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Administrative Roles

Departmental

	Holder	Deputy	Support
Head of Department	J.Derrick	S.North R.Gaizauskas	Departmental Secretary
Director of Finance	M.Gheorghe		Departmental Secretary
Chair of Staffing Committee	J.Derrick		
Examinations Officer	M.Stannett	M.Hepple	Departmental Support Officer
Chair of Industrial Liaison Group	M.Holcombe		Undergraduate Secretary
Publicity Officer	G.Brown		
Seminar Organiser	F.Ciravegna		PhD Secretary
Demonstrators Officer	A.Sharkey		Departmental Secretary
Director of IT	R.Smallwood		Departmental Secretary
Library Liaison Officer	J.Winkler		
Director of Staff Development	R.Moore		Departmental Secretary
Future Student Advisor	P.Green		
Accreditation and British Computer Society (BCS) Contact	A.Cowling		
Safety Officer	J.Winkler		
Telephone Liaison Officer (Hardware)	T.Chilton		
Telephone Liaison Officer (Directory Listings)	M.Kus		
Departmental First Aider (appointed person)	Alice.Smith		
Departmental First Aiders (to be trained)	L.Smith K.M.Roden D.Walker		
Environmental Co-ordinator			

Research

	Holder	Deputy	Support
Director of Research	R.Gaizauskas	H.Cunningham	
Head of Organisations Information and Knowledge research group	F.Ciravegna		
Head of Verification and Testing research group	M.Holcombe		
Head of Speech and Hearing research group	R.Moore		
Head of Natural Language Processing research group	R.Gaizauskas		
Head of Machine Learning research group	G.Sanguinetti		
Head of Computer Graphics research group	A.Watt		
Head of Neurocomputing and Robotics research group	A.Sharkey		
Head of Computational Systems Biology research group	R.Smallwood		
Head of Cognitive Systems research group	M.Walker		
Research Ethics	A.Cowling		Departmental Administrator:Research
Research Student Tutor	G.Struth		PhD Secretary

Teaching

	Holder	Deputy	Support	Academic Contact
Director of Teaching and Curriculum Development	S.North		Departmental Administrator:Teaching	
Director of MSc Courses	J.Barker	M.Hepple	MSc Secretary	
MSc SSIT Course and Admissions Tutor	G.Sanguinetti		MSc Secretary	
MSc HLT Course and Admissions Tutor	R.Moore		MSc Secretary	
MSc ASE Course and Admissions Tutor	M.Hepple		MSc Secretary	
MSc ACS Course and Admissions Tutor	J.Winkler		MSc Secretary	

Administrative roles

Enterprise Computing Course Director	P.McMinn		
Industrial Placement Officer	T.Hain		
Chair of Staff-Student Liaison Committee	M.Holcombe		Undergraduate Secretary
MSc Projects	A.Sharkey		MSc Secretary
Level3 Projects	A.Sharkey		Undergraduate Secretary
Year 1 Tutor	S.Maddock		Undergraduate Secretary
Year 2 Tutor	D.Romano		Undergraduate Secretary
Year 3 Tutor	L.Guthrie		Undergraduate Secretary
Year 4 Tutor	L.Guthrie		Undergraduate Secretary
Foundation Year Tutor	J.Winkler		
Erasmus and International Student Liaison Officer	J.Winkler		Undergraduate Secretary
Sheffield International College Liaison Officer	J.Winkler		
Joint Degree Programmes	G.Manson	Y.Gotoh	Departmental Administrator:Teaching
Moderator for Greek UG Franchise	A.Cowling		
Moderator for Greek MSc Franchise	G.Manson		
Disability and Dyslexia Officer	J.Winkler		Departmental Support Officer
Careers contact	M.Holcombe		
Teaching Quality Representative	A.Cowling		
Genesis Director	M.Holcombe	P.McMinn	

Admissions

	Holder	Deputy	Support
Director of Undergraduate Admissions	Y.Gotoh	D.Walker M.Hepple J.Winkler	Undergraduate Secretary
Overseas Recruitment Officer	Y.Gotoh		
Postgraduate Admissions (Research)	G.Struth		PhD Secretary
Outreach Officer	A.Simons	P.Green	Undergraduate Secretary MSc Secretary

Support to Administrative Roles**Administrative and Clerical Team Holder Deputy**

Departmental Secretary	M.Kus
Departmental Administrator:Teaching	Z.Fletcher
Departmental Administrator:Research	G.Callaghan
Research Administrator (NLP)	L.Moffatt
Research Secretary	Alice.Smith
Secretary to Head of Department	M.Kus
Undergraduate Secretary	K.M.Roden
MSc Secretary	K.Fisher
PhD Secretary	K.Barker
Customer Information Officer	E.Hardy
Departmental Support Officer	L.Morrell