



Administration

Director of Operations

Ava Yeo

Laboratory Management Services

Nigel Peat

Mark Johnson

Hans Nicolai

Fiona Johnson

Sonia Lee

Administration Team

Charis Ashton

David Bacon

Erin Fortin

Nicola Hawkes

Sally Leever

Jackie Martinez

Kim Rowan

Emma Rainbow

Fiona Williamson

Research Administrators

Katherine Ames

Aleksandra Banasiak

Lucy Davinson

Sophia Kontakkis

Kim McIntosh

Mary Nicolaou

Anastasia Photiou

Rachael Swallow

Naomi Symes

Joanna Totty

Catalina Vasquez

Charlotte York

LRI administration

The LRI Administration team provides the Director with the administrative infrastructure and support to ensure the smooth running of the Institute. The team led by the LRI Director of Operations are responsible for the academic infrastructure through the administration of the academic committees for students and postdocs, management of LRI Technology Core Facilities, finance, co-ordinating Institute wide initiatives and providing general administrative support to the Research Laboratories.

Graduate Student Administration

Twenty-two graduate students and one clinical research-training fellow started at the LRI in September 2008. This year also saw 21 undergraduates join the 10-12 week LRI Summer Student Programme. Management of the graduate students recruitment process has been transformed using our in house developed FileMaker Pro Recruitment Database.

Specialised Training Programme

In 2008 a new software training programme was introduced to help students achieve maximum efficiency and save time, allowing them to gain confidence using the applications they will need throughout their careers. Courses are available for various applications, and are tailored to suit student needs. Classes are held in small groups of five or, if necessary, with one to one support.

Postdoctoral Fellows Administration

In 2008 six Fellowships Committee meetings were held to approve funding for Postdoctoral Fellowships.

102 applications were made to the committee with 76% of those applications being funded.

The Postdoc Forum, organised by postdocs for postdocs, continued to hold regular meetings, and a successful Postdoc Retreat on the subject of Collaboration, Community and Communication in Science was held in London in February.

Administrative Support for Group Leaders

Group leaders receive comprehensive secretarial and administrative support from research administrators. Members of the team have been involved in reviewing and revising standard operating procedures and improving the intranet resources used by all the administrators to help them execute their responsibilities.

Laboratory Management Services

The Laboratory Services and Support team liaises closely with the research and service laboratories at the LRI. The team also includes the Electronics Department and Fly Facility services. We facilitate the design, construction, refurbishment and equipping of laboratory space and deal with all communal equipment and service contracts. In 2008 we oversaw the refurbishment of a number communal equipment rooms and begun refurbishment of the aquarium facilities. This year saw an expansion of the Clare Hall campus with the opening of the Poplar Building the refurbishment of Cedar Block. Building work was begun on the new Willow Block.