

Harassment Adviser Profiles and Contact Details

Laura Ridley

I work as an HR Administrator in the HR Operations team. As part of my job, I receive daily queries about life and work in the University. I also have a BSc degree in Psychology, which has equipped me with the necessary skills and knowledge of how to provide excellent peer-to-peer support. Therefore as a working parent, university graduate and University of Reading employee I believe I can provide you with informed, supportive and confidential advice.

Please feel free to get in touch with me via email l.ridley@reading.ac.uk or phone 0118 378 7117.

Keshevan Niranjana

I joined Reading University as a lecturer in October 1989. After completing PhD at the University of Bombay, where I also lectured in chemical engineering between 1980 and 1984, I worked as a post doctoral research associate at the University of Cambridge between 1984 and 1989. I have been a harassment adviser since the beginning of 2001. My experience in dealing with harassment matters relate to problems between colleagues (staff or students), as well as perceived prejudice based on race and gender. At Reading, we are fortunate not to have had many cases of harassment, but if you do feel harassed in any way, you are not without help. Feel free to give me a call on Extension 8388 or email: afsniran@rdg.ac.uk

Simon Mealor

I joined the University in March 2003, and work as the University's Capital Accountant. This means I help look after the University's Treasury Management team (basically, banking), but mainly am responsible for the way we account for our larger building programmes on campus.

Before coming to Reading, I qualified as a Chartered Accountant in 2002 with Deloitte and Touche, London, and at Deloitte had a wide range of clients (the Daily Mirror being the most entertaining, Railtrack the most disastrous). However, before I joined Deloitte in 1999, I taught 19th and 20th Century French literature for three years as lecturer in French at Hertford College, Oxford. I have a DPhil in Renaissance French Literature and a degree in English and French from Oxford University, and spent a year teaching English in France, so have a pretty wide range of experience across some very different work cultures – the City, University administration, as a postgraduate student, as well as teaching and pastoral roles in my previous incarnation as an academic. Some of the workplaces I've experienced have been extremely stressful, with focuses on deadlines and financial pressures, but I'm a firm believer people should be entitled to tolerance, respect and fairness whatever the stresses of their job. I'm usually very flexible in when and how I can be contacted, either by e-mail or internal phone.

Simon Mealor Ext. 6135

Email s.e.mealor@reading.ac.uk

Mark Laynesmith

I've been working full-time at the University since September 2005 and have been a priest in the Anglican Church for about five years.

Much of my role involves supporting and accompanying students and staff - of any faith or none - through times of difficulty. I aim to provide a non-judgmental, friendly ear to all.

My background is in parish work. I have degrees in History, Medieval Studies and Theology.

Mark Laynesmith Ext. 8797/

Email m.d.laynesmith@reading.ac.uk

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Ian May

I joined the University of Reading in April 1990 as a Heating and Ventilating Maintenance Fitter as part of the then Buildings Office over the years my job role has changed along with my department's name. I am now Head of Building Maintenance heading up E&F's Maintenance Services. My day-to-day role involves supporting my managers and staff in ensuring that we provide a service to the Universities campuses, buildings, students and staff. I am responsible for the welfare and wellbeing of all my staff and get involved with a number of HR issues as part of this. I am customer focused and I enjoy the networking opportunities that the University offers.

Outside of work I have a long history of working in the volunteer sector and have been involved in Scouting for many years taking on roles that are mainly about supporting adults. I am currently a Deputy District Commissioner and Training Advisor in Reading and the Health & Safety Coordinator for Berkshire Scouts. I am also a school governor and trustee of long standing at Maiden Erlegh Academy and Chair of the Local Advisory Board for the new Maiden Erlegh School in Reading. To relax I spend time with my family, play badminton, run and enjoy home matches at Reading FC.

I have a positive outlook to life, like to smile, a good listener and feel that supporting my colleagues here at Reading is very important and an opportunity to use the qualities and skills that I have gained over a number of years.

You can contact me via email: i.r.may@reading.ac.uk or on 0118 378 6382.

Daniela Hotolean

After completing my apprenticeship as a legal secretary at the Magistrate court, I worked for many years at the Youth Criminal Court and Prison administration in Germany before I moved to the UK in 1995. My first job was with Reading Football Club for which I worked for many years part-time. I started my career at the University of Reading in 1996, first as secretary to a Professor in Higher Education, then Administrator in Music Education & ERASMUS students at the Institute of Education. In 2004, I briefly worked as Research & Administration Assistant for the Research Centre for Evacuees and War Child Studies. After nine years at the Institute of Education, I moved in 2005 to Whiteknights Campus where I am working as Project & Administration Manager in IT. In my 'spare time', I am supporting the International Association of Teachers and Teaching (ISATT) with my management & administrative skills. I have been ISATT Administrator for the last 12 years and frequently travel in this capacity around the world. I have also served on the Little Owl Pre-School committee as Treasurer for almost four years and currently look after Safe-guarding matters in our Church Parish.

While I have been busy with my full and 'spare' time jobs, I have gained a BA in History and German (Reading), MA in Modern History (Reading), various Management Courses (ILM and APM), PTTLS, ITIL foundation, PRINCE 2 Foundation & Practitioner and a Professional Certificate in Coaching.

I feel privileged to have met (and still meeting!) so many people from different backgrounds and consider myself as good listener, tolerant and positive thinker.

Daniela Hotolean Ext. 6959 Email d.hotolean@reading.ac.uk

Jonathan Crabb

I joined the University in 2006 as a Health and Safety Advisor. My role involves training, auditing, writing guidance and providing advice on health and safety issues. I hold a BSc. (Hons.) degree in Environmental Sciences from the University of Salford.

Prior to working at the University I worked as an Environmental Health Officer in London, Reading and West Berkshire. My various roles mean I deal with a wide range of people in a variety of job roles and I am able to communicate effectively with all.

I have an open and relaxed approach and feel that I listen effectively with a non judgmental manner.

Jonathan Crabb Ext. 7738

Email j.w.crabb@reading.ac.uk

Rosie Brown

My current role is as the PA to the Head of Admissions. Previous to this role, I worked for just over a year in Student Services so I have plenty of experience of working in large and busy teams! Prior to coming to the University I worked for a demanding customer-and-deadline focused sales team in London. I also worked in Rome for four years as a teacher trainer, as well as teaching English to a wide range of people from young children to business executives. Whilst in that role, I prepared secondary school and university students for public exams so gained further understanding of how stressful assessments can be. On returning to the UK I worked as an Employment Tutor to 16-18 year olds with physical and mental health issues as well as those with offending backgrounds.

All of these experiences (some good, some not so good!) have helped to inform my attitude to harassment: I firmly believe that people should feel comfortable and confident in their workplace and should always have somewhere to turn to if they feel that this is not the case. I am patient, pro-active and non-judgemental listener. I can easily be reached by either email or phone.

Rosie Brown Ext 7608

Email rosemary.brown@reading.ac.uk

Maria Broadbridge

I joined the University as part of the Academic Computing Team in IT in June 2016. My role as a Specialist Teaching and Research Support Analyst involves supporting the computing needs of students and staff in the Meteorology Department. Prior to this I've obtained my BSc in Meteorology from Reading in 2007 and my PhD in Ocean Modelling from the University of Southampton in 2012. Just before joining the University in my current role I've been a postdoctoral researcher at Imperial College London in Regional Climate Modelling. Because I have moved around quite frequently in my career and often changed teams, I am very familiar with the challenges of new working environments and adapting to new roles. I am also a working mum and I focus on and try to maintain physical and emotional happiness in a very busy lifestyle! I have a very relaxed, tolerant and non-judgemental approach to any kind of query or concern and I'm always up for an informal chat and giving advice and support where needed. I am an LGBT+ Ally.

I can be contacted via email at m.b.broadbridge@reading.ac.uk.

Ellie Biggs

I work within the Academic and Governance Services Office as an Administrative Officer. I joined the University in May 2016 after a year of work and travel in Asia, Australia and New Zealand. I have travelled a lot since I graduated in 2011, completing a ski season in Austria and travelling to South East Asia. This has helped me understand different cultures and the homesickness which can come with living away from home.

I have worked within the private sector as well as in the NHS before working in Higher Education. I feel that these experiences have given me a wide range of perspectives on how different work environments function. At times I have had to deal with mild forms of harassment and difficult work situations myself. I therefore feel that I can lend a sympathetic ear to those who need to talk to someone.

I understand that sometimes pressures at work and home can effect productivity and concentration and feel that sometimes being able to speak to someone can elevate your sense of wellbeing. Please contact me for friendly, impartial advice on any issues you may be having on ext 7370, email e.biggs@reading.ac.uk.

Emma Butler

I have worked in Higher Education for at least 16 years with the last 10 years at Reading as a Careers Adviser where I provide a confidential, non-judgmental guidance service for students & graduates. During my career I have experienced many changes and have been fortunate enough to work with some great colleagues and together we ensure we support one another.

I realize that not everyone experiences this at work and as a working mum I also understand that sometimes there just aren't enough hours in the day! I would hope that I am approachable, a good listener and a naturally supportive person. I am an LGBT+ Ally.

Feel free to contact me either via email e.l.butler@reading.ac.uk or on 0118 378 6614.

Jack Paulley

I joined the University in June 2016, and work as the University's Student Complaints and Discipline Officer. I have a secondary role as the Prevent Duty Compliance Officer and sit within the Academic and Governance Services Office. Day to day I deal with very complex cases, often including difficult personal circumstances that have affected someone's study or wellbeing.

Previously I was a Sabbatical Officer at The University of Surrey Students Union and was responsible for welfare and student support. I was also a Team Leader for the residential mentoring scheme which was designed to provide support to new students living in halls of residence. In these roles I was routinely providing 1-1 support for students in a range of situations, from financial hardship to sexual assault.

Prior to this I completed a BEng in Civil Engineering at the University of Surrey and spent a year working on the Olympic Park in London. My main job was coordinating and managing the post-games construction work at the Lee Valley Hockey and Tennis Centre, and later the works at the Velodrome. I played a very key role in the Health and Safety Team and worked with a diverse group of people. I also spent a further 6 months working at the Atomic Weapons Establishment just outside of Reading.

All of this experience has put me in a position where helping others is always a top priority and I have a very relaxed, patient and methodical approach to helping with harassment. Please feel free to contact me for any issues, no matter how big or small, on x6179 or j.paulley@reading.ac.uk

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