



The University of Manchester

SEED School Operations



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Introduction



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



Today's agenda:



Operations overview



Who we are and where to find us



PGR Support Offered

School Operations Activity



SEED School Operations Team

School Operations Manager

Lucy Adams

CSE Manager

Jonny Brewster

CSE Administrator

Ellie Mackechnie

**Compliance,
Safety
& Estates**

**Communication &
Engagement**

Senior Communications and Engagement Officer

Kelly Burgess

Management Information Analyst

Andy Milne

**Management
Information**

School Office

Deputy School Operations Manager

Kerry McCann

Senior School Administrators

- Melissa Markauskas
- Louise Feehily

Executive Assistant to HoS/HOSO

Ceri Roberts

Dept Administrators:

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

School Ops Assistants

- Amy Glover
- Andrew Sims

School Ops Intern

Ming-Feng Chen

Our Buildings

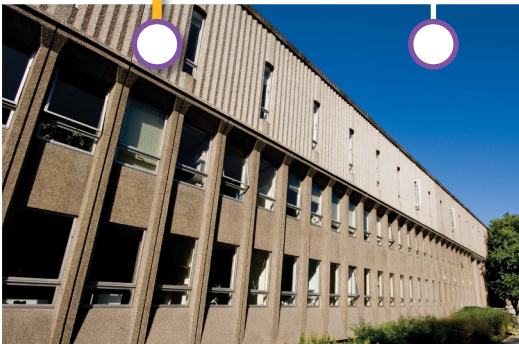
Architecture

Planning,
Property and
Environment
Management
(PEM)

Geography

Global
Development
Institute (GDI)

Manchester
Institute of
Education (MIE)



Humanities Bridgeford Street



Arthur Lewis Building



Ellen Wilkinson Building

Technical facilities:

Geography Labs

Architecture
Modelling Workshop

Urban Design Lab

GIS/Virtual Reality
Suite (plans in place)



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How can we help you?



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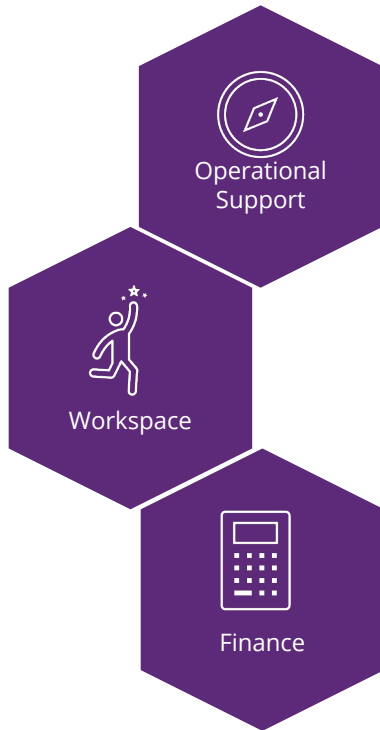


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What support does School Ops offer for PGRs?



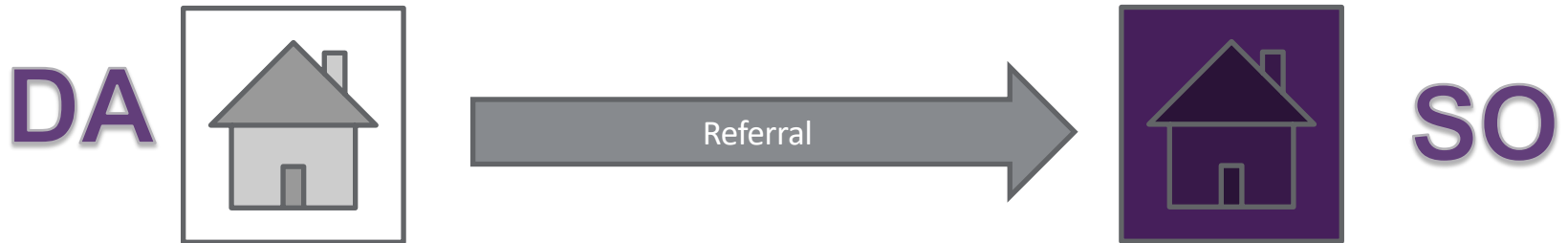
- Travel bookings (once you have received funded)
- Support with Department-led activities/events



- Provision of workspace
- Upkeep of building facilities

- Purchasing / Finance process support
- “Authorised Signatory” Approvals

Doctoral Academy/School Ops



- The School Offices shares some processes with the Doctoral Academy.
- Example: Travel- The DA will allocate your funding before you would be directed to contact us to book.

The DA will always be your 'go to' to get these processes started.

Finance

The School Operations team support a lot of the finance elements in SEED. e.g. Claiming expenses, getting paid for work.

[Payment types and approvals](#) | [School of Environment, Education and Development](#) | [StaffNet](#) | [The University of Manchester](#)

If you're unsure speak to your Supervisor who can advise on the correct process.

The screenshot shows the StaffNet website interface. At the top, there's a purple header with the University of Manchester logo and 'StaffNet' text. Below this, a navigation bar lists various categories: Policies and guidance, Teaching and support, Research, Meetings and committees, Resources, and About. The main content area is titled 'Payment types and approvals' and lists several topics with expandable icons (+):

- How to submit requests for SEED "Authorised Signatory" Approvals
- Why Has My Request For "Authorised Signatory" Approval Been Rejected?
- Budget Codes / Activity Codes / Cost Centres / Task Codes / IE codes
- Finance Deadlines
- Fee and Expense Claims (PR7 vs PR5)
- Casual Worker / Employing Someone with Visa Restrictions (CAS 1 vs PR7)
- Personal Research and Scholarship Allowances (PRSA) (previously Research and Conference Funds)
- Staff Expense Claims
- Paying Invoices (Purchase Orders / Supplier Setup)
- Sales Invoices (funds coming to the University of Manchester)
- Conference Payments (funds coming to the University of Manchester)

A left-hand sidebar contains a tree view of the site structure, with 'Payment types and approvals' highlighted under the 'Policies and guidance' section.

Who to contact & How to contact



Doctoral Academy is first point of contact



Academic Contacts- Supervisors



Procurement questions:
SEEDSchoolOffice@manchester.ac.uk



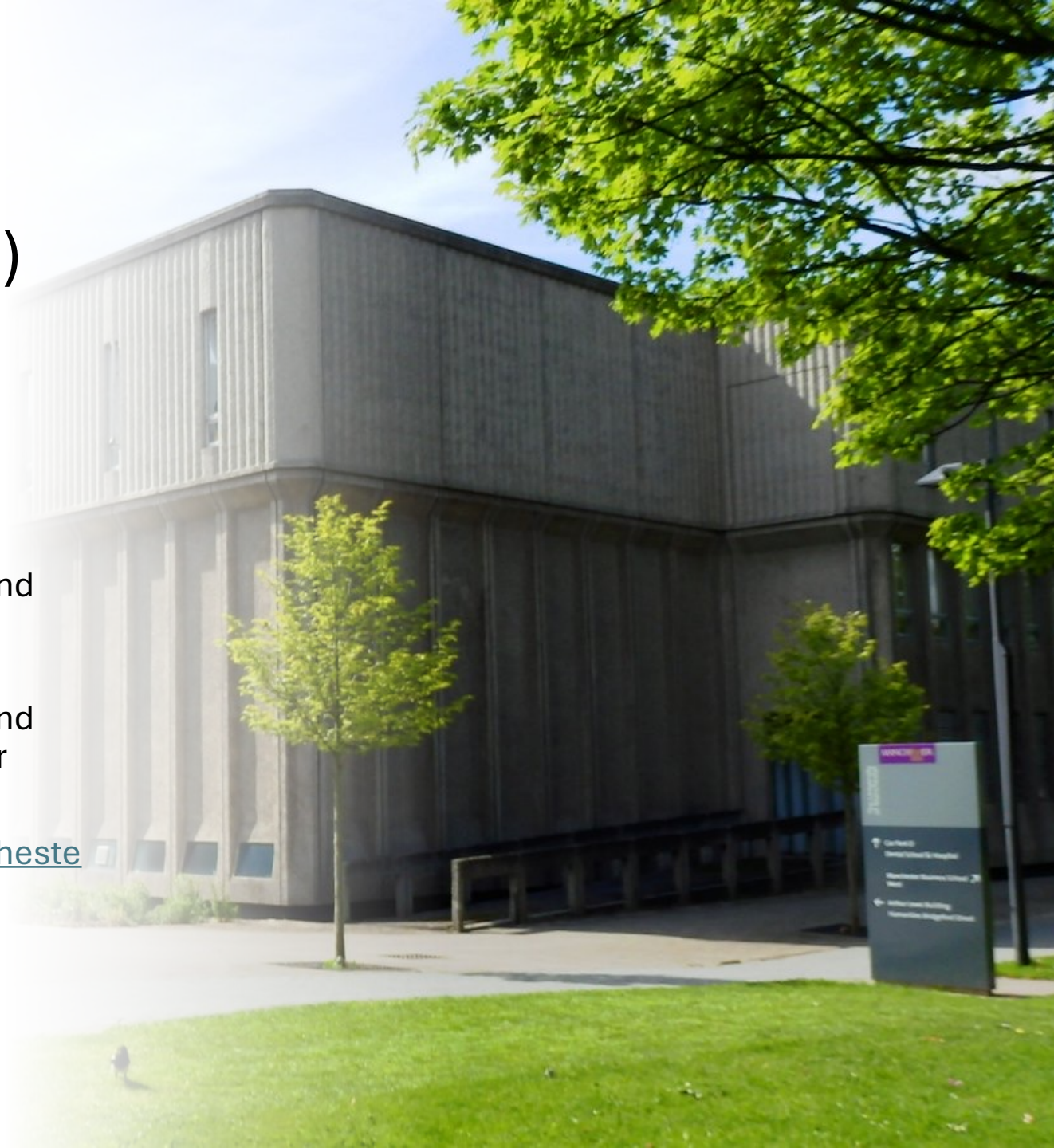
Estates: SEEDEstates@manchester.ac.uk



Webpages

Compliance, Safety and Estates (CSE) Team

- **Who are we?**
- Jonny Brewster –
Compliance Safety and
Estates Manager
- Ellie Mackechnie –
Compliance Safety and
Estates Administrator
- Our email address –
SEEDestates@manchester.ac.uk



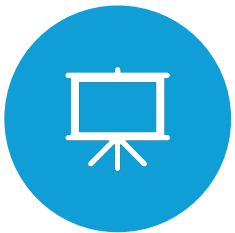
What do we do?



Health and Safety



Risk Assessments



DSE (Display
Screen Equipment)
Assessments



Management of
PGR Spaces

Space Policy

- The SEED Space Policy has been updated for the 24/25 academic year.

1st and 2nd year PGRs have access to flexible study space. Flexible study spaces are available across the SEED estate and PGRs can work in any of the flexible spaces available.

Those working in EWB can request door codes from SEEDestates.

ALB flexible spaces are located on the first floor.

Those with DSE/DASS requirements should contact DASS and SEEDestates to make arrangements.

Lockers



Lockers are available to all PGR students.



To request a locker email SEEDestates@manchester.ac.uk.

Housekeeping and Safety

Keep the study spaces tidy.

Personal belongings that cannot be stored in your locker space should not be kept at desks



If you are leaving your desk, please lock your belongings away in a locker or take valuables with you.

Display Screen Equipment (DSE)

- Please follow the principles contained in the DSE Poster when setting up your work area
- All DSE users need to carry out a self-assessment of their workstation.
- The assessment is carried out online: Online DSE assessment
- For all DSE queries, contact seedestates@manchester.ac.uk



Fire - Local Arrangements

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 – The Martin Harris Centre on Bridgeford Street
- For EWB – Green outside C Block



Risk Assessment Training

A PGR risk assessment training session will be held on 26th November.

The session focuses on how to create risk assessments for high-risk travel.

An event link and further information will be sent out in the near future.

Useful Links

- [Health and Safety Training Modules](#)
- [Online DSE Self Assessment](#)
- [SEED Health and Safety StaffNet Page \(Including Travel Risk Assessments\)](#)

