**Directorate of People and Organisational Development (OD)**

**Development Opportunities, January 2022**

If you’re interested in any of these development opportunities, please speak to your line manager and email [joanne.taylor@manchester.ac.uk](mailto:joanne.taylor@manchester.ac.uk) to express your interest by Friday, 21 January 2022.

**Cover for the PA to the Director of People and OD**

This role is to provide administrative support to the Director of People and OD when the PA is away on holiday or absent for other reasons.  To include schedule management, meeting organisation, responding to requests from the offices of the Vice-Chancellor and Registrar as appropriate, agenda preparation, and sending emails on behalf of the Director.  A great opportunity to find out more about how the University works.  Time commitment – up to four weeks/year (part-time).

**Administrative support for Universities Human Resources North West (UHR NW) Regional meetings**

The Director of People and OD is currently the Chair of the UHR NW Region which meets four times/year.  This role will support the Director in organising the meetings (which are currently virtual), their agendas, inviting any guest speakers, and taking notes at the meetings.  A great opportunity to get a broader knowledge of HR across the sector.  Time commitment – 2-3 hours/month.

**Secretary to the Inclusive Recruitment Review Task and Finish Group**

The Director of People and OD and the Director of EDI will be initiating a task and finish group to look at our recruitment practices. This will run from February–June 2022 and this role is to provide administrative support to the group, including tracking the recommendations, and pulling together the final presentation for SLT and PSLT.  A great opportunity to be part of a change programme and work with different colleagues from across the University.  Time commitment – 3-4 hours/month (February-June).

**Administrative support for meetings with trade union colleagues**

There are a number of formal meetings with trade union colleagues throughout the year.  This role is to provide secretarial support to those meetings, including preparing the agendas, and capturing key discussion (note capturing key discussion points and actions, not verbatim comments).  This is a great opportunity to find out more about how the University works, and our relationship with our Trade Union colleagues.  Time commitment – 3 hours/month.

**Adèle MacKinlay (She/Her), Director of People and Organisational Development**

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