

Operations Team Roles and Responsibilities

			Areas of responsibility																											
Employee Name	Position		HR	Quality Assurance	OH&S	Sub-consultants	Panels	Library / Resources	Marketing	Client Feedback	Filing	Archiving	Training	Binding	Stationery	Office Facilities (inc. Carp Parking)	Purchase Orders	Payroll	Invoicing	Accounts Receivable / Payable	Software	IT	Phones / Communications	Student / Intern Program	New starters	Inductions	create job numbers	Travel	Timesheets	Debtors
BNE	Anna Chipperfield	COO			x				x	x			x											x						
BNE	Madi Ryan	Senior Admin		x		x	x	x	x	x	x	x																		
BNE	Ana Ivanov	Admin/Reception								x	x		x	x	x											x	x			
BNE	Tim Williams	IT Manager																			x	x	x							
BNE	Sharan Sehmi	Senior Bookkeeper				x										x	x	x	x							x		x		
BNE	Danny Allsopp	Finance Manager															x	x	x										x	
BNE	Campbell Ruffin	Office Support					x				x	x																		
BNE	Lesli Masters	HR	x									x												x	x	x				
MEL	Matt Sanderson	Office Manager	x						x			x			x										x					
MEL	Fahreta Pezic	Admin/Reception					x			x	x		x	x	x											x	x			
MEL	Lilia Vogel	Accounts Assistant				x				x	x	x	x	x		x		x	x							x		x	x	

***This matrix is to assist staff to identify the first point of contact*