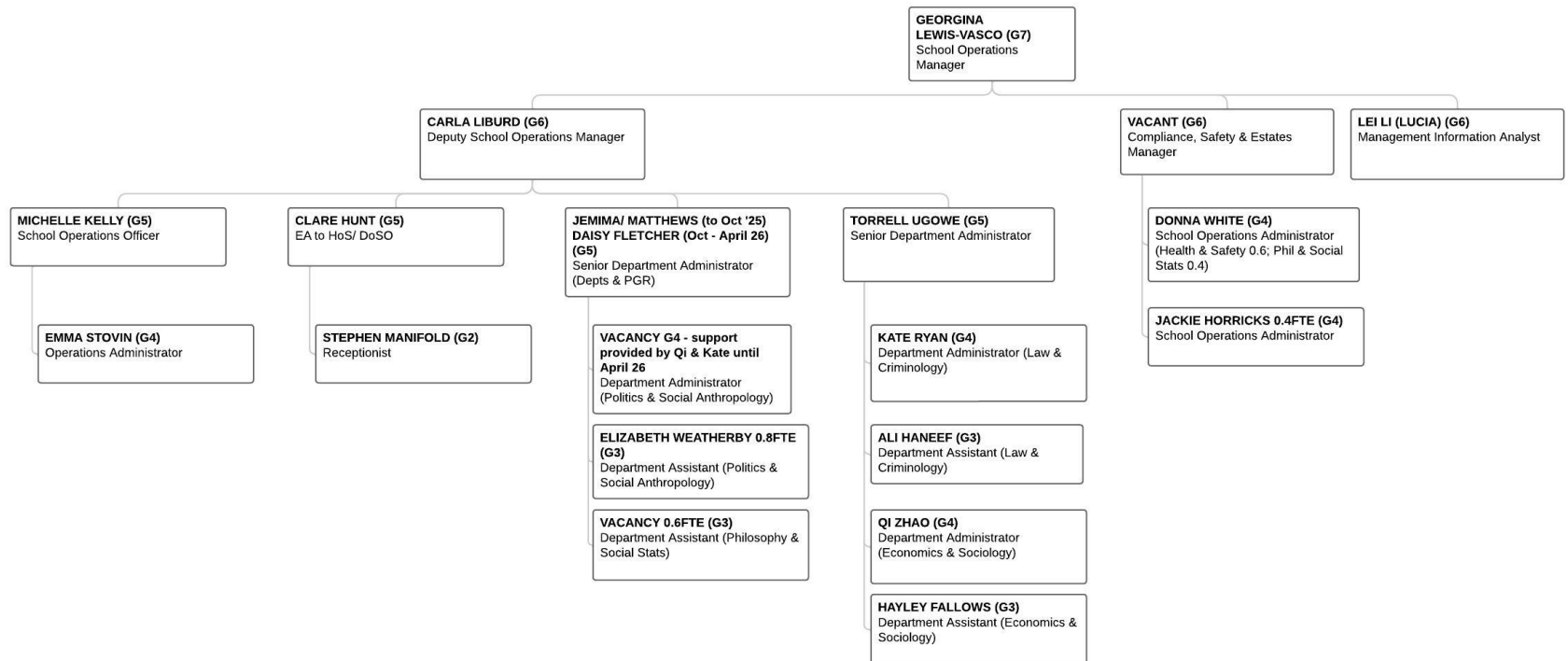


School of Social Sciences New Staff Welcome – School & Research Operations (PS)

September 2025

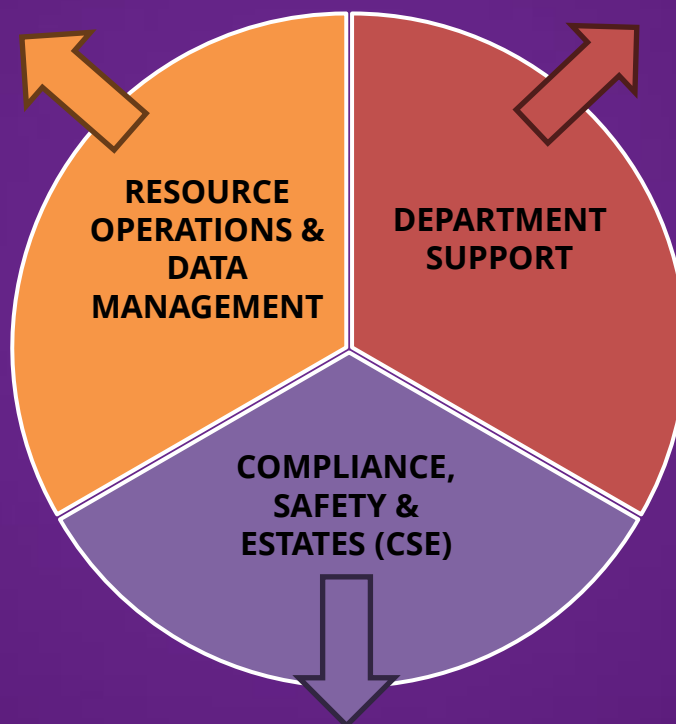
Operations Team Structure



Overview of Operations Support

Work closely with the HoS, DoSO and HoDs to support central activities

- People (HR) activities
- Teaching Assistant processes, payment & coordination of allocations
- Staff recruitment
- Casual, Honorary & Visiting staff appointment and support
- Reception
- Data analysis and management
- Room bookings
- EA support



Support for 8 departments via a team of Department Administrators & Assistants, overseen by Senior Department Administrators

- Meeting administration
- PGR Operations
- Event support
- Travel
- Financial process support e.g. Procurement & expenses
- Coordination of Peer Review of teaching
- Recruitment organisation & JobTrain
- HNAP guidance

Compliance reporting, safety measures, estates management

- Major projects, office allocations and preparation and maintenance for SoSS' buildings – Arthur Lewis, Crawford House, Humanities Bridgeford Street, Waterloo Place & Williamson
- Risk Assessments, Display Screen Equipment assessments, first aid, fire safety, evacuation plans
- Building inspections
- PGR space support

Allocation of Support

- **Senior Department Administrators** line manage team, coordinate Peer Review and support Recruitment, Probation and HNAP.
- Department **Administrators** take a lead in:
 - Providing day to day support to the Department and liaising with the HoD.
 - Providing academic recruitment support (e.g. invitations to interview, schedules and deliberation minutes support).
 - Organisation and servicing of Department meetings.
 - Organisation support for P&DR's.
 - Key contact for Department events.
 - Financial Support (Supplies orders, credit card payments, fees and expenses, one off payments).
 - External & PGR Travel including flights, accommodation & rail.
 - Assistance with new academic staff inductions.

Allocation of Support...

- Department **Assistants** provide support with:
 - Recruitment logistics (e.g. collating reference requests, booking rooms, equipment support, catering orders.)
 - Department event organisation (Eventbrite registration and advertisement, catering orders, venue hire etc).
 - Financial support (Supplies orders, Supplier set up, one off payments and expense/fees claims, processing Timesheets.)
 - Departmental Listserv moderation.
- The **CSE team** provide support in ensuring the School has appropriate processes that facilitate safe working for all staff and students. Everyone has a personal responsibility to ensure they are compliant with legislation by completing **mandatory** training e.g. H&S, DSE, data security and completing risk assessments to ensure safe travel (more info available on [School intranet](#)).

There is no dedicated PA support for Academic staff.

Do It Yourself (as far as possible)

University systems:

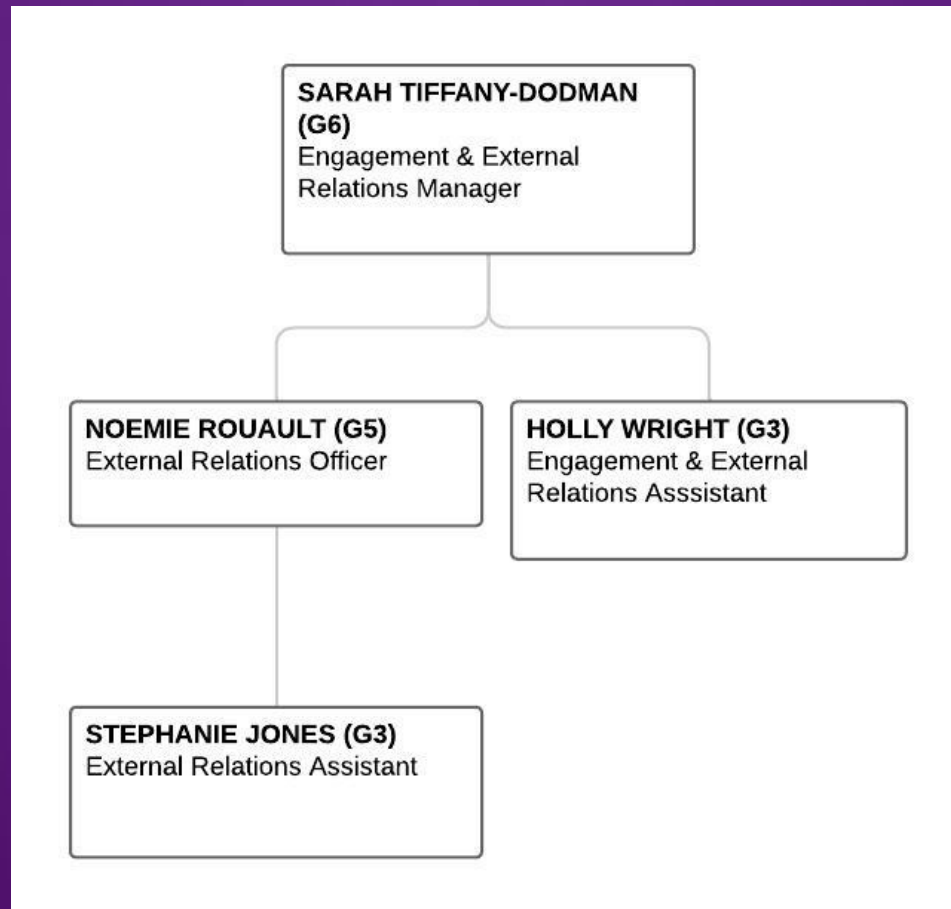
- MyView for staff expenses using RSA - £2000 per annum (pro-rated for part-time).
- Key Travel – self-book travel and accommodation.
- Use our [Sharepoint!!](#)

Conferences – self- sourced but booked on the School credit card by the Department Administrator.

All the above mean that you should not be out of pocket for long, providing everything is correct when you make a claim quickly.



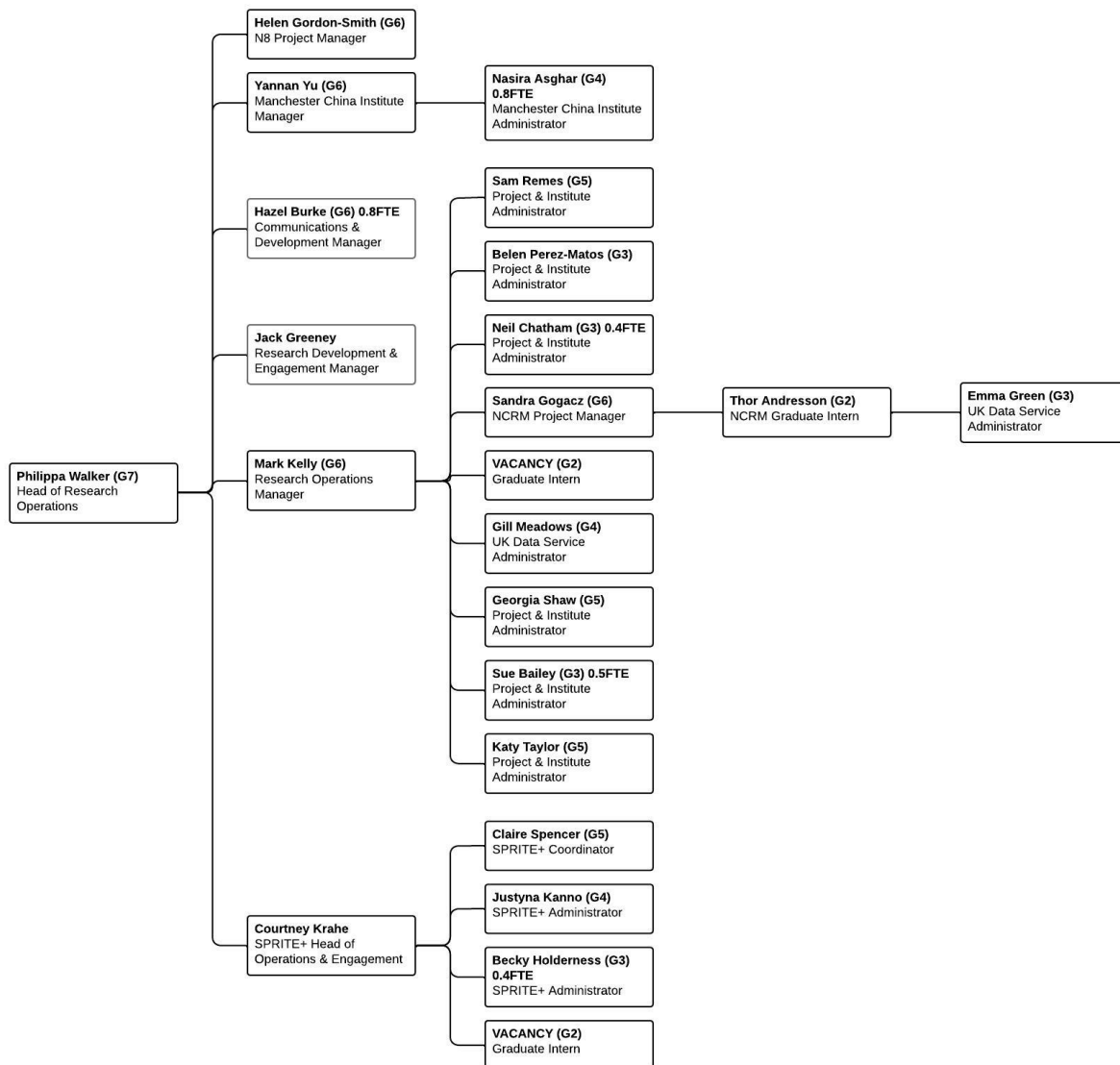
Engagement & External Relations Team



Engagement & External Relations Team

- Co-ordinates the School's engagement activity to deliver on the School's strategic objectives with respect to communications (internal and external), business engagement, social responsibility and internationalisation (where appropriate).
- This includes engaging with local communities, establishing and maintaining relationships and networks with sponsors, the legal professions, business, alumni and other external bodies.
- Deliver an expanded programme of public events and outreach activities, based on the research/practice expertise and interests of the School via the Justice Hub, ESRC Festival and various Public Lectures e.g. Arthur Lewis, Harry Street.

Research Operations Team



Research Operations Team

- Provide support to Research Projects and strategic advice/support to Principal Investigators, providing costs were built in to the funding application
- Team with a broad range of skills including:
 - Finance
 - HR
 - Event planning and management
 - Websites, social media and comms

How do we work?

- Initial meeting:
 - At the outset of a grant we hold an initial meeting with the PI to look at:
 - Project plans and timescales
 - Recruitment plans
 - Event and milestone plans
- During the grant:
 - Contact us at sooss-research-operations@manchester.ac.uk
 - Research out to us as soon as possible. The sooner we know about something the sooner we can help. Contacting us last minute reduces options and available support.

What support do we offer?

- Strategic Management:
 - Staffing – recruitment, contract extensions, casual appointments, recruitment options and strategy
 - Financial Planning - best use of budget, financial management and advice, financial viability of recruitment
- Impact Support:
 - Liaising with Humanities Comms team to set up and populate websites
 - Setting up social media profiles and supporting colleagues to use tools to ensure good exposure for the project
 - Managing event set-up including facilitating online and in-person events
 - Preparing material for event promotion

What support do we offer?

- Project Administration:
 - Casual contracts and casual payroll
 - Purchasing
 - Visitor travel
 - Advisory board support
 - Fees and expenses processing
 - General support for grant finances.

SoSS Institutes

- Sustainable Consumption Institute (SCI), joint Institute with the Alliance Manchester Business School – Debbie Cox
- Cathie Marsh Institute (CMI) – Pip Walker
- Manchester China Institute (MCI) – Yannan Yu