**PS Manager Drop-ins September to December 2022**

**Jayne Hindle (Head of School Operations)**

Working on campus: Mondays, Wednesdays and Thursdays (in office A1, SAB Building)

Working from home: Tuesdays

Non-working days: Fridays (Emma deputises for Jayne on Fridays)

Head of School Operations Drop ins for academic and PS staff - alternate Mondays 3.30 – 4.30pm from 3rd October (17th October, 31st October, 14th November, 28th November, 12 December)

During September, please do email directly to arrange to meet.

<https://zoom.us/j/99048963395>

Area of responsibility: leadership and management of Professional Services staff and overall responsibility for all operational matters relating to the smooth running of the School.

**Emma Wilson (Head of Teaching, Learning & Student Experience)**

Working on campus: Mondays, Tuesdays and Wednesdays (in office S3.9, SAB Building)

Working from home: Thursdays and Fridays and covers for Jayne on Fridays

Drop ins for academic and PS staff – alternate Mondays 12 -1pm on zoom <https://zoom.us/j/8453194425> from week of 19th September

Area of responsibility: leadership and management of Teaching, Learning and Student Experience Professional Services staff and overall responsibility for all operational PS matters relating Teaching and Learning.

**Kim Hunter (School Operations Manager)**

Working on campus: Mondays, Wednesdays and Thursdays (in office A2, SAB Building)

Working from home: Tuesdays and Fridays

Drop ins for academic and PS staff – Mondays 11.00 - midday face to face or on zoom from week of 12th September - <https://zoom.us/j/93985377838>

Area of responsibility: leadership and management of the School Office, and the Head of School’s and Senior Leadership Team’s Professional Services support team; management of People and Organisational Development processes and procedures within the School, working in collaboration with the School’s P&OD Partner.

**Diane Thomas (P & OD Partner)**

Working on campus: Tuesdays, Wednesdays and Thursdays (in Ellen Wilkinson building, Room 2.34)

Working from home: Mondays and Fridays

Drop ins for academic and PS staff – Wednesdays from 10am to 11am on zoom from week of 12th September  <https://zoom.us/j/97118226019>

Areas of responsibility: operational support to SALC managers on employee relations matters including, sickness absence management, Occupational Health, capability and performance issues and conflict resolution matters. I work collaboratively with colleagues to support their day to day complex people management issues. I promote best practice in all aspects of HR and enable managers to use HR policies and utilise available training to maximise their effectiveness.

**Karen Hall (Head of School Finance)**

Working on campus: Thursdays (in SAB building, office A9) and Wednesdays (from Finance Office in John Owens Building, office G.033)

Working from home: Mondays, Tuesdays and Friday mornings

Non-working days: Friday afternoons

Drop ins for academic and PS staff – Thursday, 10 – 11pm face to face (from 6 Oct) or on zoom from week of 12th September <https://zoom.us/j/2765565436>

Areas of responsibility: Working closely with HODs and budget holders to provide support with budget management, budget sign off of PCMs and setup of authorised signatures. Queries can include budget holder queries on the accounts they are responsible for and providing balances remaining, requests for finance reports, staffing budget queries and changes of funding, requests for account transfers, explanation of the budget process and responsibilities of a budget holder and explanation of the process for setting up suppliers on the Finance system and raising invoices. Note that fees and expenses queries should be directed to P & OD but academic staff may contact Karen with any queries relating to Finance.

**Raksha Parmar (Research Support Manager)**

Working on campus: Tuesdays, Thursday and Fridays (Office A22, SAB Building).

Working from home: Mondays and Wednesdays

Drop ins for academic and PS staff: every Tuesday face to face, 2.00-3.00pm, starting from 20th September

Area of responsibility: overseeing and managing SALC Research Office work/activity and the team supporting – pre award work: research applications (costings, internal peer review, funder eligibility, adhering to internal and external processes and systems for RO work). Post award: research projects award set up, PCMs, contracts, grant extensions, funder queries. Academic Research Leave (ARL) - processing the forms and reports. Managing the Intent to Apply Process (ITA). SALC Research website. RO research related expenses.

**Adele Aubrey (Head of Institute Operations and Partnerships, HCRI)**

Working on campus: Mondays, Tuesdays and Wednesdays (in office C1.24, Ellen Wilkinson Building)

Working from home: Thursdays and Fridays

Drop ins for academic and PS staff – Wednesdays 3.00 – 4.00pm face to face or on MS Teams from week of 12th September

Area of responsibility: leadership and management of HCRI Professional Services staff and overall responsibility for operational matters including: integration to School and Faculty services, events, marketing & events, financial management, partnership development, and teaching programme enhancement.

**Anna Bakhda (Faculty Admissions Officer)**

Working on campus: Tuesdays, Wednesdays, Fridays (in office A17, SAB Building)

Working from home: Mondays and Thursdays

Drop ins for academic and PS staff - Wednesday 10am – 11am, face to face commencing week of 12th September

Area of responsibility: I manage the UG and PGT Admissions team, and am responsible for all post-application admissions and conversion activity. I work closely with the Faculty Admissions Managers and School Senior Leadership team with the delivery of student number targets, and with the Faculty Marketing Team in the planning of student recruitment and marketing plans. I’m happy to discuss any issues or concerns you have relating to student recruitment and admissions for your area/programme.

**Anne-Marie Nugnes (Creative Manchester Manager)**

Working on campus: Wednesdays and Thursdays (in office A23, SAB Building)

Working from home: Mondays, Tuesdays, Fridays (varying, in line with business needs)

Available: please contact me by email to arrange to meet

Area of responsibility: leadership and management of Creative Manchester and overall responsibility for all operational matters relating to the smooth running of the University-wide Research Platform.

**Rachael Jordan (University Language Centre/University Centre for Academic English Administrative Manager)**

Working on campus: Tuesdays, Wednesdays, Thursdays (in office WG7, SAB Building)

Working from home: Mondays and Fridays

Drop ins for academic and PS staff – please contact me by email to arrange to meet

Area of responsibility: Management of Professional Services staff within the University Centre for Academic English, overall responsibility for all operational matters relating to the UCAE. Oversee the Registration and Welcome and programme support for all courses within the centre.

**Mark Woolstencroft (External Relations Manager and Martin Harris Centre Manager)**

Working on campus: Mondays to Thursdays (in office G36, Martin Harris Centre)

Working from home: Fridays

Available: please contact me by email to arrange to meet

Area of responsibility: SALC website, marketing and PS SR with overall responsibility for all operational matters relating to the smooth running of the Martin Harris Centre for Music and Drama.

**Osen Kilic-Yildirim (Compliance, Safety and Estates Manager)**

Working on campus: Wednesdays and Fridays (in SAB building, room A8)

Working from home: Tuesdays and Thursdays

Non-working days: Mondays (contact Clare Abel)

Available: please contact me by email to arrange to meet

Area of responsibility: Compliance including health & safety, information governance, data protection and other regulatory compliance, estates projects, space and resources management including office allocation and facilities management and IT hardware and software requirements.

**Karen Wang (Deputy Director, Confucius Institute)**

Working on campus: Mondays, Wednesday and most Thursdays (in 180 Waterloo Place)

Working from home: Tuesdays and occasional Thursdays

Non-working days: Fridays

Available: please contact me by email to arrange to meet

Area of responsibility: Daily operations of the Confucius Institute, collaboration with China or relating to China, language support to Chinese students.

JH/as at 12.9.22