Professional Service Standards:

HR and Estates Administrator - Lucy Spikesley

**Availability**
9am-5pm Monday – Friday: Available to drop-ins, email, and phone contact.

**Contact**

Telephone Number: extension 28567; external +44 (0)20 7679 8567  
Email: l.spikesley@ucl.ac.uk  
Rm: 302 (3rd Floor)

**Response Time**  
Emails will be responded to within 1 day  
Responses will be prioritized according to workload and urgency of the request

**Responsibilities**

- **Human Resources** - recruitment, appraisals, probations, contracts, end of contracts, all HR queries, one-off payments, DBS applications, contract changes, payroll queries, honorary contracts and all other HR communication.

- **Health and Safety** (with Sharda) – unit safety officer - Building inductions, fire marshal, first aiders, work experience and intern risk assessments, DSE assessments, PAT testing, checking fire and safety equipment.

- **Reception Manager** (with Jeni) – staffing, maintaining standard of service, assist Jeni on daily basis, daily lunch cover.

- **Estates** – Daily building management, access request, visitor set-up (arranging email and library access etc), office moves, management of keys, equipment, etc.

- **Purchasing responsibilities** – Raising PO’s for all estates related items (stationery, catering etc.), Raising all other PO’s in Monika’s absence (flights, hotels etc.)