

# MAH PS – Roles & Responsibilities (1 - Operations)

Area	What they cover	Who / Where
Head of Faculty Operations	<ul style="list-style-type: none"> <li>• Escalation of requests/issues to central PS Directors and Chief Operating Officer</li> <li>• Inter-school PS collaborative activities</li> <li>• Process improvement</li> </ul>	Jacqui Guillemard (Head of Faculty Operations) – Arts A110 – <a href="mailto:j.a.guillemard@sussex.ac.uk">j.a.guillemard@sussex.ac.uk</a>
Operations	<ul style="list-style-type: none"> <li>• <i>HR</i>: advice and guidance, academic promotions, DPR, flexible working, staff training, staff survey analysis, staff induction</li> <li>• <i>Finance</i>: advice &amp; guidance, budget oversight and sign-off</li> <li>• <i>IT</i>: management of resources and projects, including equipment requests and repairs</li> <li>• <i>Estates</i>: maintenance, buildings works, space allocation</li> <li>• <i>Governance and compliance</i>: information management, business continuity and risk management</li> <li>• Health and Safety, including management of fire wardens and first aiders</li> <li>• Sign-off on space and equipment for visitors</li> <li>• Oversight of the reception and communications services</li> </ul>	Danielle Salvage (Operations Manager) – Arts A115 – <a href="mailto:MAH-OperationsMgr@sussex.ac.uk">MAH-OperationsMgr@sussex.ac.uk</a> Laura Gallaher <a href="mailto:l.gallaher@sussex.ac.uk">l.gallaher@sussex.ac.uk</a> – Arts A115
Reception  <b>*If you are unsure where to go for help, please contact Reception who can assist*</b>	<ul style="list-style-type: none"> <li>• General enquires</li> <li>• References and non-standard letters</li> <li>• Stationery and post/couriers</li> <li>• Building fault reporting and monitoring</li> <li>• Master Key/room key requests</li> <li>• Equipment ordering, monitoring &amp; set-up</li> <li>• Office move support</li> <li>• Door signs &amp; pigeonholes</li> <li>• Day-to-day finance including: POs, expenses, credit card</li> <li>• Day-to day HR including: DBS checks and casual pay (Adecco) set-up</li> <li>• Resource Centre oversight</li> <li>• Catering, travel &amp; accommodation</li> <li>• Events facilitation &amp; ordering</li> </ul>	Katie Barwick, Robert Edwards – Arts A07 – <a href="mailto:media-arts-humanities@sussex.ac.uk">media-arts-humanities@sussex.ac.uk</a>

# MAH PS – Roles & Responsibilities (2 - Operations)

Area	What they cover	Who / Where
Executive Administration	<ul style="list-style-type: none"> <li>• Executive Dean's diary</li> <li>• Faculty leadership support</li> <li>• Faculty Recruitment,</li> <li>• Servicing of Leadership and All-Faculty meetings</li> <li>• Project support</li> </ul>	Ahmed Koyes (Faculty Executive Assistant) – Arts A121 – <a href="mailto:MAH-EADean@sussex.ac.uk">MAH-EADean@sussex.ac.uk</a>
Communications & Events	<ul style="list-style-type: none"> <li>• Support for Faculty student recruitment events (incl AVDs, Open Days)</li> <li>• Websites</li> <li>• Social media (X, Facebook, Instagram, LinkedIn)</li> <li>• Capturing, editing and designing digital content</li> <li>• Event promotion (incl degree showcase and Festival of Ideas)</li> <li>• Design work (event posters, brochures/leaflets)</li> <li>• Student Ambassadors (facilitating employment and deployment)/ Faculty are responsible for recruiting</li> <li>• Internal Communications (email, Faculty News, What's On, The Buzz)</li> <li>• Internal Faculty/dept events and calendar</li> <li>• Faculty/dept contacts and mailing lists</li> <li>• Approve communications for Broadcast</li> <li>• Building screens: creating and updating content</li> </ul>	Taylor Lodge / Lia McCarthy <a href="mailto:MAH-communications@sussex.ac.uk">MAH-communications@sussex.ac.uk</a> – Arts A14 –
Producer-in-Residence	<ul style="list-style-type: none"> <li>• Production of Faculty Events including Degree Showcase and Festival of Idea</li> <li>• External Engagement</li> <li>• Global &amp; Civic Engagement project work</li> <li>• Work with alumni and promotion of Sussex Connect</li> <li>• Student connections (alumni, visiting speakers)</li> </ul>	Lauren Church <a href="mailto:L.E.Church@sussex.ac.uk">L.E.Church@sussex.ac.uk</a> – Silverstone SB220 –

# MAH PS – Roles & Responsibilities (3 – Education & Students)

Area	What they cover	Who / Where
Education & Students	<ul style="list-style-type: none"> <li>• Education &amp; Students Overview</li> <li>• Education budget</li> <li>• Doctoral tutor contracts</li> <li>• Curriculum strategy</li> <li>• Links with central teams (Timetabling, Exams, ADQE, TEL)</li> <li>• Curriculum &amp; assessment issues,</li> <li>• Student experience, complaints, misconduct, appeals, progression queries</li> </ul>	<p>Lisa Kearley (Senior Education Manager, maternity cover for Hayley Bowerman) – Arts A112 – <a href="mailto:Mah-EducationMgr@sussex.ac.uk">Mah-EducationMgr@sussex.ac.uk</a></p>
Assistant Education Managers/ Senior Education Coordinator	<ul style="list-style-type: none"> <li>• Planning and allocation of work</li> <li>• Line management of Course Admin &amp; Acad Experience</li> <li>• Support with academic workload planning</li> <li>• Liaison with Comms team for Student comms/events</li> <li>• Working together with Comms team on student comms/events (newsletters, welcome, induction, results, graduation)</li> <li>• Support to subject heads</li> <li>• Tutor contract oversight</li> <li>• Servicing Education &amp; Students committees, meetings, events</li> <li>• Data and information sharing (tracking student numbers, modules, courses) and NSS, MEQ promotion and data dissemination</li> <li>• Maintaining information and resources for students and staff on internal web pages</li> <li>• Student Experience issues</li> </ul>	<p>Mike Rowland – <a href="mailto:m.rowland@sussex.ac.uk">m.rowland@sussex.ac.uk</a> Arts A011 Mel Lerjen – <a href="mailto:m.lerjen@sussex.ac.uk">m.lerjen@sussex.ac.uk</a> Arts A07</p>

# MAH PS – Roles & Responsibilities (4 – Education & Students)

Area	What they cover	Who / Where
Academic Experience	<p><b>Curriculum development and review, Assessment and quality assurance</b></p> <ul style="list-style-type: none"> <li>•All curriculum-related matters including supporting FEC, course and module updates, syllabus rules</li> <li>•Assessment cycle including MABs and PABs, moderation and external examining support, setting up submission points and certain assessments</li> <li>•Post-results communications to students</li> <li>•E-submission errors</li> <li>•Misconduct process</li> <li>•Course transfer applications</li> <li>•Temporary withdrawal return to study confirmation and Fitness to Return process</li> <li>•Informal resolution requests from students relating to SSPPs and PAB outcomes</li> <li>•Appeals queries</li> <li>•Support with School Student Progress Panels</li> <li>•Student advice with progression queries, signposting to other services</li> </ul>	<p><a href="mailto:MAHAcademicExperience@sussex.ac.uk">MAHAcademicExperience@sussex.ac.uk</a></p> <p>Amy Golding, Dnyan Keni, Nicole Peli, Vera De Alti Arts A07</p>

# MAH PS – Roles & Responsibilities (5 – Education & Students)

Area	What they cover	Who / Where
Course Coordinators	<ul style="list-style-type: none"> <li>•Course &amp; module administration</li> <li>•Induction &amp; Welcome Week support</li> <li>•Timetabling processes</li> <li>•Assessment &amp; Feedback support</li> <li>•Quality Assurance processes</li> <li>•Options and Electives processes</li> <li>•Support for events, placements, field trips</li> <li>•Boards of Study support</li> <li>•Support for attendance monitoring</li> <li>•Student enquiries</li> </ul>	<p>American Studies – Grace Ryan – <a href="mailto:americanstudies@sussex.ac.uk">americanstudies@sussex.ac.uk</a></p> <p>Art History – Vera De Altì – <a href="mailto:arthistory@sussex.ac.uk">arthistory@sussex.ac.uk</a></p> <p>Creative &amp; Critical Practice – Marie Dennis – <a href="mailto:ccp@sussex.ac.uk">ccp@sussex.ac.uk</a></p> <p>Drama – Peter Brown – <a href="mailto:drama@sussex.ac.uk">drama@sussex.ac.uk</a></p> <p>English Language &amp; Linguistics – Shelley Stevens – <a href="mailto:english-language@sussex.ac.uk">english-language@sussex.ac.uk</a></p> <p>English Literature– Shelley Stevens, Lisa Greening - <a href="mailto:English@sussex.ac.uk">English@sussex.ac.uk</a></p> <p>Film Studies – Marie Dennis – <a href="mailto:filmstudies@sussex.ac.uk">filmstudies@sussex.ac.uk</a></p> <p>History – Grace Ryan – <a href="mailto:history@sussex.ac.uk">history@sussex.ac.uk</a></p> <p>Liberal Arts – Lisa Greening – <a href="mailto:liberalarts@sussex.ac.uk">liberalarts@sussex.ac.uk</a></p> <p>Philosophy – Lisa Greening - <a href="mailto:philosophy@sussex.ac.uk">philosophy@sussex.ac.uk</a></p> <p>Media, Journalism &amp; Cultural Studies – Allie Berry – <a href="mailto:mediaplus@sussex.ac.uk">mediaplus@sussex.ac.uk</a></p> <p>Music &amp; Music Tech – Peter Brown – <a href="mailto:mahmusic@sussex.ac.uk">mahmusic@sussex.ac.uk</a></p> <p>Visiting &amp; Exchange – shared inbox – <a href="mailto:MAH-visitandexchange@sussex.ac.uk">MAH-visitandexchange@sussex.ac.uk</a></p>
Central Foundation Year & Languages	<ul style="list-style-type: none"> <li>•Non-standard Courses – Central Foundation Year and Languages</li> <li>•Central Foundation Year student administration</li> <li>•Pre-sessional English courses &amp; visa information</li> <li>•Pre-sessional commission claims</li> <li>•Intensive English terms &amp; bespoke/group enquiries</li> <li>•Junior Year Abroad enquires</li> <li>•Summer at Sussex enquiries</li> <li>•International student recruitment and engagement</li> <li>•Language short courses</li> </ul>	<p><b>Languages:</b> Daria Artamonova, Katie Brooks, Louisa Kenyon, <a href="mailto:Languages@Sussex.ac.uk">Languages@Sussex.ac.uk</a></p> <p>English Language for Academic Study Coordinator: Angela Bachini; <a href="mailto:elas@Sussex.ac.uk">elas@Sussex.ac.uk</a></p> <p>Modern Language Short Courses: Kelly Richardson <a href="mailto:languageshortcourses@sussex.ac.uk">languageshortcourses@sussex.ac.uk</a></p> <p><b>Central Foundation Years</b> – Louisa Kenyon</p> <ul style="list-style-type: none"> <li>- Senior Course Coordinator – Chris Griffin</li> <li>- Course Coordinator – Gina Stevens</li> <li>- Course Coordinator – Beck Bowe</li> <li>- <a href="mailto:FDNStudents@sussex.ac.uk">FDNStudents@sussex.ac.uk</a></li> </ul>

# MAH PS – Roles & Responsibilities (6 – Research Admin)

Area	What they cover	Who / Where
Research and PGR Overview	<ul style="list-style-type: none"> <li>• Research Strategy with Associate Dean for Research and DRKEs portfolios (Grant Capture / Knowledge Exchange and Impact / Research Culture)</li> <li>• PGR Strategy with Associate Dean for PGR Studies</li> <li>• Overview of research and PGR administrative processes in the School/ General research guidance</li> <li>• Research reporting, including to REF and KEF</li> </ul>	<p>Medeni Fordham (Senior Research Manager) Silverstone 226 Contact details: <a href="mailto:M.Fordham@sussex.ac.uk">M.Fordham@sussex.ac.uk</a> <a href="mailto:mah-researchmgr@sussex.ac.uk">mah-researchmgr@sussex.ac.uk</a></p>
Postgraduate Research Student Support	<ul style="list-style-type: none"> <li>• PGR Admin and support (Registration changes, VIVAS intermission, progression review, research exams)</li> <li>• PGR Admissions and Engagement monitoring</li> <li>• PGR Scholarships and funding including CHASE</li> <li>• Training and development</li> <li>• PGR Events and communications inc PGR Newsletter</li> <li>• PGR Peer Support Groups</li> <li>• Research Degree Committee</li> </ul>	<p>Alice Sambrook-Ricards, Matt McConkey - Silverstone 220 <a href="mailto:MAH-PGR@sussex.ac.uk">MAH-PGR@sussex.ac.uk</a></p>
Research Support	<ul style="list-style-type: none"> <li>• Research grant funding support/internal peer review administration</li> <li>• Research Leave for faculty</li> <li>• Internal research funding (School and HEIF) – individual/research centres/networks/knowledge exchange</li> <li>• Advice on research projects</li> <li>• Elements profile Publication records</li> <li>• Research events and communication</li> <li>• School Research Committee</li> <li>• Sharing news with School via Research Newsletter</li> <li>• Updates to Research Institute webpages</li> </ul>	<p>Laura Vellacott, Eleanor Cains, Tiffany Murphy, Michelle Gibson – Silverstone 220 – <a href="mailto:MAH-Research@sussex.ac.uk">MAH-Research@sussex.ac.uk</a></p>

# MAH PS – Roles & Responsibilities (7 – Research Admin)

Area	What they cover	Who / Where
Knowledge Exchange, Impact and Public Engagement	<ul style="list-style-type: none"> <li>• Training and support for researchers wanting to develop impact and KE plans</li> <li>• AHRC Impact Acceleration Award</li> <li>• HEIF and Knowledge Exchange Framework</li> <li>• External Partnerships</li> </ul>	<p>Assistant Research Manager and AHRC IAA Programme Consultant: Katherine Blackadder (room 226)            Senior AHRC IAA Coordinator: Michelle Stonestreet (220)  <a href="mailto:ahrciaa@sussex.ac.uk">ahrciaa@sussex.ac.uk</a>  <a href="mailto:K.Blackadder@sussex.ac.uk">K.Blackadder@sussex.ac.uk</a>  <a href="mailto:M.Stonestreet@sussex.ac.uk">M.Stonestreet@sussex.ac.uk</a></p> <p>School Research Programmes Manager – Elena Dennison (incl. KE), email <a href="mailto:e.dennison@sussex.ac.uk">e.dennison@sussex.ac.uk</a></p>
Sussex Digital Humanities Lab (SHL Digital)	<p><b>For more info &amp; how to participate email</b>  <a href="mailto:shl@sussex.ac.uk">shl@sussex.ac.uk</a>  <a href="http://www.sussex.ac.uk/shl">www.sussex.ac.uk/shl</a></p>	<p>Elena Dennison, Kate Malone</p>