

ADMIN ROLES 2013-14

Roles	Teaching Credits	Marking credits (number of scripts)	Named Academic	Outline of main Responsibilities (Detailed job descriptions are available for the key roles)
Leadership Roles				
Director of Research	60	60	Toby Seddon	The overall role of the Director of Research is to co-ordinate research activity in the School; Chair Research Committee and member of Promotions Committee and ad hoc academic appointment committees; Member of SMT; Research Strategy; Research Development; Preparations for REF; Academic Leave; Staff Travel Funds; supervision of general research staff; link to Faculty for Research business
Director of Teaching and Learning inc QA	60	60	Dave Williamson	Chair T&L Committee; Member of SMT; Representative on Faculty T&L committee; Liaison with Faculty re QA issues; advice to Programme Directors on QA processes including proposals for new programmes; advice on Annual and Periodic Reviews, lead Annual Curriculum Review.
Head of Discipline Area (HoDA) Law	60	60	R Thomas	The HoDAs will play a key role in the development of strategic direction of the discipline area as well as providing academic leadership and taking line management responsibility for their areas, ensuring that the discipline area operates in a transparent and fair way. Manage staff development, promotions, probation, recruitment, contract ends, PDR and peer review for discipline area. including appointment of mentors, drafting promotion and probation cases. Student issues, including complaints if unresolved by the programme directors or Coordinators of PGR, UG or PGT. Member of Teaching Allocation group, Research Committee, SMT, School Promotions committee, Annual Curriculum Review and UG and PGT Teaching and Learning committees.
Deputy HoDA of Law	25	25	C Abbot	
Head of Discipline Area (HoDA) CSEP	40	40	S Holm	see above
Head of Discipline Area (HoDA) Criminology	40	40	D Gadd	see above
Staff Focused Roles				
Co-ordinator of Work Allocation	30	30	F Giglio	To be responsible for the allocation of teaching and marking across the School, working with the Directors of Studies and the Head of School Administration to ensure an equitable distribution of teaching and marking.
Staff Development and GTA/TA Coordinator	30	30	P Handler	Coordination of staff induction; Coordination of academic PDRs and Peer Review; Coordination of mentoring of staff in their probationary period; Liaising with STDU on staff development; Liaising with HoS & HoDAs on Staff Survey etc; Recruitment and shortlisting of GTAs and TAs; Training and monitoring of part-time staff and GTAs; Advice to Course Unit Directors on their responsibilities in relation to advice sessions and peer review of part-time staff. Mentoring of GTAs and TAs to advise on their personal development and career planning in terms of teaching; Resolve any issues with appropriate Director of Discipline area.

Research Roles				
Research Leaders: Private Law 1, Private Law 2, Crime Regulation, Security and Justice, International and European Law, Public Law, Markets and Regulation, Criminology and Criminal Justice, Law and Medical Ethics 1, Law and Medical Ethics 2	10	10		Six monthly meetings of the group to discuss, review, advise, guide, help with plans, where to publish etc.; Checking staff are on track with publications and monitoring quality; Individuals to be encouraged to take up opportunities for collaborative work; Support for colleagues to publish internationally or outside their discipline; Support for 'lone scholars' by, for example, collaboration with other schools/institutions, inviting researchers with common interests to visit to present at staff seminars/research workshops; Encouraging joint publications between PGR students and supervisors.
Teaching Co-ordinator Roles				
Director PGR	40	40	Sem 1: T Gibbons Sem 2:K Keyword	Take a strategic lead in the development of PGR in the School with primary responsibility for PGR student business including chairing PGR committee in School and attending PGRC at Faculty, organisation of the annual PGR conference; Member of the Research Cttee and SMT.
Director UG	40	40	Norma Hird	To promote a culture which positively encourages undergraduate recruitment and education and to contribute to developing appropriate high quality systems and policies for UG education within the School, Faculty and in the wider University context. Member of SMT and Teaching and Learning Committee.
Director PGT	40	40	Iain Brassington	To promote a culture which positively encourages graduate recruitment and education and to contribute to developing appropriate high quality systems and policies for PGT education within the School, Faculty and in the wider University context. Member of SMT and Teaching and Learning Committee.
Coordinator eLearning	20	20	Becki Bennett	Responsible for developing, realising and monitoring a School plan for eLearning reflecting discipline diversity. The aim of the planned activity is to enhance the student experience and realise benefits and efficiencies for academic and support staff through eLearning innovations: Work with the Faculty eLearning School Liaison contact to identify requirements and the necessary support and resources required to realise Teaching and Learning goals using eLearning; With the Faculty eLearning School Liaison contact jointly manage/oversee projects for delivering eLearning goals; With the Faculty eLearning School Liaison to embed eLearning into the School's QA and curriculum development processes; Assist the School in moving towards embedding eLearning within disciplines and throughout educational and administrative activity.

Exams Co-ordinator (UG)	40	40	H Quirk	Management of arrangements for preparation, scrutiny and marking of all UG examination papers; supervision of examination processes during examination periods, including dealing with special arrangements; ensuring that exam papers are marked and processed to deadlines; appointment of (following recommendation from Course Unit or Programme Director) and liaison with external UG examiners; arrangements for students with special needs; review of exam and coursework guidelines as needed; approval of any extension to a UG coursework submission deadline; processing of plagiarism and exams-related disciplinary cases; member of T&L Committee, Appeals Board, and special circumstances pre-exam meetings; Presentation of special circumstances to UG Exam Boards
Exams Co-ordinator (PGT)	30	30	L Lovdall Gormsen	Management of arrangements for preparation, scrutiny and marking of all PG examination papers; supervision of examination processes during examination periods, including dealing with special arrangements; ensuring that exam papers are marked and processed to deadlines; appointment of (following recommendation from Course Unit or Programme Director) and liaison with external PG examiners; arrangements for students with special needs; review of exam and coursework guidelines as needed; approval of any extension to a PG coursework submission deadline; processing of plagiarism and exams-related disciplinary cases; member of T&L Committee, Appeals Board, and special circumstances pre-exam meetings; Presentation of special circumstances to all PG Exam Boards
Admissions Co-ordinator (UG)	25	25	N Cobb	To encourage the recruitment of the highest quality undergraduate (UG) students by the Law School; to maintain the fairness of the Law School's admissions process and; to ensure the active participation of academic staff in recruitment and admissions.
Admissions Co-ordinator (PGT)	25	25	J Maogoto	To encourage the recruitment of the highest quality PGT students by the Law School; to maintain the fairness of the Law School's admissions process and; to ensure the active participation of academic staff in recruitment and admissions.
BA (Econ) Co-ordinator	10	10	L Williams	Liaison with Programme Director for IBFE and BA(Econ) programme; attending programme meetings; co-ordination of academic advising arrangements as required for these students
Validation Co-ordinator	10	10	F Gigilio	Managing the relationship with the departments in universities OS whose degrees are validated by the Law School (eg Moscow LLM). Ensuring that the teaching, examining and quality assurance of such programmes are appropriate for Manchester validation. Occasional visits OS.
QLD Professions Co-ordinator	20	20	A Bell	Monitor and advise students on professional requirements for a qualifying law degree; Act as a link with Law Society and Bar , for qualifications purposes; Advise on modifications to the University UG regulations for QLDs, in relation to compensation, and the academic subjects required for a QLD; Monitor professional requirements in relation to overseas institutional links (eg direct entry second year arrangements and similar arrangements)
Programme Directors				

			G Lynch-Wood & A Mullock	
Programme Director LLB	60	60		
Programme Director LLB with Criminology	20	20	Colin King	
Programme Director LLB (ELFL) & CLS	20	20	G Ulph	
Programme Director LwP	20	20	J Jaconelli	
Programme Director BA Criminology	20	20	J Spencer	
Programme Director LLM	40	40	Y Hodu	
Programme Director MA HCE&L	10	10	I Brassington	
Programme Director MA HCE&L (DL)	20	20	Sem 1 C Stanton Sem 2 S Giordano	
Programme Director MSc HCE&L (intercalated)	10	10	I Brassington	
Programme Director MA CLS & MRes Socio Legal Studies	10	10	J Shute	Programme Directors are responsible for: Managing the programme; Monitoring students' progress; Ensuring standards; Ensuring compliance with quality procedures; Ensuring communication with students. See detailed JD
PGR Programme Director School	20	20	K Keywood Se	Recruitment and admission, induction, allocation of PGR students to supervisors and second supervisors; PGR students' training sessions; annual review of PGR students; advice on academic malpractice; competition process for Law School scholarships; production of PGR documents – eg Programme Handbook; Reviewing Visiting Scholar applications; member of Research Committee for PGR business; member of PGR committee
Programme Director for CSEP doctoral Programme & CSEP Doctoral Students (Bioethics)	20	20	B Bennet	Recruitment and admission, induction, registration, management of teaching and assessment of Bioethics Doctorate programme students; senior adviser for these students, including advice meetings as necessary; relationship with external examiners; quality assurance reporting for the programme, production of documents – eg Programme Handbook and Programme Specification; member of PGR committee, member of CSEP Board.
Course Unit Directors				

Large Course Unit Directors 300+ for the following CUs: LAWS10011, LAWS10021, LAWS10032, LAWS 10042, LAWS10051, LAWS 10062, LAWS20011, LAWS20022, LAWS20091, LAWS20102	5	5		Course Unit Directors are responsible for: Managing the Unit; Ensuring Quality Standards and Compliance with School/Faculty Procedures and Student Business and Progression. See detailed JD
Student Support Roles				
Director of Student Experience	30	30	J Garcia Oliva	To help to enhance the student experience at both undergraduate and postgraduate levels, and on all degree programmes; To represent student opinions to the academic and professional support staff of the School, so as to reflect the student perspective in relevant School affairs; To support the Director of Teaching and Learning, the School Tutor, the Admissions team, [and other academic officers as agreed]; To chair the Staff-Student Committee, to liaise directly with the MULS Committee, and with other student groups as appropriate; To be responsible (from 2012) for Welcome Week, and for Graduation ceremonies; To seek, where possible, the improvement of student facilities, such as the Student Common Room, computer provision, and so on; To be a final port of call for students who need any advice – without altering the current structure of academic advisors, or for complaints and appeals. Member of UG T&L Committee and PGT T&L Committee; SLT; Staff-Student Committee; Working Groups as required.
Associate Director of Student Experience and Coordinator for Criminology	20	20	C Fox	Work alongside the School Director of Student Experience to enhance the student experience in the School of Law, at both undergraduate and postgraduate levels, and on all degree programmes. Including acting as coordinator for criminology careers.
School Tutor UG	30	30	E Dewhurst	Co-ordinate the personal tutorial system in the School; monitor the student support and guidance system for quality management: admissions, academic advisor record keeping, availability of academic advisor, timing and quality of feedback; act as intermediary in disputes/conflicts between students and staff and/or reassign a student to a different academic advisor; co-ordinate staff development in student support and guidance; guidance to inform staff of the STDU courses applicable to student support and guidance; act as mentor for any new staff in their role as academic advisor; update the School policy on student support and guidance in conjunction with the relevant School Committees; member of Teaching and Learning Committee UG.
Senior Tutor LLM	30	30	A Odell West	Co-ordinate the personal tutorial system in the School; monitor the student support and guidance system for quality management: admissions, academic advisor record keeping, availability of academic advisor, timing and quality of feedback; act as intermediary in disputes/conflicts between students and staff and/or reassign a student to a different academic advisor; co-ordinate staff development in student support and guidance; guidance to inform staff of the STDU courses applicable to student support and guidance; act as mentor for any new staff in their role as academic advisor; update the School policy on student support and guidance in conjunction with the relevant School Committees; member of Teaching and Learning Committee PGT.

Exchange Students Tutor	20	20	Shared A Nordhausen-Scholes & G Ulph	Dealing with incoming exchange students and outgoing exchange students, including approving their course selection; Working in close cooperation with the Study Abroad Unit at the University of Manchester; Dealing with any matters that arise under our exchanges - this may include the conversion of marks, the approval of alternative assessments, etc. Liaising with our partner universities in Europe, Asia, Australia and America; Promoting our study abroad schemes with our students and our partner universities; Looking for new partner universities in cooperation with the Study Abroad Unit; Carrying out site-visits at our partner universities when necessary.
JYA Co-ordinator	5	5	M Reiff	Arrangements for publicity and operation of JYA scheme(s); liaison as needed with University International Office and Study Abroad Office; Assessment decisions for JYA students; Academic adviser to JYA students; Member of T& L UG;
Careers Bar Liaison	5	5	N Allen	Professional link to the Bar; Advice to students re Bar; Support for Bar Society; Arrangements for Marshalling. Link to Careers Service re Bar. Some workshops for students on Tuesday afternoons.
Mooting	10	10	N Allen	Advising in relation to student mooting society events; links with sponsors of these events; links with external agencies in relation to mooting.
Early Career Allowances				
Early Career (new to teaching, year 1,2,3)	40:20:10	40:20:10		Year 1 - 40; Year 2 - 20; Year 3 - 10
New Academics Programme				
20 per year for two years	20	20		
New to Manchester	40	40		
Co-ordinator of School Seminars, WiP sessions & Public Lectures				
Co-ordinator of School Seminars, WiP sessions & Public Lectures	15	15	YS Lee	Coordination of research seminars, workshops and seminars including publicity and attendees
Careers Bar Liaison	5	5	N Allen	Professional link to the Bar; Advice to students re Bar; Support for Bar Society; Arrangements for Marshalling. Link to Careers Service re Bar. Some workshops for students on Tuesday afternoons.
UREC Chair	20	20	S Holm	
UREC Panel Member	10	10	D Williamson/ L Lovdahl Gormsen	