and teaching enquiries

[MPHEnquiries@flinders.edu.au](mailto:MPHEnquiries@flinders.edu.au)  
+61 8 7221 8200

### Work Integrated Learning Support

- WIL / Placements sourcing, matching and student support

[MPHEnquiries@flinders.edu.au](mailto:MPHEnquiries@flinders.edu.au)  
+61 8 7221 8200

### Domestic Student Recruitment

- Education pathways
- Recruitment business opportunities
- Admissions

[success@flinders.edu.au](mailto:success@flinders.edu.au)

### Int. Recruitment & Engagement

- Int. recruitment & engagement strategy
- Int. curriculum design
- Student mobility programs

[MPHEnquiries@flinders.edu.au](mailto:MPHEnquiries@flinders.edu.au)  
+61 8 7221 8200

## Research Support

### Research Development & Support Services

- Research opportunity development
- Funding application support
- Publication support
- Institute Management / Support

[research.grants@flinders.com.au](mailto:research.grants@flinders.com.au)  
[research.data@flinders.edu.au](mailto:research.data@flinders.edu.au)

### Ethics

- Research conduct
- Legislation compliance
- Risk & safety assessment of research projects

Human Ethics -

[human.researchethics@flinders.edu.au](mailto:human.researchethics@flinders.edu.au)

Biosafety -

[ibcadmin@flinders.edu.au](mailto:ibcadmin@flinders.edu.au)

Animal Welfare -

[animal.welfare@flinders.edu.au](mailto:animal.welfare@flinders.edu.au)

### Higher Degree Research Support

- Admission support
- Progression support
- Examination and complaint management

[HDR.Admissions@flinders.edu.au](mailto:HDR.Admissions@flinders.edu.au)  
[HDR.Progression@flinders.edu.au](mailto:HDR.Progression@flinders.edu.au)  
[HDR.exams@flinders.edu.au](mailto:HDR.exams@flinders.edu.au)

### Lab & Tech Services Team

- Laboratory management
- Specialist equipment mgmt
- Set up of lab based classes

[MPHEnquiries@flinders.edu.au](mailto:MPHEnquiries@flinders.edu.au)  
+61 8 7221 8200

## Business & Operations Support

### Finance & Procurement Services

- Budgeting & Forecasting
- Accounts Payable / Receivable
- Procurement
- Travel

[CMAPH.finance@flinders.edu.au](mailto:CMAPH.finance@flinders.edu.au)

### Property, Facilities & Development

- Space & Facilities Planning
- Maintenance & caretaking
- Security & access

[MPHEnquiries@flinders.edu.au](mailto:MPHEnquiries@flinders.edu.au)  
+61 8 7221 8200

### People & Culture

- Recruitment & Employment
- Performance Management
- Professional Development

[P&C-CMPH@flinders.edu.au](mailto:P&C-CMPH@flinders.edu.au)

### Work Health & Safety

- Incident investigation
- Workplace inspections
- Risk assessments
- WHS inductions and specialised training

[whs@flinders.edu.au](mailto:whs@flinders.edu.au)  
+61 8 8201 3024

### Operations Support

- Leadership support
- Correspondence development
- Email/Diary Management

[MPHEnquiries@flinders.edu.au](mailto:MPHEnquiries@flinders.edu.au)  
+61 8 7221 8200

### Library Services

- Literature review support
- Digital literacy support
- Literacy learning programs

[library@flinders.edu.au](mailto:library@flinders.edu.au)

### Legal & Contract services

- Contract management
- Risk & compliance
- Insurance
- Legal Advice

[cmph.contracts@flinders.edu.au](mailto:cmph.contracts@flinders.edu.au)  
[riskandinsurance@flinders.edu.au](mailto:riskandinsurance@flinders.edu.au)  
[legal@flinders.edu.au](mailto:legal@flinders.edu.au)

### Information & Digital Services

- Technology planning
- Audio Visual Support
- Software support
- Hardware support

[ids@flinders.edu.au](mailto:ids@flinders.edu.au)

### Comms, Marketing & Engagement

- College marketing strategy
- College communications
- Event planning management

[MPHEnquiries@flinders.edu.au](mailto:MPHEnquiries@flinders.edu.au)  
+61 8 7221 8200

### Clinician Support

- Liaison support
- Email/Diary Management

[MPHEnquiries@flinders.edu.au](mailto:MPHEnquiries@flinders.edu.au)  
+61 8 7221 8200





## Head of College Services

Taicea Agnew

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# NURSING & HEALTH SCIENCES COLLEGE SUPPORT TEAM

## Student & Teaching Support

### Education Resources Services

- Timetabling
- Class management
- Engagement of casual academic staff
- Input to resource modelling, load planning

[NHSEnquiries@flinders.edu.au](mailto:NHSEnquiries@flinders.edu.au)  
+61 8 8201 7500

### Educational Quality

- Course and topic development
- Course reviews
- Internal and external accreditation

[educational.quality@flinders.edu.au](mailto:educational.quality@flinders.edu.au)

### Enrolments & Student Progress Services

- Enrolment, credit & course planning advice
- Student progress
- Assessment, exams & results entry support
- Prizes and awards, completions

[NHSEnquiries@flinders.edu.au](mailto:NHSEnquiries@flinders.edu.au)  
+61 8 8201 7500

### eLearning Design Services

- eLearning design
- FLO support

[NHS.elearning@flinders.edu.au](mailto:NHS.elearning@flinders.edu.au)  
Call us: 19991

### Student & Teaching Support

- Topic administration
- Basic FLO support
- Student records
- Customer service – general student and teaching enquiries

[NHSEnquiries@flinders.edu.au](mailto:NHSEnquiries@flinders.edu.au)  
+61 8 8201 7500

### Work Integrated Learning Support

- WIL / Placements sourcing, matching and student support

[CoNHSplacements@flinders.edu.au](mailto:CoNHSplacements@flinders.edu.au)  
+61 8 8201 7500

### Domestic Student Recruitment

- Education pathways
- Recruitment business opportunities
- Admissions

[success@flinders.edu.au](mailto:success@flinders.edu.au)

### Int. Recruitment & Engagement

- Int. recruitment & engagement strategy
- Int. curriculum design
- Student mobility programs

[NHSEnquiries@flinders.edu.au](mailto:NHSEnquiries@flinders.edu.au)  
+61 8 8201 7500

## Research Support

### Research Development & Support Services

- Research opportunity development
- Funding application support
- Publication support
- Institute Management / Support

[nhs.research@flinders.edu.au](mailto:nhs.research@flinders.edu.au)

### Ethics

- Research conduct
- Legislation compliance
- Risk & safety assessment of research projects

Human Ethics -  
[human.researchethics@flinders.edu.au](mailto:human.researchethics@flinders.edu.au)  
Biosafety -  
[ibcadmin@flinders.edu.au](mailto:ibcadmin@flinders.edu.au)  
Animal Welfare -  
[animal.welfare@flinders.edu.au](mailto:animal.welfare@flinders.edu.au)

### Higher Degree Research Support

- Admission support
- Progression support
- Examination and complaint management

[HDR.Admissions@flinders.edu.au](mailto:HDR.Admissions@flinders.edu.au)  
[HDR.Progression@flinders.edu.au](mailto:HDR.Progression@flinders.edu.au)  
[HDR.exams@flinders.edu.au](mailto:HDR.exams@flinders.edu.au)

### Lab & Tech Services Team

- Laboratory management
- Specialist equipment mgmt
- Set up of lab based classes

[NHSEnquiries@flinders.edu.au](mailto:NHSEnquiries@flinders.edu.au)  
+61 8 8201 7500

## Business & Operations Support

### Finance & Procurement Services

- Budgeting & Forecasting
- Accounts Payable / Receivable
- Procurement
- Travel

[NHS.finance@flinders.edu.au](mailto:NHS.finance@flinders.edu.au)

### Property, Facilities & Development

- Space & Facilities Planning
- Maintenance & caretaking
- Security & access

### People & Culture

- Recruitment & Employment
- Performance Management
- Professional Development

[P&C-CNHS@flinders.edu.au](mailto:P&C-CNHS@flinders.edu.au)

### Work Health & Safety

- Incident investigation
- Workplace inspections
- Risk assessments
- WHS inductions and specialised training

[whs@flinders.edu.au](mailto:whs@flinders.edu.au)  
+61 8 8201 3024

### Operations Support

- Leadership support
- Correspondence development
- Email/Diary Management

[CoNHSexecsupport@flinders.edu.au](mailto:CoNHSexecsupport@flinders.edu.au)  
+61 8 8201 7500

### Library Services

- Literature review support
- Digital literacy support
- Literacy learning programs

[library@flinders.edu.au](mailto:library@flinders.edu.au)

### Legal & Contract services

- Contract management
- Risk & compliance
- Insurance
- Legal Advice

[cnhs.contracts@flinders.edu.au](mailto:cnhs.contracts@flinders.edu.au)  
[riskandinsurance@flinders.edu.au](mailto:riskandinsurance@flinders.edu.au)  
[legal@flinders.edu.au](mailto:legal@flinders.edu.au)

### Information & Digital Services

- Technology planning
- Audio Visual Support
- Software support
- Hardware support

[ids@flinders.edu.au](mailto:ids@flinders.edu.au)

### Comms, Marketing & Engagement

- College marketing strategy
- College communications
- Event planning management

[NHSEnquiries@flinders.edu.au](mailto:NHSEnquiries@flinders.edu.au)  
+61 8 8201 7500



## Head of College Services

Sarah Tilley

+61 8 8201 2995

[sarah.tilley@flinders.edu.au](mailto:sarah.tilley@flinders.edu.au)

# SCIENCE & ENGINEERING COLLEGE SUPPORT TEAM

## Student & Teaching Support

### Education Resources Services

- Timetabling
- Class management
- Engagement of casual academic staff
- Input to resource modelling, load planning

[SEEnquiries@flinders.edu.au](mailto:SEEnquiries@flinders.edu.au)  
+ 61 8 8201 7700

### Enrolments & Student Progress Services

- Enrolment, credit & course planning advice
- Student progress
- Assessment, exams & results entry support
- Prizes and awards, completions

[SEEnquiries@flinders.edu.au](mailto:SEEnquiries@flinders.edu.au)  
+ 61 8 8201 7700

### Student & Teaching Support

- Topic administration
- Basic FLO support
- Student records
- Customer service – general student and teaching enquiries

[SEEnquiries@flinders.edu.au](mailto:SEEnquiries@flinders.edu.au)  
+ 61 8 8201 7700

### Domestic Student Recruitment

- Education pathways
- Recruitment business opportunities
- Admissions
- STEM Outreach

[success@flinders.edu.au](mailto:success@flinders.edu.au)

### Educational Quality

- Course and topic development
- Course reviews
- Internal and external accreditation

[educational.quality@flinders.edu.au](mailto:educational.quality@flinders.edu.au)

### eLearning Design Services

- eLearning design
- FLO support

[scieng.elearning@flinders.edu.au](mailto:scieng.elearning@flinders.edu.au)  
+ 61 8 8201 7948

### Work Integrated Learning Support

- WIL / Placements sourcing, matching and student support

[CSE.placements@flinders.edu.au](mailto:CSE.placements@flinders.edu.au)

### Int. Recruitment & Engagement

- Int. recruitment & engagement strategy
- Int. curriculum design
- Student mobility programs

[SEEnquiries@flinders.edu.au](mailto:SEEnquiries@flinders.edu.au)  
+ 61 8 8201 7700

## Business & Operations Support

### Finance & Procurement Services

- Budgeting & Forecasting
- Accounts Payable / Receivable
- Procurement
- Travel

[CSE.finance@flinders.edu.au](mailto:CSE.finance@flinders.edu.au)  
[CSE.store@flinders.edu.au](mailto:CSE.store@flinders.edu.au)

### Property, Facilities & Development

- Space & Facilities Planning
- Maintenance & caretaking
- Security & access

[SEEnquiries@flinders.edu.au](mailto:SEEnquiries@flinders.edu.au)  
+ 61 8 8201 7700

### People & Culture

- Recruitment & Employment
- Performance Management
- Professional Development

[CSE.P&C@flinders.edu.au](mailto:CSE.P&C@flinders.edu.au)

### Work Health & Safety

- Incident investigation
- Workplace inspections
- Risk assessments
- WHS inductions and specialised training

[whs@flinders.edu.au](mailto:whs@flinders.edu.au)  
+61 8 8201 3024

### Operations Support

- Leadership support
- Correspondence development
- Email/Diary Management

[CSE.operations@flinders.edu.au](mailto:CSE.operations@flinders.edu.au)

### Library Services

- Literature review support
- Digital literacy support
- Literacy learning programs

[library@flinders.edu.au](mailto:library@flinders.edu.au)

### Legal & Contract services

- Contract management
- Risk & compliance
- Insurance
- Legal Advice

[cse.contracts@flinders.edu.au](mailto:cse.contracts@flinders.edu.au)  
[riskandinsurance@flinders.edu.au](mailto:riskandinsurance@flinders.edu.au)  
[legal@flinders.edu.au](mailto:legal@flinders.edu.au)

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[ids@flinders.edu.au](mailto:ids@flinders.edu.au)

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- Event planning management

[SEEnquiries@flinders.edu.au](mailto:SEEnquiries@flinders.edu.au)  
+ 61 8 8201 7700

## Research Support

### Research Development & Support Services

- Research opportunity development
- Funding application support
- Publication support
- Institute Management / Support

[research.grants@flinders.com.au](mailto:research.grants@flinders.com.au)  
[research.data@flinders.edu.au](mailto:research.data@flinders.edu.au)

### Ethics

- Research conduct
- Legislation compliance
- Risk & safety assessment of research projects

Human Ethics -  
[human.researchethics@flinders.edu.au](mailto:human.researchethics@flinders.edu.au)  
Biosafety -  
[ibcadmin@flinders.edu.au](mailto:ibcadmin@flinders.edu.au)  
Animal Welfare -  
[animal.welfare@flinders.edu.au](mailto:animal.welfare@flinders.edu.au)

### Higher Degree Research Support

- Admission support
- Progression support
- Examination and complaint management

[HDR.Admissions@flinders.edu.au](mailto:HDR.Admissions@flinders.edu.au)  
[HDR.Progression@flinders.edu.au](mailto:HDR.Progression@flinders.edu.au)  
[HDR.exams@flinders.edu.au](mailto:HDR.exams@flinders.edu.au)

### Lab & Tech Services Team

- Laboratory management
- Specialist equipment mgmt
- Set up of lab based classes

[CSE.LabandTechServices@flinders.edu.au](mailto:CSE.LabandTechServices@flinders.edu.au)