Research Support

- SRO
- Grant support, advice & costings
- Impact support (publicity, drafting, collate, liaison)
- Publicity & events
- Project records & oversight of research finance, projects & staff
- Project admin support
- Research reports
- Visiting fellows
- VIVAs (logistics)
- PhD Student Admin
- Doctoral Tutors
- Ethical Review
- Knowledge Exchange
- Business Partnership
- *Research degrees committee*
- *Support DRaKE & research cmte*

Operations

- HR (recruitment, performance & records & OH)
- Academic probation & promotion
- Buildings & signage & space allocation
- Finance (expenses & budgets)
- School resource mgt
- PA & diary to SMT
- Staff Induction
- Insurance
- Catering & logistics
- Recording/collating school info including compliance (e.g. UKVI, GDPR & Right to work)
- Annual planning of workload
- Information asset owner
- Reception & visitors
- Procurement (PO, invoices etc)
- Travel arrangements
- Student, visitor & staff letters.
- Room bookings
- School events (incl AVDs, Open Days, Tours, Induction)
- *School/Dept meetings*
- *H&S*

Ops - Marketing & Comms

- Websites
- External engagement
- Social media (events, news)
- External websites
- Research brochures
- Teaching brochures/leaflets
- Prospectus review
- Event promotion, organisation & registration (seminars etc)
- Design work (reports, posters, brochures, handbooks, leaflets)

Ops - Information/Comms

- Internal Comms (email, newsletter & bulletins)
- Internal school/dept events & calendar
- School/dept internal websites – courses, contacts, resources etc
- School Canvas & Teams sites
- School/dept contacts & mailing lists
- Broadcast news
- Building screens & internal signs
- Posters
- Guest speakers

Teaching Delivery
- Student & course admin
- Timetables
- Coursework & in-class activity
- Course info & handbooks
- TEL/Canvas
- Module/Course Feedback
- Student record
- Admissions & Event support
- Exam Board support
- Library liaison
- Annual Planning of Workload support
- *Support Ass Dean Education, Subject Heads, DTL, DoRA & DoSE*
- *Board of Study*
- *Research degrees committee*
- *Departmental meetings*

Curriculum & Assessment
- Exam papers
- Exam Boards
- Syllabus & curriculum mgt
- Marking & results
- Regulations
- Academic Misconduct
- Academic Appeals
- Award processing & Prizes
- Course choices: Options & electives
- Transfers & TWD & PWD
- Audit /review/validation
- Annual monitoring
- Complaints
- *Support Ass Dean Education & DTLs*
- *TLC*

Teaching (other)
- Field trips (logistics, deposits, H&S)
- Placements

Student Experience
- Triage, enquiries & wellbeing
- Enhancement events (design, admin, evaluation)
- Student reps/voice/*SSEG*
- NSS/Barometer (advertising & analysis, comms)
- Student retention & attainment
- Careers
- Reasonable adjustments
- Student Induction support
- Student Ambassadors
- Student mentors (recruitment, budget handling, payment & events)
- Alumni
- Student competitions (advertising, comms)
- Attendance
- Student progress/*SSPC*
- *Support DoSE & SE budget*

SCLS
- Admissions and registration
- CAS issuing and UKVI visa monitoring
- Administration of Teaching (EFL, ELAS, Open courses)
- Short course administration
- Student support (EFL and Open course)
- Assessment coordination and Exam Boards (EFL and accredited Open Courses)
- EFL student events and summer social programme
- Language Learning Centre
- Third stream income retention and generation
- Language Tutors
- SCLS budget support
- Support for the SCLS Director

Staff Experience
- Sustainability activities
- EDI activities
- Staff Wellbeing
- HR & Staff Induction support
- Support Staff Experience committee with development of policies and activities
- Support Academic lead for Staff Experience