



The University of Manchester

School of Environment, Education and Development

Staff Induction – October 2024



Introduction



Welcome to the School of Environment, Education and Development (SEED)



Today's agenda



General School overview, highlights



Senior Leadership Team



Professional Services Team overview (key contacts)

Academic Structure

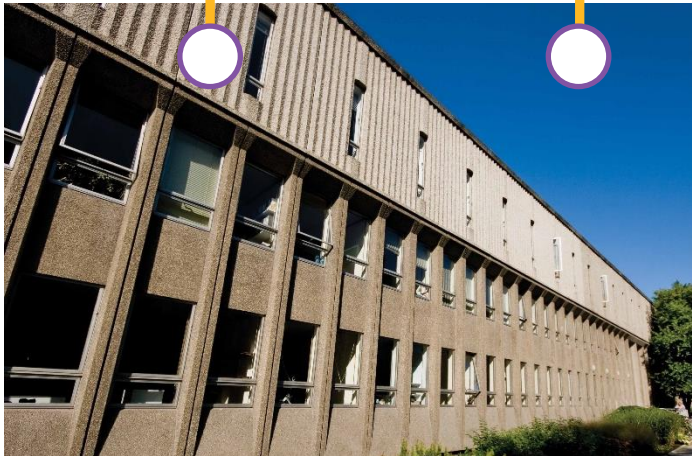
Architecture

Planning Property
and Environment
Management
(PPEM)

Geography

Global
Development
Institute (GDI)

Manchester
Institute of
Education (MIE)



Humanities Bridgeford Street



Arthur Lewis Building



Ellen Wilkinson Building

Technical facilities:

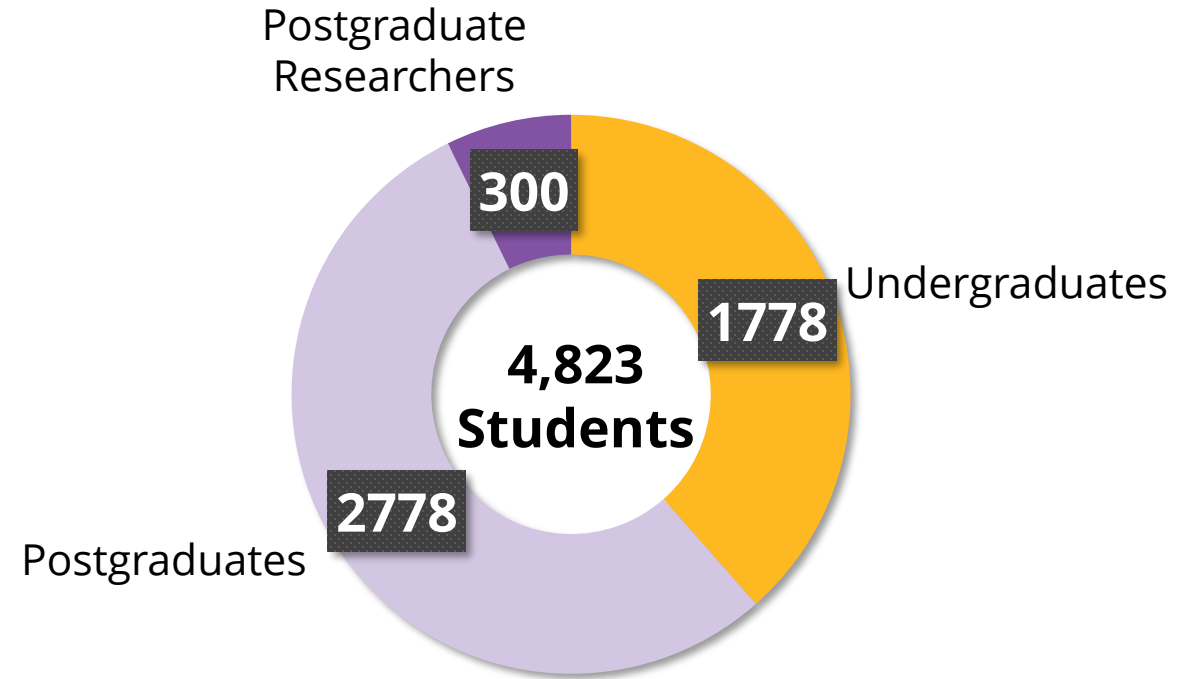
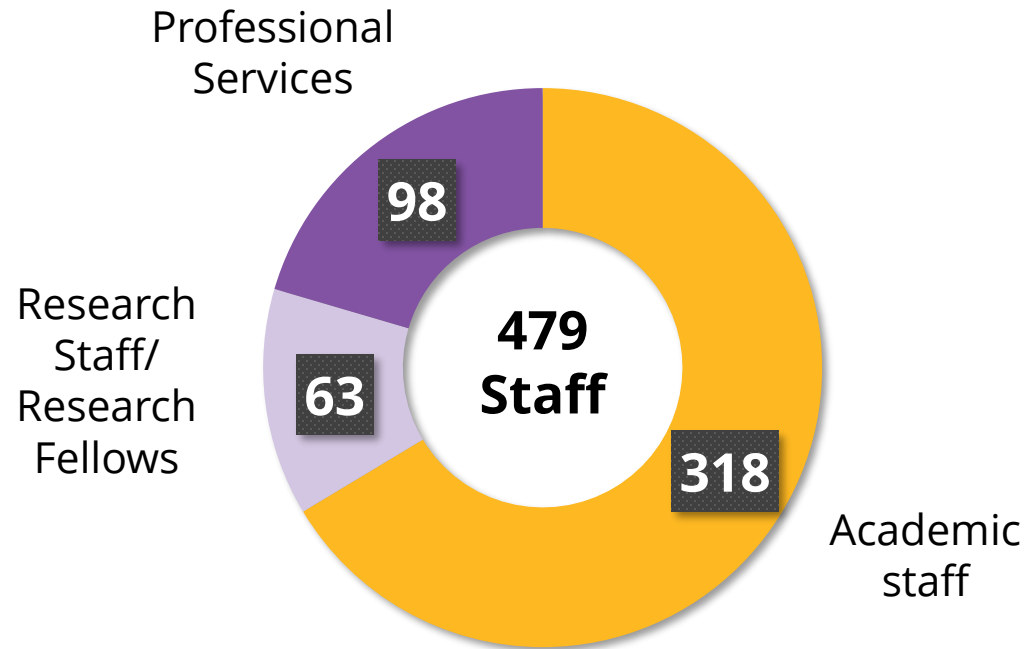
SEED Labs

B.15 Architecture
Modelling Workshop

Urban Design Lab

GIS/Virtual Reality
Suite

Numbers



School Highlights

**MANCHESTER SCHOOL
OF ARCHITECTURE**

5th

in world
rankings

MANCHESTER
1824

The University of Manchester



Manchester
Metropolitan
University

**Manchester Institute of
Education** = Outstanding
postgraduate teacher
training courses


Ofsted
Outstanding

- **Global Development Institute: African Cities Research Consortium** (£32M) FCDO-funded - led by Diana Mitlin
- **Manchester Institute for Education: #BeeWell** (£1.2M) multi-partner young people's wellbeing programme - led by Neil Humphrey
- **Geography: Greenhouse Gas Removal techniques** (£30m) UKRI-funded –UoM engagement led by Rob Bellamy
- **Planning, Property and Environmental Management: Digital Solutions Hub** (£7M) NERC funded – led by Richard Kingston
- **Architecture: Urban Infrastructures in Transition** (£1.3m) multi partner funded – led by Deljana Iossifova

School Highlights

League tables:

- 3rd for Construction, Surveying & Planning – The Guardian 2024
- 3rd/19th for Geography – Shanghai World Ranking 2022/QS Rankings 2024
- 10th for Development – QS rankings 2024
- 5th for Architecture (MSA) in the QS Rankings 2024, and 2nd in the UK
- Top 50 in the QS Rankings for Education (2024)

Size and Shape developments (strategic growth):

- Architecture Programmes – Foundation Programme and PG Programmes
- Climate Change – PG Programme
- Education for a Sustainable Environment – PG Programme
- Global Development – UG Programme
- Urban Studies – PG Programme

REF 2022

Showcasing the breadth and excellence of SEED research

Submission of:

- over 300 pieces of academic work
- 14 impact cases

....across our 4 units of assessment (UoA):

- Architecture, Built Environment and Planning
- Geography and Environmental Studies
- Development Studies
- Education

REF 2022

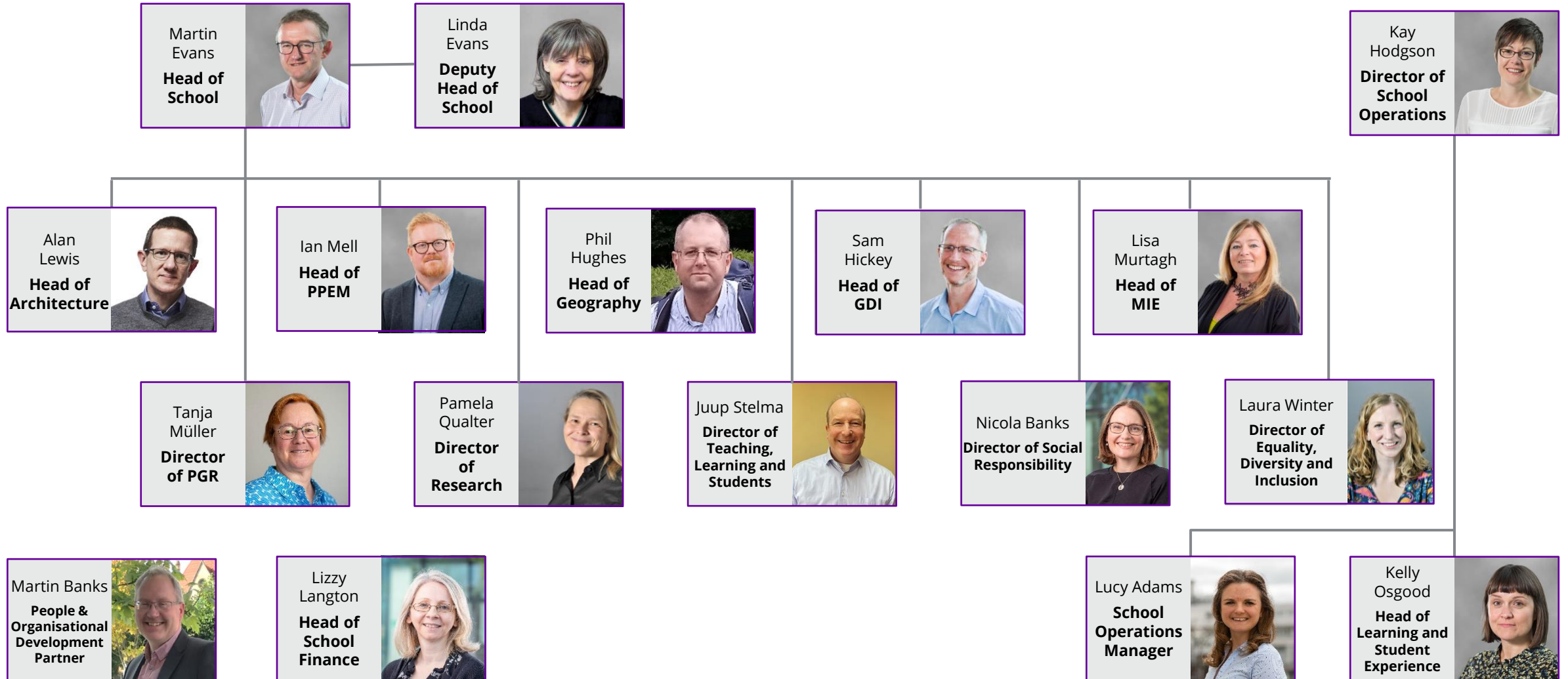
Showcasing the breadth and excellence of SEED research

Major achievements to celebrate across all five of our Departments!

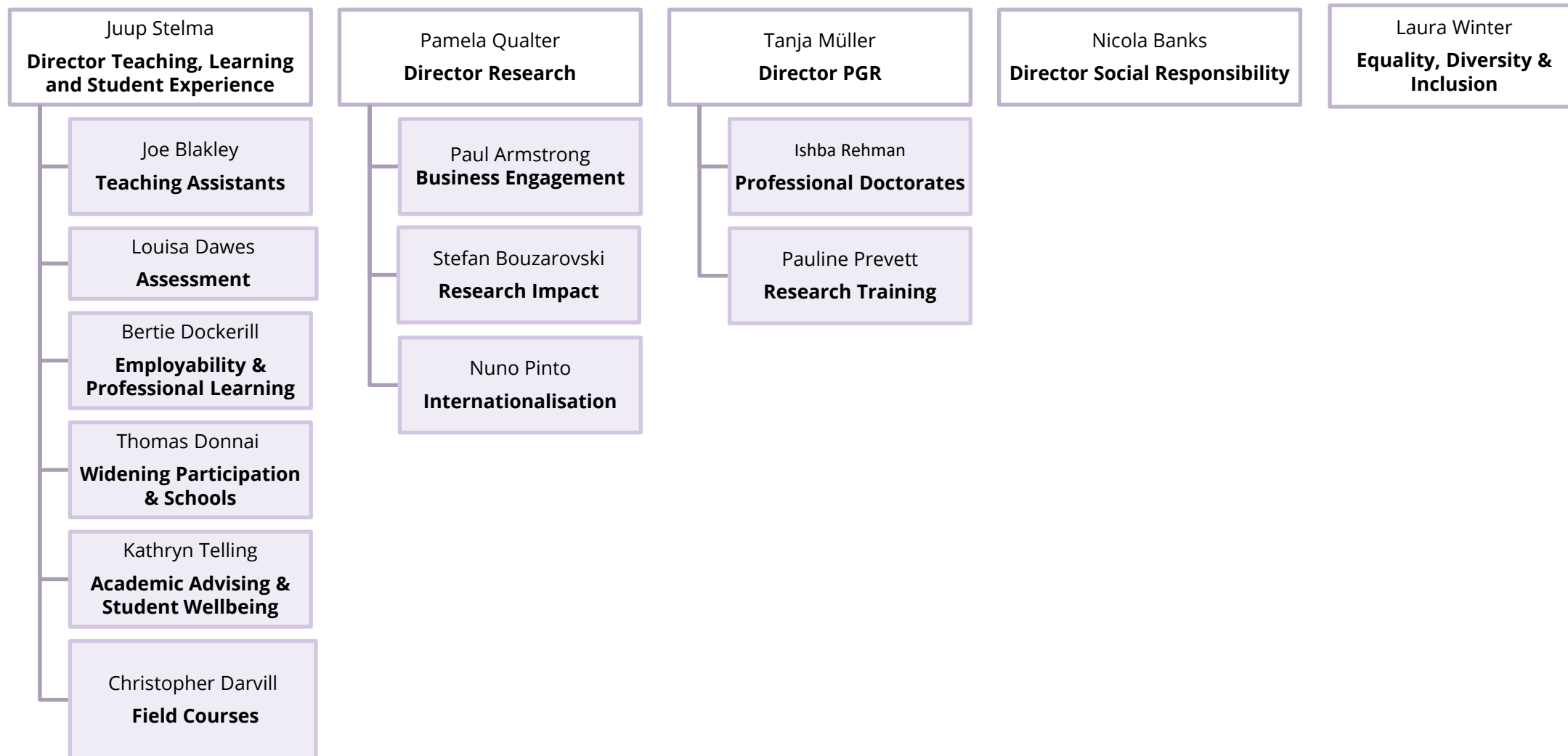
- The Global Development Institute retain their **number two ranking** in Development Studies.
- Architecture and Planning Property and Environmental Management were **ranked 5th** in their UoA
- The Manchester Institute of Education was placed in the **top 10**.
- Geography and Architecture and PPEM achieved a **very significant rise in their grade point average (GPA) ranking***.

* Grade point average – **a simple measure of the overall or average quality of research, which takes no account of the FTE submitted**. It is calculated by multiplying the percentage of research in each grade by its rating, adding them all together and dividing by 100.

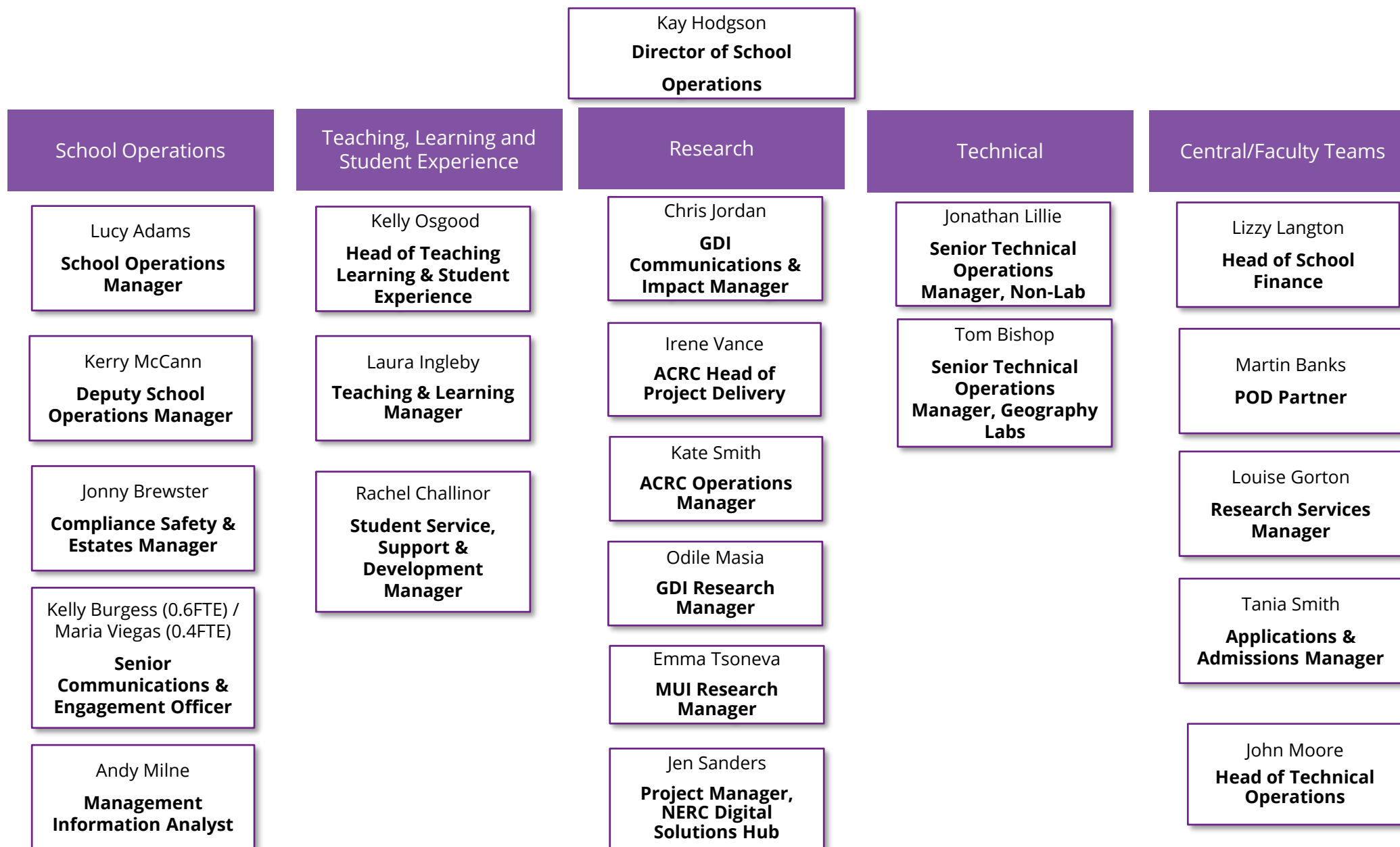
Leadership Team



Directors and Associate Directors



PS Senior Management Team



PS Senior Management Team

Kay Hodgson
Head of School Operations

School Operations

Lucy Adams
**School Operations
Manager**

Kerry McCann
**Deputy School
Operations Manager**

Jonny Brewster
**Compliance Safety &
Estates Manager**

Kelly Burgess
**Senior
Communications &
Engagement Officer**

Andy Milne
**Management
Information Analyst**

Teaching, Learning and Student Experience

Kelly Osgood
**Head of Teaching
Learning & Student
Experience**

Laura Ingleby
**Teaching & Learning
Manager**

Rachel Challinor
**Student Service,
Support &
Development
Manager**

Research

Chris Jordan
**GDI
Communications &
Impact Manager**

Kate Smith
**ACRC Operations
Manager**

Irene Vance
**AHRC Head of
Project Delivery**

Odile Masia
**GDI Research
Manager**

Emma Tsoneva
**MUI Research
Manager**

Jen Sanders
**Project Manager,
NERC Digital
Solutions Hub**

Technical

Jonathan Lillie
**Senior Technical
Manager, Non-Lab**

Tom Bishop
**Senior Technical
Manager –
Geography Labs**

Central/Faculty Teams

Lizzy Langton
**Head of School
Finance**

Martin Banks
POD Partner

Louise Gorton
**Research Services
Manager**

Tania Smith
**Applications &
Admissions Manager**

John Moore
**Head of Technical
Operations**

School Operations & School Office

Kerry McCann

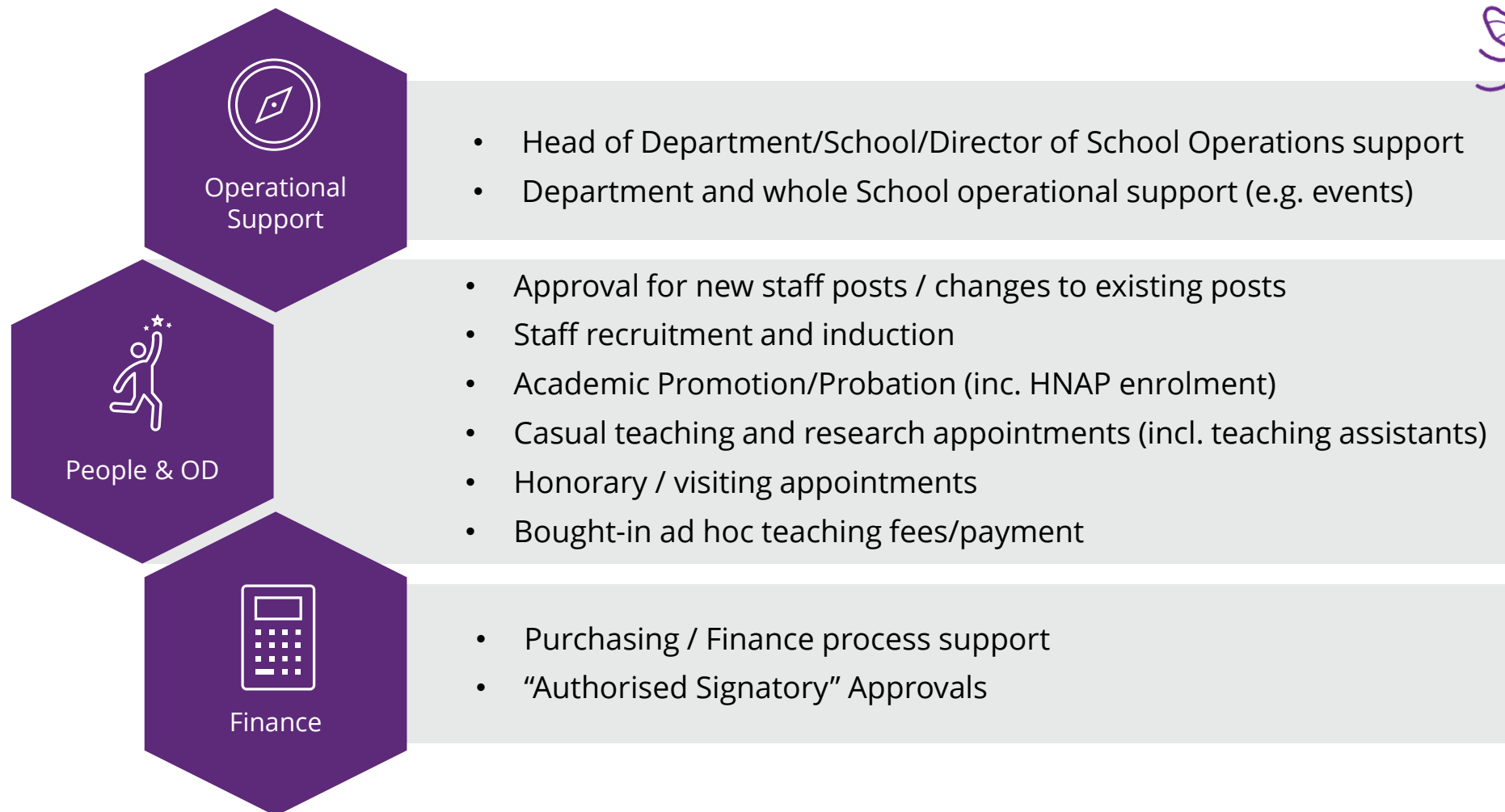
Deputy School Operations Manager

Pronouns: she/her

School Operations Activity



What support does the School Office offer?



School Operations Team

Jonny Brewster

CSE Manager

Ellie Mackechnie

**School Operations
Senior Administrator
(CSE)**

Compliance,
Safety
& Estates

Communication
& Engagement

Kelly Burgess (0.6) & Maria Viegas (0.4)

Senior Communications and Engagement Officer

Andy Milne

Management Information Analyst

Management
Information

School Office

**Deputy School
Operations Manager**

Kerry Mccann

**School Operations Senior
Administrators:**

- Melissa Markauskas
- Louise Feehily

**Executive Assistant
to HoS/DoSO/**

Ceri Roberts

Dept Administrators:

- Ollie Taylor (Arch/PPEM)
- Matt Regan (Geography)
- Hannah Laycock (GDI)
- And Lyons (MIE)

School Ops Assistants:

- Amy Glover
- Fran Forster

School Ops Intern:

- Ming-Feng Chen

Online guidance and support

- [SEED StaffNet](#)
- [Academic annual leave and working absence form](#)
- [Business travel FAQs](#)
- [Estates/room booking FAQs](#)
- [Payment & Finance approval FAQ](#)
- [Photocopying and printing FAQ](#)
- And much more...

Who is best to approach?

- **Department Administrators:** for queries relating to your department / induction / purchasing and Head of Department meetings
- **Executive Assistant to HoS/DoSO:** for meetings or queries with Head of School or Director of School Operations
- seedschooloffice@manchester.ac.uk: for general enquiries / support with School-wide processes
- We can be found in **Ellen Wilkinson** and **Humanities Bridgeford St** buildings (check email signatures for on campus days/locations).
- We are very accessible via **email / Teams**.

SEED Equality, Diversity, and Inclusion (EDI)

Dr Laura Winter

SEED Director for EDI

Pronouns: she/her

edi.seed@manchester.ac.uk

University context

- EDI Strategy developed recently outlines the aims for the next 3 years, focused on inclusive environment and culture, diversity and equity across our community, and inclusive practice
- Central EDI team (equalityanddiversity@manchester.ac.uk) and three academic leads
- Silver Athena Swan, Silver Race Equality Charter, Disability Confident Leader Status – all with associated achievement plans pushing for improvement

SEED EDI structure

- SEED EDI
- EDI team:
 - Director for EDI: Laura Winter
 - Gender and sexuality equity lead: Catherine Atkinson
 - Race equity lead: Marc Mbah
 - Disability equity leads: Rachel Challinor and Heather Cockayne
 - Taught students: Laura Goodfellow
 - PGR: TBC (advertising shortly)

Training

Please do complete the training available

- Unconscious bias and Diversity in the workplace as core trainings
- Disability equity
- Let's Talk About Race (EDI202)
- Understanding Islamophobia (EQDV223)
- Understanding Antisemitism (EQDV224)

We also will advertise periodically when running other training e.g., active bystander and trans inclusion

Disability

- Disability Advisory and Support Service
- A disability is defined as “any condition which has a significant, adverse and long-term effect on a person’s ability to carry out normal day-to-day activities.”
- DASS can help with assistive software, room and building accessibility, car parking, and access to work which provides funding for various costs e.g. for equipment or travel
- Please talk to your line managers about your needs and any adjustments which might be helpful
- SafeZone watches to link to campus security and help
- Disabled Staff Network

Gender and sexuality

- Women@manchester group
- Athena Swan work at a school level – look out for info
- Looking at developing a men's health group: see here
- Staff are encouraged to share pronouns, please do the same if you feel comfortable. To look up how you can share on Microsoft 365, outlook or zoom/teams see here
- LGBT ALLOUT group
- Can filter and search for gender neutral toilets here: Interactive map | The University of Manchester

Parents and carers

- Information found here on leave, childcare, parents' network and carers' network, flexible working etc.
- SEED conference caregiving scheme (under policies) – covers costs of up to £400 for covering caregiving whilst at a conference
- Academic returners' scheme for scholarship buy-out following leave
- Parents' room in ALB 2nd floor

Religion

- Multifaith chaplaincy
- Can filter and search for prayer rooms here: [Interactive map | The University of Manchester](#)
- If helpful, please speak to your line manager about religious holidays and festivals and your work

Mental health and well-being

- Counselling service has individual support and workshops
- If your mental health difficulties meet the legal definition of disability, then see information in relation to DASS
- Speak to line manager or trusted peer or colleague

If things go wrong

- Speak to line manager, trusted colleague or member of EDI team
- SEED Responding to discrimination, harassment, bullying, and victimisation (The University of Manchester)
- Report + Support - Report + Support - University of Manchester

Compliance, Safety and Estates

Jonny Brewster

Compliance, Safety & Estates Manager

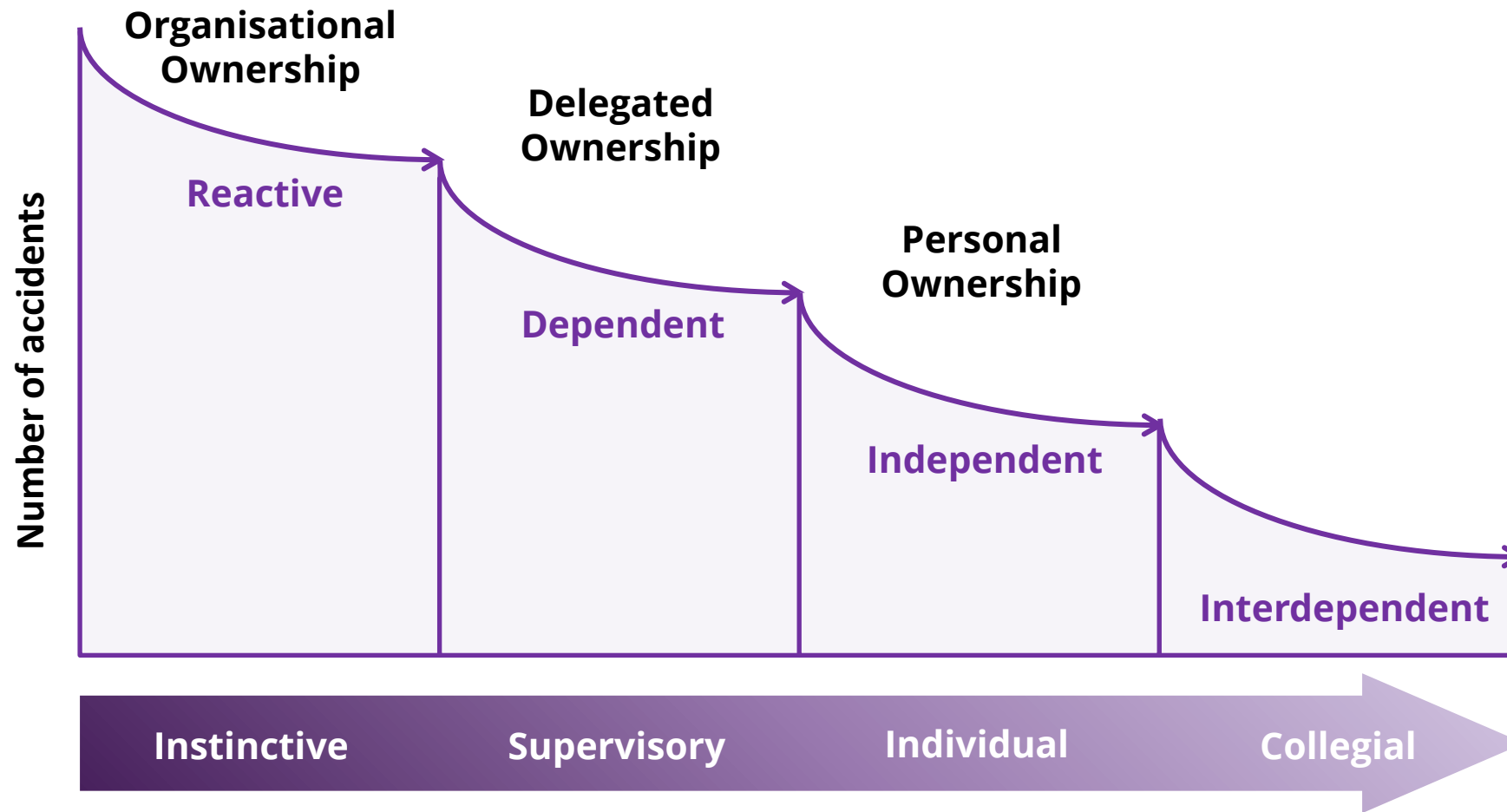
seedestates@manchester.ac.uk

Compliance, Safety & Estates Activity



Types of Risk

Compliance (not limited to)	Health and Safety Risks (not limited to)
Information Governance	Travel
Information security	Slips, trips, falls
FOI requests	Electrical safety
Record management	Fire
Research Integrity	Lone working
Summer Returns	Chemical hazards
Winter Returns	Personal safety
Chemical Weapons Convention (CWC)	Use of display screen equipment
Precursor Chemicals (drug precursor)	Events
	Stress/mental health issues
	COVID-19





Reporting accidents, incidents and near misses

The toolkit documents on the right contain the [notification form](#) you will need to inform Safety Services of an accident, incident, near miss or work-related ill health together with the associated University Arrangements relating to accidents etc and Guidance on reporting.

An appropriate [investigation](#) will be required in order to determine the cause and decide the action needed to prevent a reoccurrence. Further information is available in the left hand menu.

Toolkit Documents

- > [Accident/incident/near-miss/ill-health form](#)
- > [Accident, incident and near-miss - Arrangements Ch 6](#)
- > [Accident, incident and near-miss - Guidance](#)

Building alarm test times

- Arthur Lewis Building (ALB): Monday @ 1.30pm
- Humanities Bridgeford Street (HBS): Friday @ 9.15am
- Ellen Wilkinson Building (EWB): Wednesday @ 11.30am

Assembly Point

- For ALB & HBS- Bridgeford Street
- For EWB- Green outside.

Campus contacts

- Campus Support & Security: 0161 306 9966 (on the back of your ID card)
- Estates and Facilities Helpdesk: 0161 275 2424
- <https://estatesandfacilitiestest.ds.man.ac.uk/businessunits/Helpdesk/NewRequest.asp>



Fire Safety

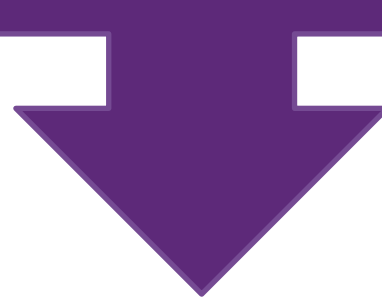
Fire Marshals will direct you in an evacuation:

Keep exits free from obstructions.

Ensure rubbish is removed promptly.

Do not prop open fire exit doors.

Report any obstructions to a School Safety Advisor.



If you are interested in becoming a Fire Marshal, training will be provided. Please register your interest by emailing seedestates@manchester.ac.uk after obtaining Line Manager approval.



First Aid



First Aid

There are First Aiders in all buildings across campus. A list of First Aiders can be found here: <http://www.healthandsafety.manchester.ac.uk/toolkits/firstaid/>

Additionally, call Campus Support & Security 69966 (internal) or 0161 306 9966 / Download the Safe Zone app



Display Screen Equipment (DSE)

All DSE users need to carry out a self-assessment of their workstation(s), on campus and at home.

The assessment is carried out online: [Online DSE assessment](#)

When working at home, make as many reasonable adjustments as you can to your home set-up, and **please raise any issues you may have with your line manager.**

People and Organisational Development

Lucy Adams

People and Organisational Development

People & OD Structure

Partnering support

Development with OD

Pensions

MyManchester

P&OD Leadership Team Direct Reports

*People and OD Executive Board member

Jo Taylor

Personal Assistant to the Executive Director of People & OD



Ailsa Delaney

Executive Officer to the Executive Director of People & OD



Eleanor Morrissey

Executive Director of People & Organisational Development



Sara Sawicki

Employment Solicitor



Hazel Tritschler*

Director of People & OD Operations & Reward



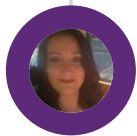
Andrew Mullen*

Deputy Executive Director of People & OD*



Helen Ashley*

Director of Organisational Development



Maxine Bate

Global Mobility Manager



Michael Platt

Talent Acquisition Manager



Shelly Coates

Core Systems Manager



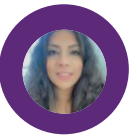
Nicola Evans

Directorate Support Manager



Clare Heinitz

Reward Manager



Bushra Salmaan

Employment Services Manager



Jane McNeill

Workforce Information Manager



Danielle Birchenough

Business Lead, P&OD Continuous Improvement



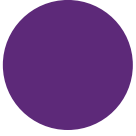
Spencer Clarke

Head of Payroll



Ash Field

Head of Pensions



Beth Daintree*

Director of People & OD Partnering Science and Engineering



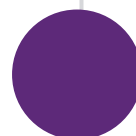
Fiona Keenan*

Director of People & OD Partnering Humanities



Fiona Coll

Lead People & OD Partner



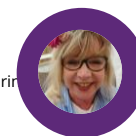
Jo Couling*

Director of People & OD Partnering Professional Services and Cultural Institutions



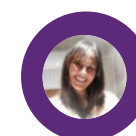
Emma Curson*

Director of People & OD Partnering Biology, Medicine and Health



Carol Platts

Head of Employee Relations



Brooke Foulger

People & OD Policy Manager



Caroline Fellowes

People & OD Policy Manager



Rachael McGraw

Head of Colleague Experience



Neal Chamberlain

Lead Learning & Org Development Partner



Jac Dennington

Head of Workforce Planning and Talent



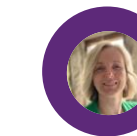
Helen Brewis

Head of Wellbeing



Angela Cotter

Lead Learning & Org Development Partner



Andrea Place

Business Lead, Strategic Infrastructure Transformation Programme

Humanities People & OD Team

Fiona Keenan
**Director of People & OD
for Humanities**



Sarah Lindop
**People & OD
Partner - AMBS**



Chris Ford - Mat Cover for
Catherine Tann
People & OD Partner - SALC

Jenny Knights
**People & OD
Partner - SoSS**



Martin Banks
**Popple & OD
Partner - SEED
& Faculty Office**



Your People & OD Partner

Focuses on ensuring SEED delivers the key ambitions outlined in Our people our values which are:

- Great people doing great things
- Wellbeing
- Equality, diversity and inclusion
- An environment and facilities to support our people
- Our values

The *People and OD Strategy* exists to support our University to achieve its strategic plan. As a result, it is closely aligned to our goals relating to research and discovery, teaching and learning, and social responsibility – noting that *Our future* already puts our people and our values at the core of everything we do.



Organisational Development



[News](#)

[Learning Pathways](#)

[Self development](#)

[Contact us](#)

[PDR](#)

Organisational Development

Your Future is Our Future



Directorate of People and Organisational Development



[Staff](#) [New staff](#) [Manager Essentials](#) [Wellbeing](#) [Reward](#) [Pensions](#) [Equality](#) [Jobs](#) [Staff L&D](#) [Visitors](#) [A-Z](#) [Contact Us](#)

StaffNet / Directorate of People and Organisational Development / Pensions

< [StaffNet](#)

< [Directorate of People and Organisational Development](#)

✓ [Pensions](#)

[Latest news](#)

[Our schemes](#)

[Enrolling on a scheme](#)

[PensionChoice & paying for your pension](#)

[Saving extra](#)

[International staff](#)

[Modellers](#)

[Retirees](#)

[Leavers](#)

[Your pension wishes](#)

[Bereavement](#)

[FAQs](#)

[Contact us](#)

Your pension

Welcome to our new Pensions pages.

We hope that you find all the information you need regarding pension arrangements at the University.

The Pensions Office team are currently working from home in line with Government guidelines.

Please contact us by email in the first instance: pensions@manchester.ac.uk or leave a message on 0161 275 2043 if you don't have access to email - we'll come back to you as soon as possible.



USS Valuation 2020

[Changes to USS >](#)



Our schemes

[The schemes we have available >](#)



Enrolling

[Enrolment process for our schemes >](#)



PensionChoice

[Paying for your pension via salary exchange >](#)



My Manchester

- **My Profile** - A personalised view of staff information such as:
 - Job Role; Work location; Telephone Number
 - Mailpoint for postal deliveries
 - Photographs for internal and external use
 - The visibility of personal information
- This information is all managed from a single point (My Profile) and is used across a variety of other environments.



The University of Manchester

Informal Chat

Refreshments provided.

Teaching Learning and Student Experience (TLSE)

Kelly Osgood

Head of Teaching, Learning and Student Experience

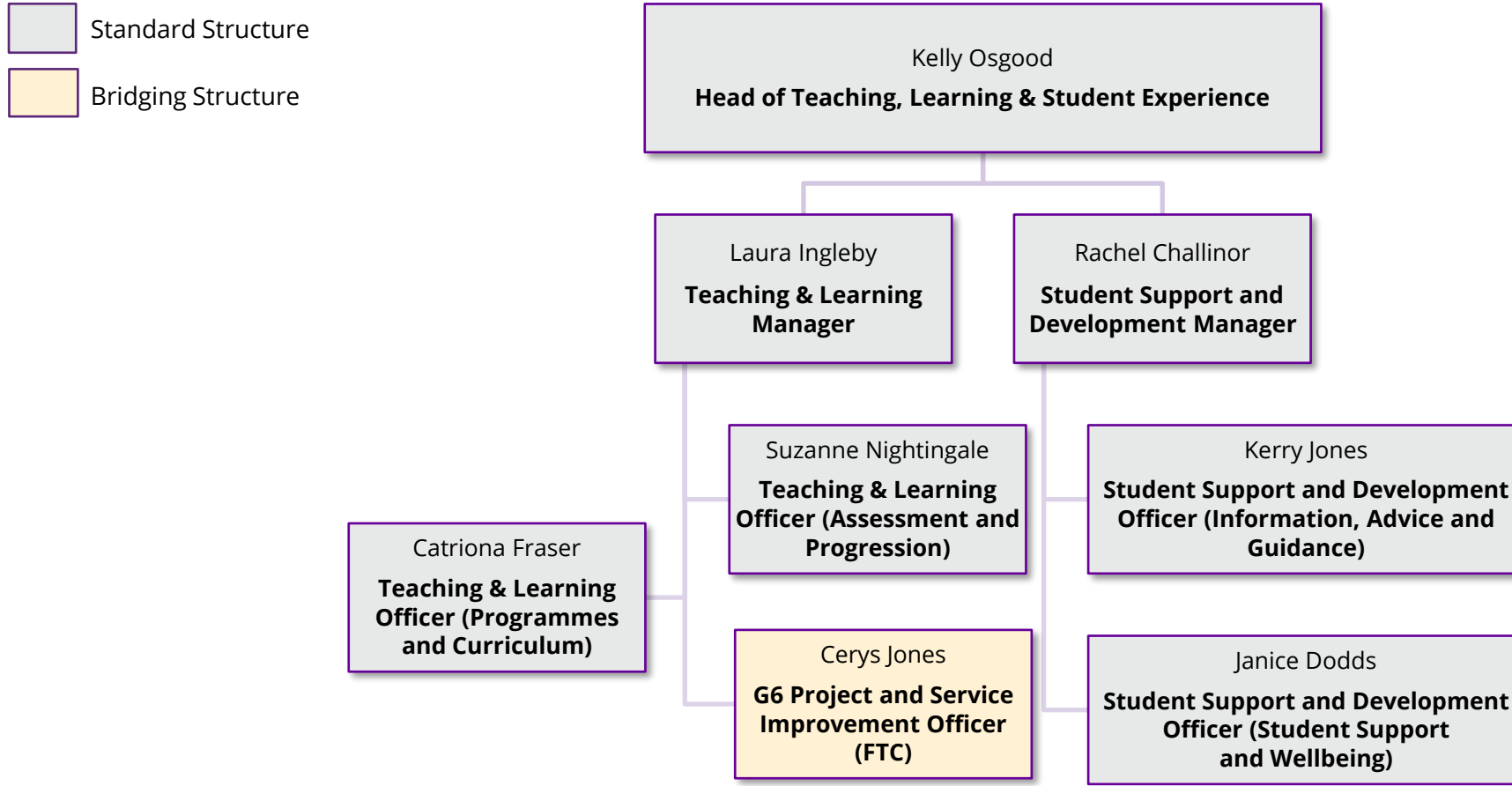
Pronouns: She/Her

Teaching Learning and Student Experience (TLSE)*

- **We support TLSE in all SEED Departments** – 15 UG Programmes, 48 PGT Programmes
- **Student Numbers (based on 2023/24 academic year)**
 - 1,880 UG students and 3,021 PG students
 - UG Home = 1,252, Overseas = 628
 - PGT Home = 983, Overseas = 2,038
- **Specialist Activity in SEED** – Initial Teacher Training (PGCE), Online Blended Learning (OBL), Manchester School of Architecture (MSA) and Fieldwork
- Approx 50 staff supporting all aspects of TLSE supporting the student journey from registration through to graduation covering all the milestones to ensure a smooth progression and success.

* numbers based on last academic year

Teaching, Learning and Student Experience Management Structure



TLSE Academic Roles

Juup Stelma (Rory Stanton taking over 13th Oct)

**Director Teaching, Learning
and Student Experience**

Louisa Dawes

**Associate Director for
Assessment**

Joe Blakley

**Associate Director for
Teaching Assistants**

Thomas Donnai

**Associate Director for
Widening Participation
& Schools**

Bertie Dockerill

**Associate Director for
Employability &
Professional Learning**

Kathryn Telling

**Associate Director for
Academic Advising &
Student Wellbeing**

Christopher Darvill

**Associate Director for
Field courses**

Across the portfolio of TLSE activity we partner with AD roles for specialist areas of work

Programme Management & Curriculum Development

Curriculum and programme management administration including:-

- Creating and maintaining programme structures and course units in Campus Solutions
- Managing student registrations and December census activity
- Delivery of course unit selection
- Coordinating Programme handbook updates
- Delivering programme approval, amendment, review and withdrawal processes
- Delivering course unit approval, amendment, review and withdrawal processes
- Coordinating continuous monitoring of all programmes
- Updates to Course Unit Information Publishing including overseeing data quality of published information and CMA compliance
- Managing and supporting annual and periodic review processes
- Updating student records in campus solutions with change of circumstances (i.e. interruptions, withdrawals etc.)
- Maintaining course unit information on online learning environments e.g. Blackboard including maintenance and monitoring of mandatory training units
- Scheduling classes in campus solutions / maintaining instructor records for attachment to classes in Campus Solutions
- Supporting input of student financial awards
- Continuer CAS

Expert user of Campus Solutions – specifically PEAM functionality (Programme Enrolment and Activity Management).

Providing support to required School activities in the delivery of student timetables, including annual requirements gathering, start of year/semester checks, student number adjustments, assigning student groups, dealing with change requests etc. liaising with the Faculty scheduling team and academic colleagues as appropriate.

Providing support to academic related complaints – including OIA complaints.

Managing data quality – including HESA and UNISTATS.

Committee servicing and support.

Provide support to key academic stakeholders.

Supporting any specialist activity relating to the School, including (but not limited to) accreditation / PSRBs, online and blended learning provision (OBL), continuing professional development (CPD) placements (including clinical), fieldwork, clinical delivery, teacher training, validation, OneMed, LEAP, BMaP/MEC etc.

Supporting activities within the School hub regarding specific curriculum/programme related enquiries

Assessment and Progression

Assessment administration including:-

- Quality assurance processes (moderation, marking, External Examiners)
- Exam paper preparations (including OMR)
- Coursework/dissertation/project submission
- Supporting in-house assessments
- Online exams / on-campus exams support
- Alternative assessment requirements for DASS related adjustments
- Extensions and late penalties
- Following up missed assessments (in liaison with SS&W team)
- Creating exam grids
- Systems processing of mitigating circumstances outcomes
- Exam Board organisation, preparations and servicing
- Processing Exam Board decisions (including progression, compensation, resits, carry forward credits)
- Checking and publication of student results
- Uploading results to relevant professional bodies for completed students (SMS/SHS).
- Running progression award rules
- Systems processing of exit awards
- Plagiarism detection
- Supporting online learning environments e.g. Blackboard
- Prizes / SMS & SHS reward and recognition (student)
- Aegrotat/Posthumous Awards

Expert user of Campus Solutions – specifically PEAM functionality (Programme Enrolment and Activity Management).

Support academic malpractice (centrally administered exams and School based assessment) procedures including organisation and involvement in summary discipline panels.

Fitness to Practice administration including working with Concern Review Panel to progress all cases referred to them from initial concern to final decision; and liaison with relevant professional regulatory bodies.

Supporting and delivering School based appeals procedures.

Supporting activities within the School hub regarding specific assessment related enquiries.

Student Record and Data Quality

Maintenance and analysis of teaching and learning data sets including the student record.

Supporting colleagues to deliver and maintain accurate data to improve and enhance the student experience.

Expert user of Campus Solutions, specifically the PEAM functionality (Programme Enrolment and Activity Management), and have responsibility for assuring data quality, including making recommendations to improve future data quality.

Key stakeholder interface regarding specialist aspects of the student system.

Identifying and delivering continuous improvements to student systems within a community of practise with SAS Business Improvement Support and Delivery colleagues; and with SAS T&L Delivery colleagues to support the delivery of School level training.

Ensuring cohesion across School teams in support of fostering a student-centred culture in relation to student record and PEAM.

Providing support at each stage of implementation, delivery and systems update releases working collectively across the organisation to ensure School level maintenance of the student record.

Ensure standardisation in the use of campus solutions across the organisation.

As appropriate, provide support to TLSE specific School level data returns (e.g. accreditation requirements).

Student Information, Advice, Guidance & Development

Employability, including FSE/FBMH school-based summer internships
Communications; social media; Blackboard
Student Engagement: student voice; reps; PASS; peer support, societies
Identify & deliver activities relating to student development, particularly for students/groups where progression or attainment gaps exist.
Welcome and graduation
General enquiries
Academic Advising
Skills development
Advice and Guidance: Appeals and Complaints (non-academic)
Informal transcripts, sponsorship letters; transcripts for external bodies
Advice: Interruptions / withdrawals / change of programme
Advice: Change of programme/mode of assessment
Tier Census checks
Maintaining Blackboard spaces – community spaces.
Unit surveys/NSS/PTES – promotion, build, data circulation (e.g. reports)
Student hubs enquiries – across IAG and SS&W on a rota (G2-5)
Admin support for the Student Experience Fund

Student Support and Wellbeing

Fitness to Study
DASS Coordinator
Coordinate and implement mitigating circumstances processes
Pastoral care (Stepped Care Model)
Student support and wellbeing (Stepped Care Model)
Engagement monitoring (Student360) – covers a wide range of activities (Attendance Monitoring, VLE engagement, links to academic advising)
Assess: Interruptions / withdrawals
Assess: Change of programme / change of mode of assessment
DBS & Occupational Health checks
Student hubs enquiries – across IAG and SS&W on a rota (G2-5)

Key Resources:

SEED TLSE academic SharePoint site

We have just launched our new **SEED TLSE academic SharePoint** site. The SharePoint site will be used to house documents for academic collaboration, such as assessment information, moderation forms, and programme & course unit specifications. TLSE information for staff will still be located on the SEED staff intranet, which will soon be relaunched following a content refresh.

SEED Student Support Hub – Ground Floor of Humanities Bridgeford Street Building

seed.hub@manchester.ac.uk

[Staff Intranet](#)

Teaching, Learning and Student Experience Newsletter



**School of Environment, Education
and Development (SEED)**
Teaching, Learning and Student Expe-
rience (TLSE) Newsletter



Hello,

Welcome to our SEED TLSE Newsletter, where we will update you on all the things that we are working on in our Teaching, Learning & Student Experience (TLSE)



The University of Manchester

Research Services

Louise Gorton

Research Support Manager

Who/Where we are

Research Team:

- 3.4 Research Support Officers
- 1 Post-Award Officer

Faculty Teams:

- Award Management Team & Project Management Team
- Research Impact Facilitator
- Research Facilitator

Location: 2nd Floor, Quad C, ALB

What support we offer

- Circulate Funding Opportunities
- Assist with the preparation and submission of research applications
- Ensure all projects comply with University & Trusted Research Regulations
- Assist with peer review and School / Faculty / University approvals
- Help set up awards and contracts, including RA recruitment
- Post award support
- Support the School Research Director - Research Committee/Academic Leave Process/Management Information on awards and applications

Who/Where we are

Links to other Teams

- Research Finance Team
- Contracts Team
- School Office
- People & Organisational Development
- SoSS and SEED Finance Team
- Business Engagement Team & Consultancy Team

Other support

Funding Opportunities – External

- Humanities webpages
- Research Professional

Internal Funding:

SEED Internal Research Strategic Fund

- New Horizon; ECR; Impact; Industry Stimulation; Internationalisation PDRA CPD Funds

FoH HSIF Funds / UMRI Pump Priming Funds + many more

Advice & Guidance

- Intention to Apply form
- Webpages
- Research Risk Profiler
- Research Expectations
 - outputs/impact/grant capture

Main contact email address: SEED.Research@manchester.ac.uk

Communications & Engagement

Kelly Burgess

Senior Communications and Engagement Officer

Pronouns: she/her

School Operations

Communications and Engagement Activity



Internal Communications

- **Microsoft 365 Suite** more than just Outlook, including collaborative spaces like SharePoint, quick chats on Teams
- **StaffNet** Our intranet, not exemplary, but useful for resources, internal news and events
- **Listserv** University electronic mailing lists. Our internal listservs are moderated by the School Office. More [guidance from IT services](#)
- **Regular eNewsletters**
 - SEED Monthly bulletin about SEED activity (last Friday of the month).
 - SEED TLSE Monthly bulletin to academic staff about all things Teaching, Learning and Student Experience (last Thursday of the month).
 - Hums eNews Fortnightly bulletin giving a broader scope of communications (alternate Fridays)
 - University eUpdate Weekly newsletter of StaffNet news (each Monday)
 - President's message and Vlog updates See StaffNet for recent
 - Other eNewsletters Global Development Institute, Policy@Manchester, Social Responsibility, Sustainable Futures, Healthier Futures etc

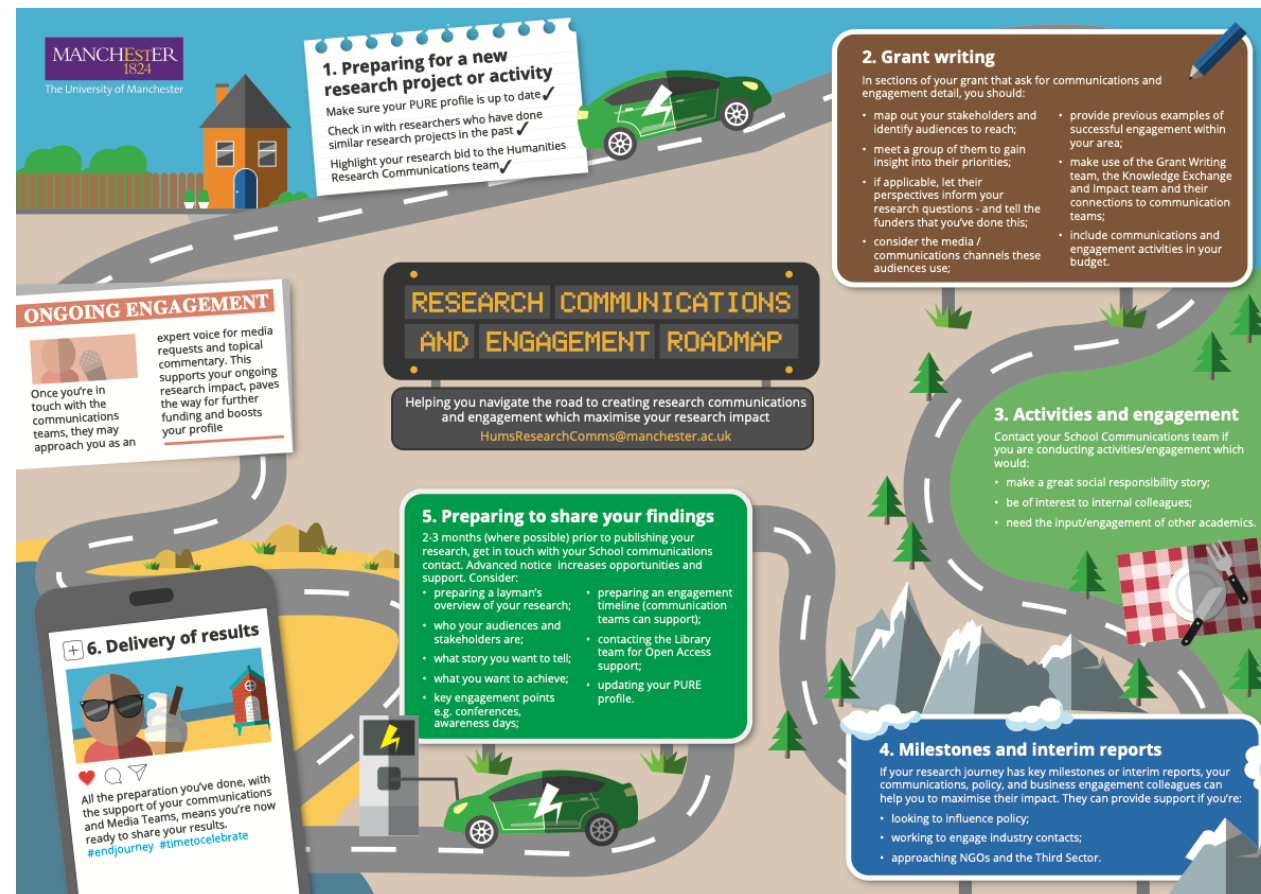
Sharing your news and events

- **GDI Comms Team** gdi.manchester.ac.uk/about/people/communications-support-teams/
- **SEED Outlook Calendar** View and contribute to our School calendar, head to to <https://outlook.office.com/calendar/> select 'add calendar' > 'add from directory' > and search for SEEDEvents@manchester.ac.uk as a calendar in Outlook. Invite the calendar to events you're hosting.
- **UoM Events listings** Advertise your events via the University events feeds on the website. please complete the [SEED Event Submission Form](#), and the School Office will support.
- **Sharing news** Email humsnews@Manchester.ac.uk to share your news and events in the bi-weekly bulletin. The Hums content team can also support you to create news stories.
- **Media engagement** Email media.relations@Manchester.ac.uk or our Hums contact Joe.Stafford@Manchester.ac.uk for support with media engagement and issuing press releases etc

Research Communications

- **Policy@Manchester**
- **FoH Research Communications and Engagement Roadmap**
- **UoM guidance on research promotion**

Suzanne.booth@Manchester.ac.uk, Humanities Engagement Officer
Sign up to the mailing list: PUBLIC-POLICY@listserv.manchester.ac.uk
Sign up to the newsletter



Follow SEED on social

LinkedIn: <https://www.linkedin.com/company/environment-education-development/>



Instagram: <https://www.instagram.com/uomseed/>



SEED monthly social

Please join us for the first SEED Social of the 2024/25 academic year

Wednesday, 16 October

4pm – 6pm

Room 1.69/70

Humanities Bridgeford Street

SEED Socials are a great opportunity to catch up and to have those invaluable impromptu conversations that don't always happen on screen.



The University of Manchester

Any questions?