

SEP Update

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Purpose – For Information

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1. Cohort 1 – Student Marketing and Recruitment / Application and Admissions

We are currently behind on processing applications and making offers in a number of disciplines, primarily Engineering UG, due to the delays in system implementation at the start of the cycle. Additional staff were brought on board in January (5FTE) and these along with overtime and a small amount of casual staffing are planned to bring us back to meet deadlines. Resource levels are currently being reviewed for the next academic year 22/23 and beyond taking into account trends in application numbers and efficiencies achieved and/or not achieved through system implementations.

2. Cohort 2 – Teaching Learning and Student Experience (TLSE) and PGR Grades 6&7

School and Faculty Office management structures are now mostly in place with only a few vacancies outstanding. The table below shows the assignments with each area implementing a transition plan around line management of the teams at grades 2-5.

The Faculty TLSE and PGR teams are as follows with a vacancy currently being recruited to for the Foundation Studies Officer. The PGR team is complete and in place with a transition plan for moving across G2-5 colleagues once Cohort 3 is complete.

Faculty TLSE	Name
Student Service, Support and Development Manager	Sarah Lister
Student Success and Development Officer	Fiona Lynch
Education Development Officer x 3: Policy, Procedure and Practice	Susan Ryles (Curriculum) Vacancy (ACD) Adrian Hoffman (ACD)
Timetabling and Projects Officer	Graham Kelly
FSE Foundation Studies Officer	Vacancy
Faculty PGR	Name
Faculty PGR Services Manager	Ruth Whelan
PGR Operations Officer x 2	Monique Brown Helen McManamon
PGR Operations Officer- funded/external programmes (grade 6) x 2	Barbara Ruggeri Vacancy
PGR Recruitment & Admissions Officer (vacancy)	Vacancy

The School teams are mostly in place now with a vacancy for the T&L Manager in SoE out to advert. Both Schools have communicated how the teams will be structured until Cohort 3 is complete and how Departments will work with named individuals. Fixed term vacancies or extended transitions also apply for Sally Hickson and Mel McLoughlin as the cross School roles.

School TLSE (School level, plus additional scaled roles)	Name
Student Service, Support and Development Manager	Stuart Sephton (SoE) Lorna Dawson (SoNS)
Student Information, Advice, Guidance and Development Officer	Emily Sagues (SoE) Francesca Moss (SoNS)

Student Support and Wellbeing Officer	Samantha Ward (SoE) Naomi Burke (SoNS)
Teaching and Learning Delivery and Development Manager	Vacancy (SoE) Sally Brown (SoNS)
Programme Management and Curriculum Development Officer	Tracie McArthur (SoE) Andrea Taylor (SoNS)
Assessment and Progression Officer	Emma Bentley (SoE) Elanor Hough (SoNS)
Additional Scaled roles:	
Teaching and Learning Delivery and Development Manager	Sally Hickson (Split)
Additional Curriculum Development Officer (1 per School)	Kathryn Hopkins (SoE) Mel McLoughlin (SoNS) – vacancy fixed term to cover secondment

3. Cohort 3 - Teaching Learning and Student Experience (TLSE) and PGR Grades 2-5

The timeframe for Cohort 3 is now planned to start over the coming months and will need to go through formal consultation with Trade Unions as well as engagement with the wider University. As a reminder there is no risk of compulsory redundancy throughout this process and therefore the consultation is on the roles and structures along with the resource model being put in place. Planned implementation of the new proposals will be to transition to the new structures and roles by the end of December 2022 taking into account elements of feedback gathered through consultation and engagement.

Alongside the trade union consultation we will hold briefings and drop in sessions for those staff whose role will change as a result of the proposals. We will also be holding engagement sessions for wider staff groups, both Academic and PS.

4. Recap Engagement before and after Cohort 3 announcements

We will be attending a number of Faculty and School Committees and Groups and holding a number of drop in sessions for academic and PS staff before the Cohort 3 announcements during March and April. These will be focussed on recapping the changes made to date and the timeline / next steps for Cohort 3.

We will replicate this after the Cohort 3 proposals have been released during May in order to gather feedback around the proposals. As with Cohorts 1 and 2 this feedback will be considered alongside the formal Trade Union consultation outcomes to inform the final position.

5. Systems and Processes

The Campus Solutions release for Cohort 1 (Application and Admissions) has caused significant disruption to the admissions cycle for Sep22 entry and as above we are working on catching up with application processing. Further releases are due in April to bring on board elements of the system that support:

- Corrections to referee login and option to upload attachment
- Sponsor document upload
- Right to study and other immigration functions

Systems and processes continue to be the single biggest risk to the successful implementation of the overall programme. This includes reporting where the ability to access data and information at the

individual applicant level is restricted within structured Campus Solutions reports and queries, limiting our ability to provide analysis and modelling work on a responsive flexible basis.