

# Who We Are

Last updated Jan-17

Investigative Medicine

Factsheet 1

## Administration team

The Investigative Medicine administration team is based at the John Radcliffe Hospital, Level 5, Room 5800, Headington, Oxford, OX3 9DU

### Business Manager

Jo Hovard [jo.hovard@ndm.ox.ac.uk](mailto:jo.hovard@ndm.ox.ac.uk) (2)21320

### Finance Team

Shaun Harman [shaun.harman@ndm.ox.ac.uk](mailto:shaun.harman@ndm.ox.ac.uk) (8)57887

Nasren Akhtar [nasren.akhtar@ndm.ox.ac.uk](mailto:nasren.akhtar@ndm.ox.ac.uk) (2)20163

Jo Jones [jo.jones@ndm.ox.ac.uk](mailto:jo.jones@ndm.ox.ac.uk) (2)22903

Liz Stephens [elizabeth.stephens@imm.ox.ac.uk](mailto:elizabeth.stephens@imm.ox.ac.uk) (2)22471

### HR Team

Generic email [hr@rdm.ox.ac.uk](mailto:hr@rdm.ox.ac.uk)

Annual Leave [inv.med-al@rdm.ox.ac.uk](mailto:inv.med-al@rdm.ox.ac.uk)

Julia Brain [julia.brain@ndm.ox.ac.uk](mailto:julia.brain@ndm.ox.ac.uk) (2)22905

Maria Williams [maria.williams@ndm.ox.ac.uk](mailto:maria.williams@ndm.ox.ac.uk) (2)20528

### IT Team—JR

John Rowlands [john.rowlands@ndm.ox.ac.uk](mailto:john.rowlands@ndm.ox.ac.uk) (2)20162

### Laboratory Management Team—JR

Chris Groves [chris.groves@ndm.ox.ac.uk](mailto:chris.groves@ndm.ox.ac.uk) (2)22907

Mahdi Mahdi [Mahdi.mahdi@ndm.ox.ac.uk](mailto:Mahdi.mahdi@ndm.ox.ac.uk) (2)22902

### Laboratory Management Team—WIMM

Alastair Waugh [alastair.waugh@rdm.ox.ac.uk](mailto:alastair.waugh@rdm.ox.ac.uk) (2)22308

### Research Team

James Dean [james.dean@ndm.ox.ac.uk](mailto:james.dean@ndm.ox.ac.uk) (2)21324

Page Phillips [page.phillips@ndm.ox.ac.uk](mailto:page.phillips@ndm.ox.ac.uk) (8)51073

## Key people

**Head of Radcliffe  
Department of Medicine**  
Professor Hugh Watkins

**Head of Medical Sciences  
Division**  
Professor Alastair Buchan  
EA—Mrs Pramodi Majithia

**Head of Investigative Medi-  
cine Division**  
Professor Vincenzo  
Cerundolo  
EA—Ms Anne Farmer

**Lead Administrator**  
Jo Hovard

**Principal Investigators**  
Professor Alastair Buchan  
Professor Vincenzo  
Cerundolo  
Professor Robin Choudhury  
Professor Simon Davis  
Professor Ta Dong  
Dr Hal Drakesmith  
Professor Christian Eggeling  
Professor David Jackson  
Dr James Kennedy  
Dr Rupert McShane  
Professor Chris Newbold  
Professor Graham Ogg  
Dr Jan Rehwinkel  
Professor Alain Townsend

## *Responsibilities*

|                                   |                              |
|-----------------------------------|------------------------------|
| Accounts Payable                  | Jo Jones, Nasren Akhtar      |
| Expense Claims                    | Jo Jones, Nasren Akhtar      |
| Funding Opportunities             | James Dean, Page Phillips    |
| General Ledger Account Management | Shaun Harman                 |
| Grant Applications                | James Dean, Page Phillips    |
| HR Management                     | Julia Brain, Maria Williams  |
| Invoice Processing                | Jo Jones, Nasren Akhtar      |
| IT (JR)                           | John Rowlands                |
| IT (WIMM)                         | Matthew Brechin, Lynne Munro |
| Laboratory Management (JR)        | Chris Groves                 |
| Laboratory Management (WIMM)      | Alastair Waugh               |
| Petty Cash                        | Jo Jones, Nasren Akhtar      |
| Post Award Research Management    | James Dean, Page Phillips    |
| Purchase Orders (JR)              |                              |
| Purchase Orders (WIMM)            | Liz Stephens                 |
| Recharges                         | Shaun Harman, Jo Jones       |
| Research Contracts                | James Dean, Page Phillips    |
| Student Payments                  | Shaun Harman                 |
| Supplier Queries                  | Jo Jones, Nasren Akhtar      |
| Travel Insurance Claims           | Jo Jones, Nasren Akhtar      |

## *Directions to the administration office*

On arrival at the John Radcliffe Hospital (main entrance), go to the central lifts and take a lift to Level 5. Follow the signs directing you down the corridor to the Nuffield Department of Clinical Medicine/ NDM Experimental Medicine—Administration. At the end of the corridor, turn right and the administration office (Room 5800) is the second door on the left.

### *For more information contact*

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University of Oxford, John Radcliffe Hospital

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