Key contacts

If you need **new course content created/sourced**, get in touch with the Marketing Team to initiate a discussion: marketing-enquiries@westminster.ac.uk

If you **already have course content ready** for your page/s, log a Service Desk ticket (see next slide) – the digital content team will then be in touch.

If you'd like to provide some **ideas or feedback for the new website**, get in touch with the Digital Team at digital-team@westminster.ac.uk or contact Suvi Streatfield directly at s.streatfield@westminster.ac.uk

Logging a Service Desk/Marval ticket

- Log in to https://servicedesk.westminster.ac.uk/ (you can also access it via the Student Hub or Intranet - see below)
- Click on 'Log a call' and then 'Staff'
- Click on 'Online services'
- Click on the 'Log a call' link under 'Public Website - Website Changes'
- Fill in the form and click 'Log a call' at the bottom

'IT Service Desk'

'Service Desk - Log a call'

Updating your profile photo

Send your profile photo to digital-team@westminster.ac.uk and we'll upload it.

Make sure that:

- It's a reasonably high-quality image - not blurry, dark or pixelated (it should ideally be 1MB or more)
- There's lots of space around your face (to fit our round profile template) – landscape format tends to work best
- You're facing the camera
- It's a colour photo
- The background isn't too cluttered or distracting - you should be the focus

Updating your staff profile

Role
If your role is incorrect on your staff profile, you'll need to:
- Click on the 'Edit' button in your VRE record and make sure that the 'Job title' field is blank – if there's text there, delete it and check your profile the following day after 10am (it should have updated)
- If the field is blank, your role may need updating on the HR system, so get in touch with hr-services@westminster.ac.uk

Name and location
To correct these, get in touch with hr-services@westminster.ac.uk

Email address and phone number
Send an email to servicedesk@westminster.ac.uk with a clear, descriptive subject line, eg 'Update my email address' or 'Update my phone number'

Office hours
You can update these in your VRE record, via the 'Edit' button.

Updating your staff profile

About me, Teaching, Research and research groups
You can add these in your VRE record via the 'Edit biography' button.

Social media links and personal websites can be added in the VRE via the 'Edit Weblinks' button. NB You must include the full URL for weblinks, so '**https://**www.yourwebsite.com', not 'www.yourwebsite.com'

All the above updates will appear on the website the following morning after 10am – check they're there.

Publications/research outputs should also be added in the VRE. They will then appear on your VRE/WestminsterResearch profile page.

If the wrong outputs are appearing or you're having trouble updating them, contact openaccess@westminster.ac.uk

University of Westminster staff profile page annotated.

STUDY · INTERNATIONAL · RESEARCH · BUSINESS SERVICES · NEWS · EVENTS · ABOUT US · STAFF · STUDENT HUB · ALUMNI

UNIVERSITY OF WESTMINSTER

OUR UNIVERSITY · OUR PEOPLE · VISIT US · CONTACT US · ALUMNI AND SUPPORTERS · SEARCH

Dr Simon Flacks
Senior Lecturer

Westminster Law School | department

(United Kingdom) +44 20 7911 5000 ext 69807

4-12 Little Titchfield Street
London
GB
W1W 7BY

S.Flacks@westminster.ac.uk

Tuesdays 2-4pm

Automatic – HR/other systems

You update them – VRE

Web teams add it

ABOUT ME · TEACHING · RESEARCH · PUBLICATIONS

CONNECT WITH ME   WestminsterResearch

Auto-generated on every staff profile. Social media links and personal websites also appear here if you've added them in the VRE

I'M PART OF
- Centre for Law, Society and Popular Culture
- Centre on the Legal Profession
- Westminster Law and Theory Lab

ABOUT ME

I joined Westminster Law School in 2014, having spent two years as a lecturer at the University of Reading. Prior to this, I completed a PhD at the University of Vienna, Austria, which involved social research into adolescent drug treatment in England, and analysis of UK drug law and policy. I graduated in 2013 and continue to undertake research in the areas of youth justice, criminology, drug use/policy, human rights and discrimination. Before entering academia, I worked as a newspaper journalist, mental health support worker and in the voluntary sector as a child rights officer.

Quick search   Search   Browse   Recent   Add   Tasks 4   Thomas Moore ⚙   Help

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Assessment

Dr Thomas Moore

1. [Edit ⌄] 📥   **Click on 'Edit' to update your office number, office hours, research groups, and other info.**

Researcher

Name	Dr Thomas Moore
Contact category	Researcher
Role	Associate Head - LAS - ES
Research group	Centre for the Study of Democracy
Email address	T.Moore@westminster.ac.uk
Address	309 Regent Street London W1B 2HW ⧉ Map
Office hours	By appointment only during Semester 2

Click on 'Edit biography' to add your 'About me', 'Teaching' and 'Research' text for the website

CV

2. ● Edit biography

● Edit photo

● Edit web links

Click 'Edit web links' to add your Twitter, LinkedIn and/or personal website

Doctoral Researchers

Research outputs

Projects

Ethics

Biography

Dr Thomas Moore is Associate Head of College (Education and Students) in the College of Liberal Arts and Sciences.

Previously he has been Director of Cross-Disciplinary Learning and Teaching (2016-2018) and Director of Learning and Teaching in Humanities and Social Sciences (2012-2016).

Dr Moore was awarded a University of Westminster Teaching Fellowship in 2017 for International Engagement and Student Experience.

He was educated in Scotland and Australia, with a PhD in Politics from the University of Edinburgh and a BA Honours (University Medal) in Government and Public Administration from the University of Sydney.

Dr Moore's research explores the geopolitical and ethical dimensions of contemporary just war theory. With an increasing focus on theories of international security, recent publications have been concerned with the philosophical foundations of contemporary security debates and humanitarian claims within international discourse.

1.

< Cancel edit

Edit Person

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Preview   Save   **Save your changes**

+   Job title

Leave this field blank

+   Research group
🔗 Centre for the Study of Democracy   —

+   Research interests
  —

+   Supervision interests
  —

+   Preferred citation
  —

+   Room number
  —

+   Office hours
By appointment only during Semester 2   —

+   Web address (URL)
  —

+   Notes
  —

+   Professional development
🔗 -- choose -- ⌄   —

+   Subjects
🔗 *click to set*   —

+   Supervision interests
🔗 *click to set*   —

2.

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Biography

| p | 1 | 2 | 3 | 4 | • | | **B** | *I* | x₂ | x² | link |

Text added here appears in the 'About me' section of your staff profile.

Teaching

| p | 1 | 2 | 3 | 4 | • | | **B** | *I* | x₂ | x² | link |

Research

| p | 1 | 2 | 3 | 4 | • | | **B** | *I* | x₂ | x² | link |