

MANCHESTER  
1824

The University of Manchester

# SEED School Operations

# Introduction



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



Today's agenda:



Operations overview



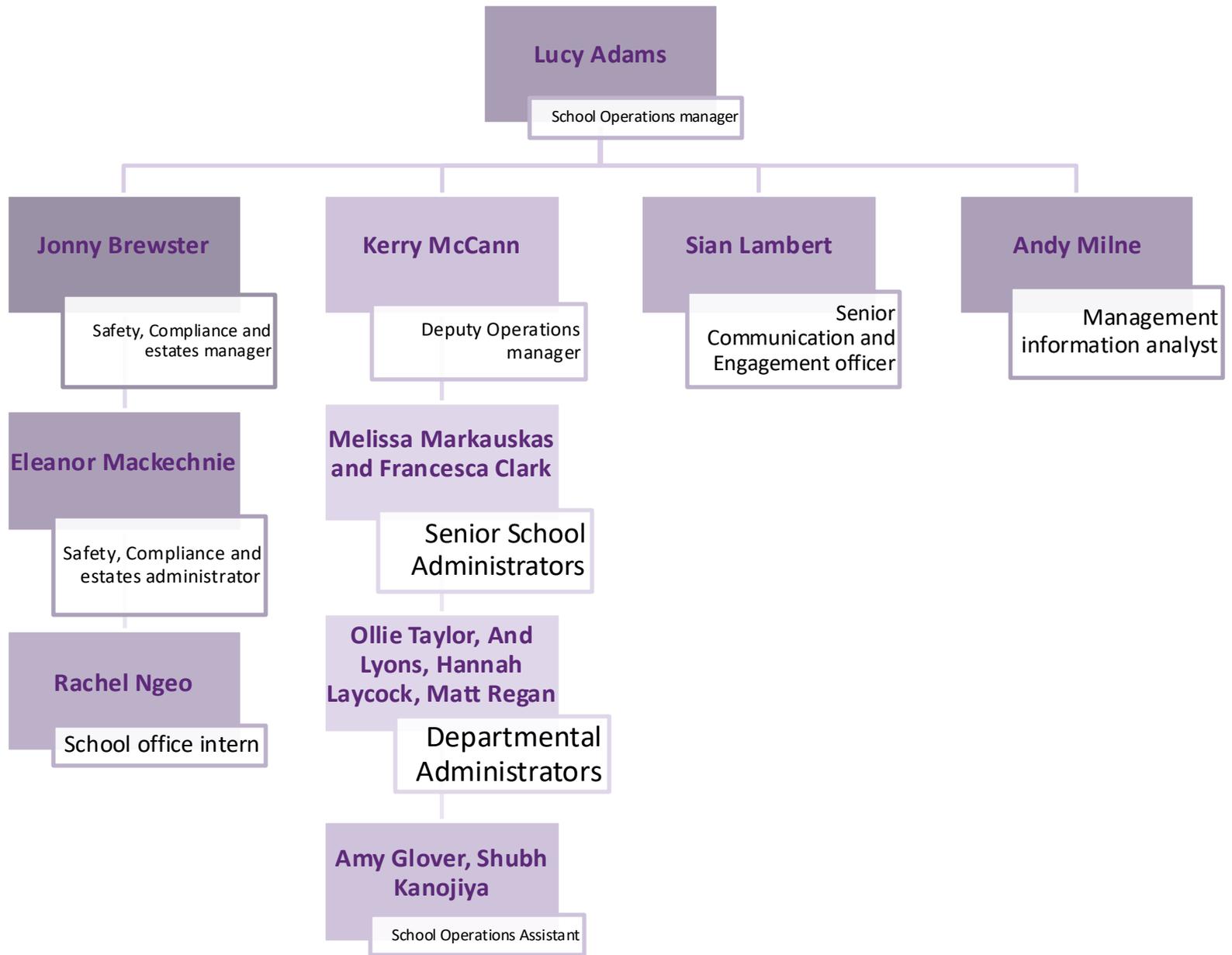
Who we are and where to find us



PGR Support Offered

# School Operations Activity





# 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

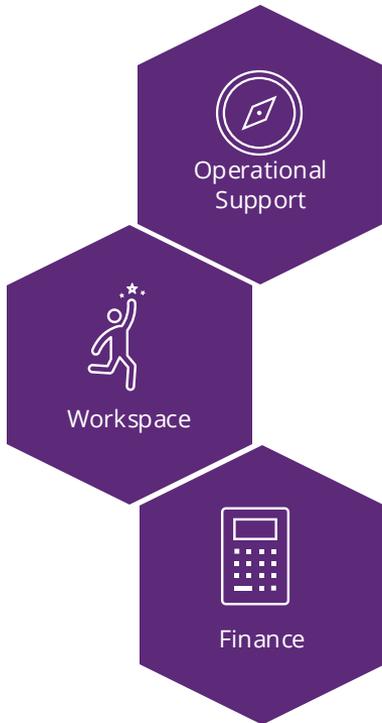
GIS/Virtual Reality  
Suite (plans in place)

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**How can we help  
you?**

# What support does School Ops offer for PGRs?



- Travel bookings, funded by the HUMS DA, and related procurement
- Support with Department-led activities/events



- Provision of workspace
- Upkeep of building facilities

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

# Doctoral Academy vs School Office

The Doctoral Academy is always be your 'go to' to get processes started

The School Office shares some processes with the Doctoral Academy

Example: The DA will allocate your funding for travel before you will be directed to share your bookings with us so we can book.



Doctoral  
Academy



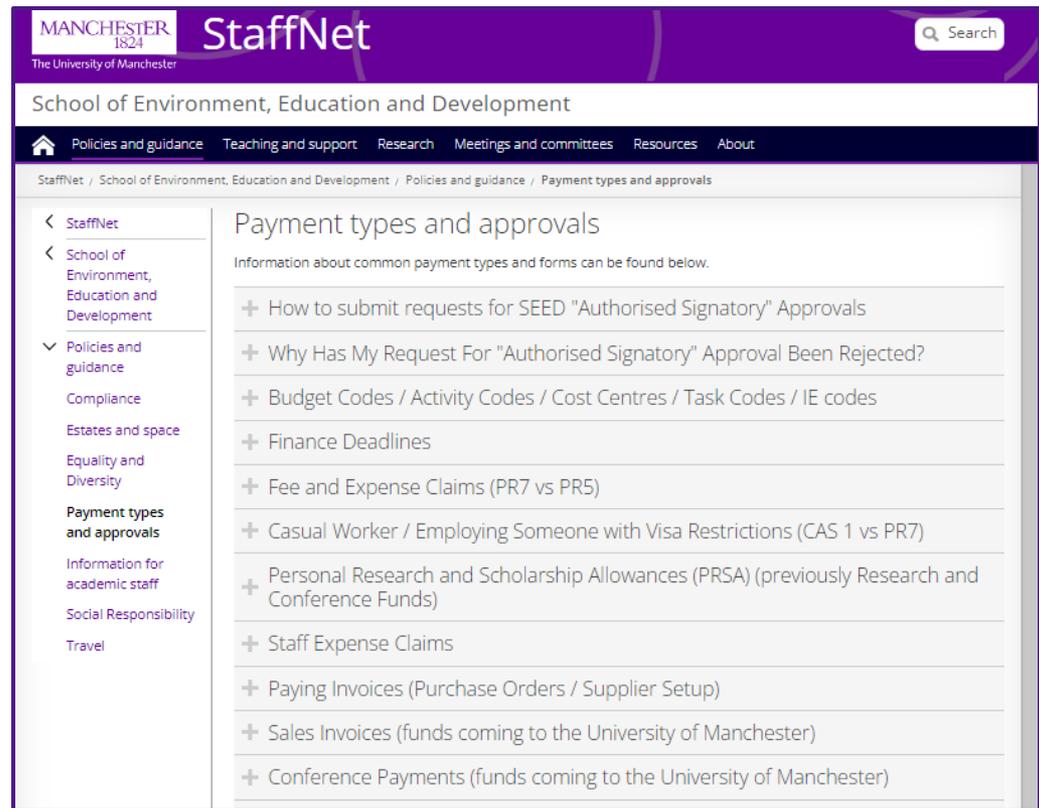
School Office

# Finance

The School Operations team support finance processes in SEED e.g. ensuring full approval and the smooth processing of fee and expense claims

[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 displays the StaffNet website interface. At the top, the Manchester University logo and 'StaffNet' branding are visible. The page title is 'School of Environment, Education and Development'. A navigation menu includes 'Policies and guidance', 'Teaching and support', 'Research', 'Meetings and committees', 'Resources', and 'About'. The breadcrumb trail reads: 'StaffNet / School of Environment, Education and Development / Policies and guidance / Payment types and approvals'. The main content area is titled 'Payment types and approvals' and contains a list of links with plus signs:

- + 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)

# Who to contact & How to contact



Doctoral Academy first point of contact



Academic Contacts - Supervisors



Procurement questions:  
SEEDSchoolOffice@manchester.ac.uk



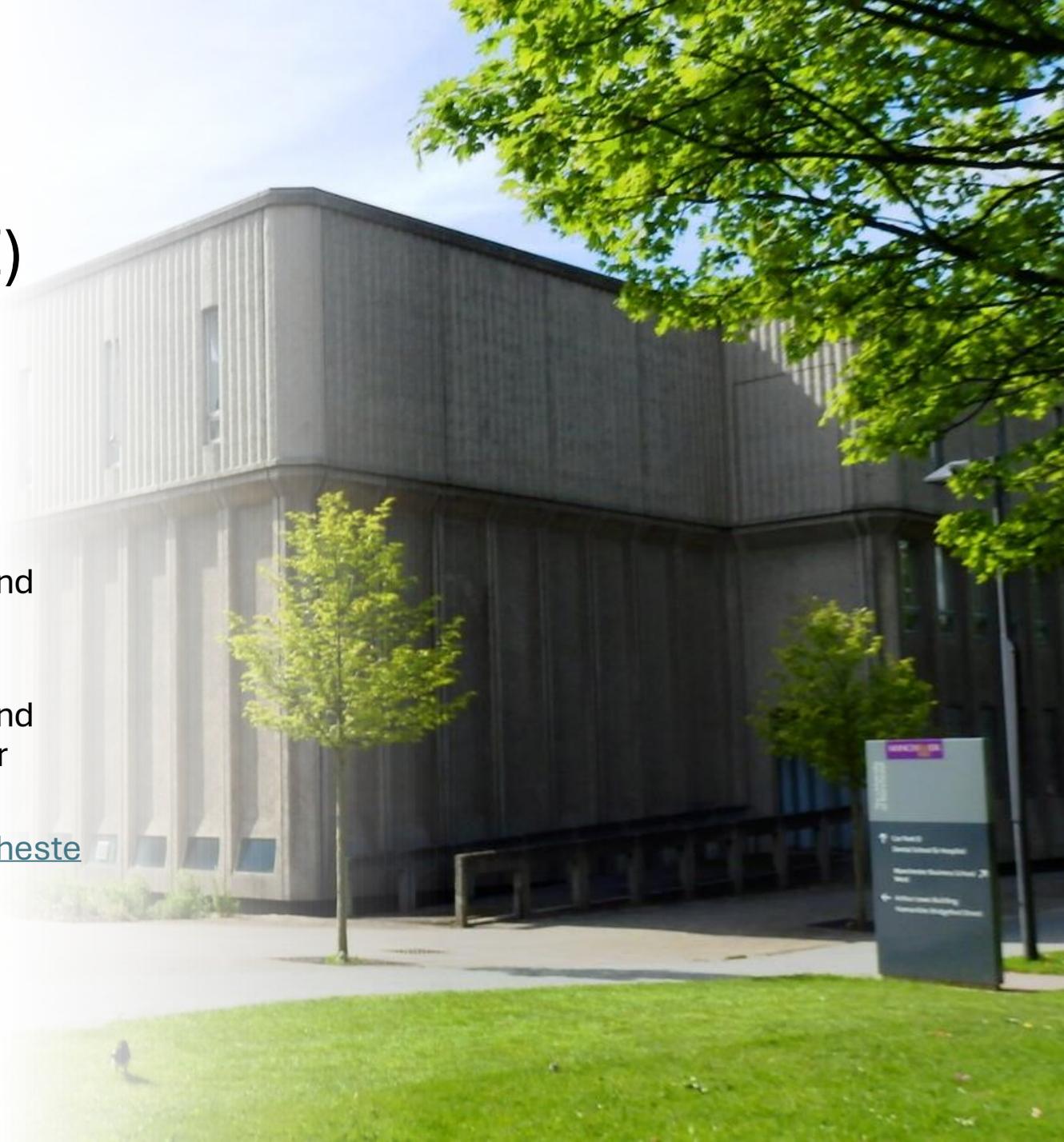
Estates: SEEDEstates@manchester.ac.uk



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](mailto: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 PGR Space Policy for the 25/26 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.

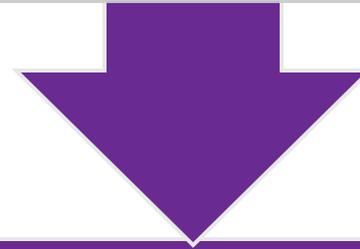


To request a locker email [SEEDestates@manchester.ac.uk](mailto:SEEDestates@manchester.ac.uk).

## 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)



## 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(s), on campus and at home.
- The assessment is carried out online: [Online DSE assessment](#)
- For all DSE queries, contact [seedestates@manchester.ac.uk](mailto:seedestates@manchester.ac.uk)

# Humanities Equipment Loan

[hums.equipmentloan@manchester.ac.uk](mailto:hums.equipmentloan@manchester.ac.uk)

The Faculty has an equipment store that loans out a variety of equipment.

It is in HBS basement and uses MyTurn to loan out equipment.

Laptop risers are available for use in the study spaces.

Open 0900-1200 weekdays.

# Fire - Local Arrangements

## Building Alarm Test Times:

Arthur Lewis Building (ALB)  
Mon @ 1.30pm

Humanities Bridgeford Street  
(HBS)  
Fri @ 9.15am

Ellen Wilkinson Building (EWB)  
Wed @ 11.30am



## Assembly Points

For ALB & HBS – The Martin Harris  
Centre on Bridgeford Street

For EWB – Green outside.

# Risk Assessment Training

A PGR risk assessment training session will be held on 11th February.

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

# Useful Links

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

