

Law Faculty Administrative Staff Handbook

Last updated: 26 January 2018

These notes are intended to guide you through your first few days and weeks at the Faculty, and as an on-going reference point for all professional and support staff employed by the Faculty. You will find information that is specific to working in the St Cross Building, and to working in the Law Faculty more generally, and some useful links to the Personnel and other information on the University website.

These notes should be read in conjunction with the University Staff Handbook, either for [Support Staff](#) (grades 1-5) or [Academic-Related staff](#) (grades 6-10)

Introduction

We try to make sure that all new staff have completed their paperwork before their first day of employment. This includes:

- Staff Registration Form (for payroll);
- University Card Form (for University ID card and e-mail account);
- Occupational Health Form;
- Pensions (if opt-out required);
- Contact details and profile page on the Faculty website; and
- Contract of employment.

If you have not been provided with this documentation, or if you have any questions arising from it, please speak with the Faculty Personnel Officer, Emma Gascoigne.

We have an induction checklist that covers matters such as health and safety, building access, etc. Your wider induction into the role will include a number of meetings, normally organised on your behalf, to enable you to meet the key colleagues you will be working with. It will also incorporate any systems training required for your role.

Each position in the Faculty has a brief description that is used to describe your role on the website, and you will be asked for a photograph for the website. (Usually this is taken by Steve Allen.)

Faculty Office Information

The administration of the Faculty is managed by the Head of Administration and Finance, currently Charlotte Vinnicombe.

Below is a list of the staff currently working in the Law Faculty. If you visit our [Support Staff](#) page you will see a bullet-point summary of each employee's duties, and we also now have an [A-Z listing](#) of the functions of the administrative team.

Student Administration Team

Academic Administrator – Paul Burns
Graduate Studies Officer - Geraldine Malloy
Examinations Officer - Grainne de Bhulbh
BCL/MJur Course Administrator – Philip Lloyd
Timetabling and Events Assistant – Daniel Payne
Student Administration Officer (Taught Courses) – Marianne Biese-Williams
Admissions and Access Officer – Katherine Baysan
Baker McKenzie Access Officer – Iulia Mirzac
Senior Course Administrator for the Masters in Law and Finance – Joanna McKenna
Course Administrator for the Masters in Law and Finance – Catherine Chandler
Events, Careers and Alumni Officer for the Masters in Law and Finance – Clare Oxenbury-Palmer
Administrator for the IP Diploma and Centre – Ellen Moilanen
Administration Officer for PIL and IP – Jenny Hassan
LNAT Administrator – Chris Boule
MSc Taxation Course Administrator – Hannah Porter
MSc Taxation Administrative Assistant – Agata Dybisz

Finance Team

Finance Manager – Anne Maxfield
Finance Assistant – Jackie Hall

Research Team

Research Facilitator – Karen Eveleigh
Project Support Officer and Research Administrator – Elizabeth Hodges
BIHR Administrator – Zoe Davis-Heaney
(See also the Centre Administrators below)

Administration Support Team

Executive Assistant to the Dean and Events Officer – Michelle Robb
Personnel Officer - Emma Gascoigne
Communications Manager – Esme Wilks
Project Support Officer and Research Administrator – Elizabeth Hodges

IT Team

Web Officers - Catherine Donaldson and Steve Allen
IT Support and Database Officer - Bento de Sousa

Development Office

Director of Development - Maureen O'Neill
Donor Relations Coordinator – Anthony Evans-Pughe

The Faculty's Centres and Institutes:

Centre for Criminology

Part-time Administrator – Joanna Longhurst
Graduate Studies Officer – Tracy Kaye

Centre for Socio-Legal Studies (in the Manor Road Building)

Administrator – Adina Henson
Administrative Officer and PA to Professor Chris Hodges, CSLS – Katie Hayward

Institute of European and Comparative Law – St Cross Building
Administrator – Jenny Dix

Oxford Centre for Research in Intellectual Property (IP) – St Cross Building
Administrator for the IP Diploma and Centre – Ellen Moilanen
Administration Officer and PA to Prof C Redgwell – Jenny Hassan

Bonavero Institute of Human Rights
Administrator – Zoe Davis-Heaney
Programmes Manager – Annelen Micus

Faculty office core opening hours

Monday – Thursday 8.30 – 5.00
Friday 8.30 – 4.00
Usually with an hour for lunch

There is scope for flexibility in the hours that you work, but these should be discussed and agreed in advance with your Line Manager, and kept as consistent as possible.

If you work part time, please add your regular hours into the signature of your e-mail.

St Cross Building

The St Cross Building is managed by Facilities Management (FM), part of Estates Services. The full postal address of the building is:

St Cross Building, St Cross Road, Oxford, OX1 3UL
Main Reception (also referred to as the Porters' Lodge) telephone number: 01865 271481
E-mail st_cross_building_lodge@admin.ox.ac.uk

FM services are described on their webpage [here](#). Maintenance work, building works and other issues relating specifically to the St Cross Building will be communicated to staff by e-mail via the law-office@law.ox.ac.uk mailing list.

Further information about the building can also be viewed on the Faculty website [here](#).

Maintenance issues should be referred to the Receptionist in the first instance, who will then liaise with the FM Team on our behalf.

Room booking requests should be made to the Timetabling and Events Assistant,

Building Opening hours

The building opens to coincide with the Bodleian Law Library opening hours, which are:

Full Term (Weeks 1-8):

Monday to Friday 9am to 10pm

Saturday and Sunday 10am to 7pm (from end of 0th week to start of 9th week)

Vacation:

Monday to Friday 9am to 7pm

Saturday 10am to 4pm

Sunday closed

August & September:

Monday to Friday 9am to 7pm

Saturday 10am to 1pm

Sunday closed

Other closure periods:

Christmas Eve to New Year's Day inclusive, Good Friday, Easter Monday, August Bank Holiday weekend.

See also <https://www.bodleian.ox.ac.uk/law/about/opening>

Annual Leave

Staff have 38 days of annual leave (and there is provision for additional days of leave for [long service](#)). The leave year starts on 1 October and runs until 30 September. This entitlement includes 8 bank holidays and 5 days over Christmas when the Faculty is closed. The remainder of your entitlement is to be used up at other times throughout the year, in agreement with your Line Manager, notifying Emma Gascoigne of agreed leave. See also the section below on overtime, particularly with reference to working on Bank Holidays.

It is expected that staff will use up their full leave allowance within each leave year. In exceptional circumstances, it is possible to request that some leave is carried over to the next lead year. This will never be more than five days, and you should request this in writing to your Line Manager, together with a plan for when you intend to take the additional leave in the following leave year.

Annual leave will be requested and recorded via www.teamseer.com Please record your agreed leave on this software as this enables all staff to know others' plans for leave.

Overtime, Time Off In Lieu ('TOIL') and Flexible Working

Grades 1-5

The University handbook for support staff (grades 1-5) states that 'Overtime is defined as time which, with the approval of the Line Manager, is worked in excess of the hours specified in the contract of employment'.

Overtime should never be worked without your Line Manager's agreement **in advance** of the work being undertaken (except in very exceptional circumstances). This includes working any Bank Holidays that fall during term time. If you are asked to work overtime or on a Bank Holiday by a Faculty Officer or academic member of staff, you should still seek approval from your Line Manager in advance.

The compensatory arrangements should also be agreed before the overtime is worked (i.e. whether the person will receive payment or take time off in lieu). Occasionally, the Line Manager may need to ask a member of their team to work overtime, which will be agreed with the member of staff as far in advance as possible.

The rate of pay for overtime will be in accordance with the guidance on the Personnel website.

Arrangements for taking TOIL should be made in the same way as for annual leave: the date(s) should be agreed in advance with the Line Manager, and consideration should be given to the member of staff's workload and the impact their leave may have on other staff. Staff should not assume that TOIL may be taken as soon as it is accrued, as all leave needs to be planned and co-ordinated to maintain the smooth-running of the offices.

The St Cross Building stays open on both of the May Bank Holidays, as the library is open and teaching carries on as normal. It is not a requirement that all staff work on these two days, just a 'skeleton' staff to ensure that anything very urgent can be dealt with. All Bank Holiday working should be discussed with your Line Manager in advance, and with sufficient notice you may be asked to work one or more of the Bank Holidays that fall during term time, if there is an operational need for you to do so. (You may work a Bank Holiday by choice, but you will only receive one day's leave in lieu.)

Grades 6-10

The University handbook for academic-related staff (grades 6-10) states that 'should it be necessary for longer hours to be worked, no additional remuneration will be payable'; and these staff are not entitled to claim 'TOIL'. Academic-related staff are contracted to work such hours as are reasonably required to carry out their duties to the satisfaction of their Head of Department, and staff are asked to discuss any variation to their normal working hours with their Line Manager in advance.

The only exception to this is if academic-related staff are requested to work on Bank Holidays, which will be compensated by the equivalent time off in lieu. Academic-related staff may be asked by their Line Manager to work on one or more Bank Holidays during term time if it is essential for operational reasons.

Leave should be co-ordinated with colleagues, i.e. taking account of workload and the impact leave will have on other staff, and agreed in advance with the Line Manager.

Faculty Member information

The Law Faculty comprises many academic staff involved in both teaching and research. However, given the collegiate nature of the University, the majority of these postholders are based in colleges rather than the St Cross Building. For this reason you will find it useful to have access to list of Faculty members and their contact details. Information about academic staff and Faculty members can be found at the following location: <https://www.law.ox.ac.uk/people>.

The University homepage also has a [contact search facility](#) that will allow you to search to telephone numbers and email addresses.

There is a section on the governance of the Faculty on our website [here](#).

Sickness

If you are ill and unable to come to work, please contact the Head of Administration and Finance (or your Line Manager) or the Personnel Officer each day, preferably by telephone on the first day. An e-mail will be sent to the Law Office mailing list to notify staff that you are absent. When you return to work, please notify the Personnel Officer, who will ask you to complete a form to confirm your dates of and reason for absence.

If you are ill for seven continuous days you will need to obtain a medical certificate from your doctor for your personnel record.

The University's guidance will be followed – see section [4.1 Absence Through Sickness](#).

Caring for dependents

If you unexpectedly need to stay at home to look after a dependent, please notify your Line Manager. We understand that this is often needed at short notice and sometimes under difficult circumstances, and we will be as flexible as possible to ensure that you can meet the needs of your dependent(s). The University's guidance will be followed – see section [4.3 Time off to Care for Dependents](#).

Family Leave

The University has new provision for family leave, which now encompasses shared parental leave as well as maternity, adoption and paternity leave, as well as unpaid parental leave. Please see the section on [Family Leave](#) on the Personnel Services web page.

Training

As a member of staff we encourage you to make use of the many opportunities to develop your skills by attending the training courses that are relevant to your role. The Staff Gateway

provides full details of all training available within the University:
http://www.ox.ac.uk/staff/working_at_oxford/training_development/

If you are interested in receiving training that is not provided by the University, please discuss this with your Line Manager. The Faculty will be happy to consider requests for external training, professional qualifications, and in certain circumstances the University makes provision for time off for training and learning.

The Faculty policy on support for staff training is under review.

A full list of benefits available to University is available at the following webpages:
<http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/>

Time off for training: With effect from 6 April 2010, employees who have at least 26 weeks' continuous service with the University have the statutory right to request time off for training. The statutory right states that the purpose of the training should be to improve "the employee's effectiveness in the employer's business" and "the performance of the employer's business". There is no obligation to grant paid time off, or to pay for the costs of any training but employees have the right to have eligible requests considered within set timescales, and to appeal if the application is rejected.

Full details: <http://www.admin.ox.ac.uk/personnel/during/trainingandpdr/time4training/>

Funding: Where Line Managers consider that the training is likely to improve the individual's performance in their post, or improve the performance of the departments or section, departments may consider covering the costs of the training, including allowing the time required to undertake the course as paid time. However under the "time off for training" scheme there is no automatic right to be paid for the time spent training, or for the costs of the training to be covered. In some cases it may be more appropriate to grant unpaid leave or to agree that the time will be made up within an agreed period, and for the individual to fund their own training programme.

The [Staff Learning Scheme](#) offers some support for the costs of training in approved cases.

See also the [Guide to Staff Development](#)

Expenses

Pre-approved expenditure incurred in the course of employment, can be reimbursed through the University's Expenses system. If expenditure is incurred without obtaining prior approval there is no guarantee that this will be granted retrospectively and claimants may be left out of pocket. ***If you incur expenditure that has not been budgeted and without the prior approval of your Line Manager it will not be reimbursed*.**

All expense claims should be submitted on the [University's expenses claim form](#) and must comply with the conditions set out in the [University's Expenses and Benefits Guide](#).

Expense claims should be submitted to Jackie Hall in the faculty offices or your centre administrator. All claim forms relating to Research Support Fund awards should be submitted to Jackie Hall.

Original receipts for all expenditure claimed must be attached to the claim form and an original signature is required on the form. Expense claims should be submitted as soon as possible after the expenditure is incurred, generally within two months. Please ensure that claims are legible and that any mistakes are crossed through and the amendments are initialed (Tippex and similar products must not be used), as central payments will not process them if they are not. Claims must be accompanied by receipts detailing the nature of the expenditure, especially in the case of claims for subsistence or entertaining, where the detailed invoice is required, together with the names of all the people attending, and their home institutions (credit card receipts alone are not sufficient).

Full guidance [here](#).

DSE Self-Assessment

You will be asked to undertake a self-assessment for your work station using the link and guidance [here](#). It is recommended that you do this every 12 months or if you change work station, whichever is sooner. DSE self-assessments are co-ordinated by our Personnel Officer, Emma Gascoigne, who will flag any issues up to a trained DSE assessor. Any requests for special equipment must be made to the Head of Administration and Finance, Charlotte Vinnicombe.

Display Screen Users Eye Sight Testing

Where the optician recommends an employee be provided with eyesight correction specifically for their work with DSE, the law requires that the University meet reasonable costs. This is met from departmental funds. A reasonable contribution is now regarded as up to £75 and this contribution will be kept under review. There is no requirement on the University to contribute where 'normal' glasses, provided for reading, watching TV, or driving, are adequate for DSE use.

A contribution is required if the following statement is ticked on an optician's report:

- Spectacles are required solely for VDU use

A contribution might be required if the following statement is ticked on an optician's report:

- Spectacles are required for general use, incorporating a special prescription for VDU use

This statement refers to multi-focal prescriptions. The use of bifocal or varifocal glasses can sometimes introduce other problems, as a person might make repeated adjustments to their head/neck position or adopt awkward positions in order to look through the appropriate part of the lens. The department should therefore consult the Safety Office whenever this statement is ticked. The Safety Office will liaise, as necessary, with the relevant optician and individual, in order to help them decide on an appropriate solution specific to their work with DSE.

Any other questions or queries should be directed to the Safety Office.

Purchase orders for display screen equipment eyesight tests at the approved opticians (<http://www.admin.ox.ac.uk/safety/dseeyes/>) should be raised by the departmental

administrator or equivalent. The cost of the eyesight test is met from departmental funds. Employees are not entitled to see an ophthalmic practitioner of their choosing for these tests.

Development and Review

Probationary period – you will be invited to an interim meeting half way through your probationary period to discuss your progress to date, and to a final meeting towards the end of your probationary period in order to confirm your appointment. The meetings will be held with your Line Manager, sometimes with two people if appropriate, and they normally take the form of a discussion structured around your job description, your work to date in the job, and agreeing clear objectives for you.

Personal Development Review - all staff participate in the annual Personal Development Review. This will involve an annual meeting with your Line Manager to discuss your progress in your role over the past year (if applicable), your goals and objectives for the coming year, and a general discussion of your work. Further details about the scheme are available [here](#), and you will be sent full notes of guidance in advance of each annual meeting.

Reward and Recognition – this is a scheme to recognise staff contributions to the work of the University and to reward exceptional individual contributions. The work and performance of all staff is reviewed annually by each staff member is reviewed by their Line Manager, and reports are considered by the Faculty’s Personnel Committee. Full details of the scheme are sent to all staff in advance of the review.

Professional Line Management

Background

In the light of the review of administration in the Law Faculty in 2015, the PRC agreed that no-one should have more than 6 or 7 direct reports, that no administrator should report to an academic or Faculty post holder, and that the Head of Administration should restructure and organise the administrative team to reflect these decisions, with the expectation that changes would be incremental and take up to two years to effect in full. Following this and the review of Criminology, the PRC also agreed that the centres should, with the agreement of the centre directors, gradually be restructured so that the ‘core’ expertise (finance, personnel and research support) be provided by the Faculty Offices.

Introduction

‘Professional line management’ is a framework for the administrative and personnel support and development of staff. In some cases it will involve supporting a Faculty Officer in the management of a colleague.

The Head of Administration and Finance remains responsible for the management of the administrative and support team, including the allocation of duties. She is also responsible for ensuring that university policy and guidance, and practices within the Law Faculty, are implemented consistently, fairly and transparently.

Training and information

Training for Line Managers – the Oxford Learning Institute now offers a brand new course for Line Managers called ‘Managing People: Key Processes’. This is an on-line course, available [here](#). See also the courses listed under ‘Leadership and Management’ [here](#).

Information and points of reference – the Personnel Services [website](#) provides a vast amount of policy information, guidance and support; the Personnel A-Z of guidance [here](#) is particularly useful. The Personnel website [Guidance for Managers](#) must be referred to in all cases, though you will find that this includes a lot of information relevant to Personnel Officers and their work with our HR Business Partner, as well as information for first Line Managers.

In case of query, Line Managers should refer staff to the relevant University Staff Handbooks. For academic-related staff (grade 6 and above), see http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_acrel/. For support staff (grade 5 and below) see http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_support/.

Line Managers and staff should also consistently refer to the Law Faculty’s Notes of Guidance for Administrative Staff, on the website here <https://www.law.ox.ac.uk/content/fact-sheet-administrative-staff>

Areas of Responsibility

The following is a non-exhaustive list of the areas of responsibility, expectations and tasks of a professional Line Manager:

(a) 1:1 meetings – 30 minutes to an hour, every couple of weeks or so. The ‘agenda’ for the meetings will be determined by the current and forthcoming activities of the staff involved.

(b) Annual Personal Development Review and 6-monthly interim meetings to assess performance against objectives – these should be conducted in accordance with the University PDR scheme – see <http://www.admin.ox.ac.uk/personnel/daproject/dapdr/>

This scheme has been adapted for use in the Law Faculty and the notes and forms are available from the Head of Administration and Finance. The Personnel Officer will support the timetable and issuing of forms at the relevant time. The PDR report includes a section for objectives and a timetable for meeting them, and it is very useful to take stock of these mid-way through the year.

Your Line Manager will be responsible for conducting your annual PDR, prompted by the Personnel Officer within a faculty-wide agreed timetable. The forms are designed to include input from other colleagues before and after the meeting. In all cases the written report comes to the Head of Administration and Finance at the end of the process.

Your Line Manager will also ensure that you meet half-way through the year to review your progress towards the objectives that were documented at your last PDR meeting, and again, your professional Line Manager will be invited to contribute to this in writing. It will be for you and your Line Manager to agree between you whether or not your professional Line Manager

(where applicable) should be present at the formal meetings. Your Line Manager will write the reports that will be placed on your personnel file, having been signed off by the Head of Administration and Finance.

(c) Annual review for Reward and Recognition – involves reviewing the performance of all staff in your team, and writing recommendations for the Law Faculty Reward and Recognition Panel if applicable. 2014 was the first year of this version of the scheme, which is usually run in early Hilary Term each year. Information and templates are available on the Personnel website – see <http://www.admin.ox.ac.uk/personnel/reward/rewardandrecognitionsscheme/> . However, the scheme has been adapted for use in the Law Faculty and the notes and forms are available from the Head of Administration and Finance. Either the Personnel Officer or the Centre Administrator will support the timetable and issuing of forms at the relevant time.

(d) Recruitment, induction and training – the Line Manager will be involved in recruitment, and will ensure that appropriate induction and training arrangements are put in place for new staff. This will include holding an initial discussion with a new member of staff to discuss expectations and requirements of the role, and holding interim and final probationary review meetings.

(e) Attendance and performance - the Line Manager will consider and approve overtime (with reference to the Head of Administration and Finance for budget clearance) and time off in lieu, to monitor sick leave and other absences, approve requests for annual leave and arrange cover if necessary. He or she will manage the performance of their staff and address complaints and minor disciplinary issues in consultation with the Head of Administration and Finance. The Line Manager or supervisor may also need to make recommendations about acting up allowances, and will be expected to keeping the job description and grade of the post under review and up to date. Changes to the job description should always be discussed with the Head of Administration and Finance before being agreed with the member of staff.

If you are ill, you should tell your Line Manager (in accordance with the [University staff handbook](#)). At the same time, please also ensure that your professional Line Manager (where applicable) is told, in case any short-term cover is needed, and so that the Faculty Office knows you are not at work.

The Personnel Officer will send you the relevant form for completion upon your return to work, which should be discussed with your Line Manager and forwarded to the Personnel Officer for recording.

Please discuss all planned leave and all leave for other reasons with your Line Manager in advance. Your professional Line Manager will approve your leave on the new online leave software system, but only when it is confirmed that it has been authorised by your Line Manager.

Please discuss any flexible working requests with your Line Manager well in advance, and also let your professional Line Manager know of any significant changes, in case back-up cover may have to be provided by the Faculty team.

(f) Contract and appointment – the Line Manager will be expected to support the process for the redeployment of fixed-term workers, to write references, and to ensure that the employee's

personnel file is kept up to date and held securely. The Personnel Officer and CSLS Centre Administrators are trained on the procedures to manage the end of fixed-term contracts and redeployment.

(g) Faculty Officers – where a member of staff works regularly with a Faculty Officer, the Line Manager should agree the level of involvement for all in the above aspects of line management (e.g. whether leave should be approved by the Faculty Officer). The Line Manager should check in with the Faculty Officer occasionally to discuss the work of the member of staff, or invite occasional 1:1 discussions. The Line Manager must include the views of the Faculty Officer in annual reviews, any changes in job description, and in recruitment.

General management

(h) Team meetings – frequency at the discretion of the Line Manager, for the discussion of current issues, planning, dissemination of information, promoting good practice, etc.

(i) Overview – the Line Manager should aim for an even distribution of work between colleagues, co-ordinate annual leave and holiday cover, and undertake periodic review of the roles and duties across the team. There may be resource implications for changes to the staffing structure, so the Line Manager should be aware of the staff budget.

All professional Line Managers are members of the new Line Management team, and will attend HR team meetings convened by the Head of Administration and Finance to ensure that general issues are being handled in a consistent way across the Faculty.

Any matter requiring contact with our HR Business Partner in Personnel Services will be handled by the Personnel Officer or the Head of Administration and Finance, and not by your Line Manager.

Accountability

(j) Those with delegated line management responsibility will attend occasional 1:1 meetings with the Head of Administration and Finance to report on any issues arising from the above tasks. They will also attend team meetings with other Line Managers to discuss general issues relating to the line management of staff, matters of interest and importance to all staff (policy, projects and faculty decisions), and the wider strategic direction of the Faculty.

[Practical Information about the Law Faculty Office](#)

Kitchen facilities

The St Cross Building has a coffee shop which opens during term time only, which all staff are welcome to use, and there are full canteen facilities in the Manor Road Building next door, which Law staff may also use. Each office area has a small kitchenette that you are very welcome to use. Tea, coffee and milk are available. Please use the dishwasher for all used mugs, glasses, cutlery etc. The kitchens are kept tidy and stocked by us, so please do your bit to help with this.

Catering and Food Hygiene Policy

1. **Food labelling** – all food offered to staff and students should be labelled with information about alcohol and allergens. There are some new ‘sandwich flags’ on the noticeboard in the kitchen to label home baking.
2. **Food hygiene** – please take care not to forget about food in the fridge. Anything out of date (unless otherwise labelled) will be thrown away as soon as it is discovered.
3. **Over-catering & left-overs** – please note that some sandwich suppliers over-provide (for example assuming a round and a half of bread per person). Please try to avoid over-ordering to avoid wastage. If there are any left-overs that you think will be appreciated (and they usually are!) please e-mail law-office@maillist.ox.ac.uk as soon as you put them out, and throw them away after an hour. Please wash the plastic trays and pass them back to the Porters for collection.
4. **Birthday cakes, holiday treats, etc.** – please don’t ever feel obliged to bring these in, and remember that healthy options are treats too! Please use the coffee tables in the social space for cakes, to reduce the number of sugary treats on offer in the kitchen.

Internal and external post

Internal and external post is collected at the Main Reception and sent to Wellington Square to be franked and posted, or distributed internally. If you have a piece of post to send, please make a note on the back of the envelope of the relevant cost centre and your initials. The Porters will then pass the post to the Messenger Service to be taken to Wellington Square. The messenger service collects post at 10.30am and 2.30pm each day.

Stationery

All stationery is ordered by the Finance Assistant, Jackie Hall. If you have any specific requests or have noticed a lack of anything in particular, please speak to Jackie. Stationery is kept in the photocopier room, along with cartridges and toner for printers, and other miscellaneous items.

Photocopiers and other equipment

The main photocopier is located in the photocopier and stationery store which is next to the kitchen. It is password protected (Dept: 2, Password: 1812, then press the ID button on the control pad). The second photocopier is in the corridor by the Law archive room (on the way to the OIPRC). It is password protected (Dept: 1, Password: 1812, then press the ID button on the control pad). The fax machine is situated in the photocopier room/stationery store, and each office has its own individual printing facilities.

Large printing jobs should be sent to [Reprographics](#), though any costs should be cleared with your Line Manager before placing an order.

Room booking

There are various meeting rooms and seminar rooms in the St Cross Building that can be booked for meetings or other events as required. During term time the booking of the following rooms for teaching and committee meetings is handled by the Timetabling and Events Assistant:

Law Board Room
Gulbenkian Lecture Theatre
The Cube
Seminar Rooms D and F (adjacent to the Cube)
Tutorial Room G
Baker & McKenzie Seminar Room (inside the library)
Clifford Chance Seminar Room (in the IECL)
Criminology Seminar Room
Seminar Room L
White & Case Lecture Theatre

Outside term, FM handle the bookings of all rooms except the Law Board Room and the Cube rooms, which are dealt with by the Events Co-ordinator, Michelle Robb.

The room booking policy for the St Cross Building is available on request from the Head of Administration and Finance, Charlotte Vinnicombe.

There are two admin meeting rooms, which can be booked for meetings through the Timetabling and Events Assistant.

General Information about the St Cross Building

Access

The main entrance to the Law Faculty Centre is located off the central staircase, half way up on the right hand side, opposite the Main Reception. The main DDA entrance is to the right of that central staircase, and leads into the English Faculty. There is a third entrance, leading to the Cube, which has ramped access and which leads to the first floor by staircase or lift. It is located on Manor Road opposite Holywell Manor. These doors have a swipe entry system and your University card can be activated by FM.

Swipe doors

Main entrance – Swipe access before 8am and after 5pm
Internal door – Swipe access before 8am and after 9.30pm

The official opening hours of the St Cross Building are listed above.

For health and safety reasons (there being no porters on duty and no lights switched on), you are asked not to use the building out of opening hours other than in exceptional circumstances. If you need to use the building outside official opening hours, please talk to the Head of

Administration and Finance first, as [Lone Worker](#) Training may be necessary. You will also be given a copy of the Guide for Lone Workers.

Health and Safety

The Dean of the Faculty is responsible for ensuring compliance with University Health and Safety Policy in the Faculty of Law. The Faculty Safety Officer is Charlotte Vinnicombe, Head of Administration and Finance in the Law Faculty. Many of the health and safety functions are carried out by Emma Gascoigne, Personnel Officer or Daniel Payne, Timetabling and Events Assistant (full details are available in the Statement of Safety Organisation, on line [here](#).)

Michelle Robb is the designated Fire Officer. Fire drills will be scheduled throughout the year to enable the evacuation procedure to be practised.

The Deputy Building Manager, Oto Velika (71480) is responsible for First Aid in the St Cross Building, and all first aid incidents must be reported to him. An accident report book is kept in Michelle and Emma's Office, room 108, which should be used to record near misses as well as all actual accidents and a first aid kit is kept in the front office (room 102). The Faculty accident book should also be used to record incidents and accidents involving student undertaking fieldwork.

In the event of a minor security emergency or a first aid emergency please contact the porters on 71481/81160. Michelle Robb has been trained in Emergency First Aid.

In the event of a more serious first aid emergency please contact the relevant emergency services (999) in the first instance, and then notify the Receptionist. Remember to dial 9 for an outside line.

If events occur which give rise to a more serious security emergency please contact the police immediately and contact the University Security Services, who are available 24 hours a day on 89999.

Information about what to do if there is a major security incident (i.e. an invacuation) is displayed on all main noticeboards.

In the interest of building security, please make sure that you keep your office door locked whilst unoccupied. There are a number of master keys which allow other staff access to all offices in the Law Faculty should the need arise.

Useful links:

Term Dates: A list of term dates can be found [here](#).

Pay dates: A list of pay dates can be found [here](#).

Oxford Glossary: A glossary of terms can be found [here](#).

UOHS: the link for Occupational Health can be found [here](#).

CV/EG 8 November 2017

Q:\Administrative Staff