

School of Social Sciences Merger

Who is responsible for what?

Click a link to proceed

What are the
key changes?

View areas of
responsibility by
team or topic

School
Organogram



What are the key changes?

- Admissions teams have merged; there are two recruitment and admissions offices. UG admissions is based in the Arthur Lewis Building (ALB) and PG admissions (covering PGT and PGR) office is based in Williamson
- Teaching, Learning and Student Experience administration will remain as three teams: one based in Williamson (for Law and Crim, all levels) and two in ALB (one PG, one UG covering pre-merger SoSS programmes).
- The External Relations team now covers all 8 Departments in the new SoSS. The Team is currently based in Williamson but will be relocating to ALB this autumn to enable this area to bed into the 6 new departments.
- The 'old' staff resources office for Law no longer exists. Sarah Tiffany-Dodman is now [Head of School Departments](#) and has a different remit which is to provide the leadership and management of department administration for the eight departments.
- Some of the function areas of the 'old' Law and Criminology staff resources office are covered by the [SoSS School Resources Office](#) (managed by Carla Liburd) and some of these are carried out by Departmental Administrators.
- Finance is now coordinated by function area and PS teams are responsible for their own procurement and finance processing. Finance relating specifically to Departmental spending (i.e current research projects for Law, or spending from research allowance) is dealt with by a Departmental Administrator (a new role for Law and Crim).
- Student Support Services has been combined; see [team area](#) for more information.
- Louise Gorton no longer supports Law and Criminology; Pat Gorham is Research Manager for SoSS. See team for more information.
- Departments of Criminology and Law now also have access to Grant Management and Administration Team ([see team for more information](#))
- Heather Richards, Stephen Wadsworth and Sam Newell will work on Law and Criminology timetabling until mid October. After this, they will take up new positions/their remits will change from which point all timetabling will move to [UG admin](#) and [PG services](#).
- Sam Green's position as International Programme, Placement and Student Experience Officer will cover all UG programmes in SoSS.
- Maureen Barlow no longer covers Research Hub or Student Society support for Law or Criminology (some of this work will be covered in different places, see by topic or by team for more information).



Areas of responsibility by team or topic

Click a link to proceed

Search
by team

Search
by topic

e.g expenses,
timetabling etc.



Search by team

Click a team name to see more

**School Resources
Office**

**Departmental
Support**

**Undergraduate
Admissions**

All UG Programmes

**Postgraduate
Admissions**

All PG Programmes

**Widening
Participation**

**Teaching Learning and
Student Experience:
Law and Crim UG**

**Teaching Learning and
Student Experience:
Law and Crim PG**

**Undergraduate
Administration**

Pre-merger SoSS Programmes

**Postgraduate
Services**

Pre-merger SoSS Programmes

**Student Support
Services**

**Institute
Management**

**Grant Management
Administration Team
(GMAT)**

**External
Relations**

**REF Environment
Manager**

School & Faculty

**Research Support
Services**

Faculty PS Partner

**HR
Partner**

Faculty PS Partner

**Communications
and Marketing**

Faculty PS Partner

**Web Content
Editor**

Faculty PS Partner

E-Learning

Faculty PS Partner

**Head of
School Finance**

Faculty PS Partner



Search by topic (a - i)

Click a topic to see which team is responsible

A

- Alumni relations
- Appeals / complaints
- Assessment and examination (Law and Crim)
- Assessment and examination (pre-merger SoSS disciplines)
- Attendance monitoring (Law and Crim)
- Attendance monitoring (pre-merger SoSS disciplines)
- Awarding of degrees

B

- Blackboard

C

- Casual appointments (setting up)
- Casual timesheets (inputting and checking hours)
- Collaboration with business, charities, third sector (etc.)
- Conferences and Events and annual lectures
- Confidential waste collections in ALB
- Confidential waste collections in Williamson for academics
- Contract renewal
- Coordinate awards e.g. "Be Proud", "Best Academic Advisor"
- Course unit administration (Law and Crim)
- Course unit administration (pre-merger SoSS disciplines)

D

- Diary Management

- Discover Days for Law and Criminology
- Distance pre-university course

E

- E-learning
- Employability (for Law and Crim only)
- Employability administration (all programmes)
- Estates helpdesk (ALB)
- Estates helpdesk (Williamson & HBS)
- Estates work, projects
- Ethical approval for PG projects
- Exchange grade conversions
- Exchange, Study Abroad and Erasmus programmes for incoming and outgoing students (Law and Crim)
- Exchange, Study Abroad and Erasmus programmes for incoming and outgoing students (pre-merger SoSS disciplines)
- Expenses (related to departmental spending, your own research, or a research project without admin support)
- Expenses (relating to anything other than the above)
- Events (external)
- Events (departmental or internal)
- External Relations

F

- Face to face pre-university courses
- Finance (related to a function area such as External Relations, Admissions, Teaching and Learning)
- Finance (related to departmental spending, your own research, or a research

- project without admin support)
- Fitness to study arrangements
- Follow up support arrangements post-exam board

G

- Graduation (Law and Crim)
- Graduation (pre-merger SoSS disciplines)
- Guest IT accounts
- Guidance for academic staff in student support

H

- Health & Safety
- HNAP
- Honorary appointments
- HR
- HR Partner

I

- Induction arrangements
- Information Governance
- International pathway programmes (Law and Crim)
- International pathway programmes (pre-merger SoSS Disciplines)



Search by topic (j-w)

Click a topic to see which team is responsible

- J**
- Justice Hub/ Legal Advice Centre

- L**
- Library book initiative WP

- M**
- Management Information
 - Manchester Access Programme (MAP)
 - Marketing and Communications
 - Mitigating circumstances (Law and Crim)
 - Mitigating circumstances (pre-merger SoSS disciplines)
 - Monitoring of complex student cases

- N**
- New appointments
 - News stories (publishing)
 - Newsletters (departmental)

- O**
- Office allocations

- P**
- P&DR (academic)
 - PASS
 - Pathways to Law
 - Peer mentoring
 - Peer Review
 - PG Administration (pre-merger SoSS disciplines)
 - Pre-arrival support
 - Press Enquiries

- pre-university Course programmes (pre-merger SoSS programmes)
- Probation (academics)
- Programme administration (Law and Crim)
- Programme administration (pre-merger SoSS disciplines)
- Progression (Law and Crim)
- Progression (pre-merger SoSS disciplines)
- Promotions (academic)

- R**
- Recruitment - Academic
 - REF
 - Registration (Law and Crim)
 - Registration (pre-merger SoSS disciplines)
 - Research Projects
 - Research Support Services
 - Room bookings

- S**
- School Finance
 - Sickness Absence Monitoring
 - Signage
 - Social Media
 - Social Responsibility
 - Staff Induction
 - Staff Records
 - Student referrals to central support
 - Student support
 - Student Support Services (all degree

- programmes)
- Student Volunteering
- Student Welfare
- Study skills, plagiarism, malpractice support
- Support for choosing optional courses
- Support societies and representation

- T**
- Teaching Assistants
 - Teaching and Learning (Law and Crim, UG and PG)
 - Teaching and Learning (UG pre-merger SoSS disciplines)
 - Teaching and Learning (PG pre-merger SoSS disciplines)
 - Telephone lists
 - Tier 4 census point checks (Law and Crim)
 - Tier 4 census point checks (pre-merger SoSS disciplines)
 - Timetabling (PG)
 - Timetabling
 - Timetabling (UG)

- V**
- Visiting academics

- W**
- WAM
 - Web updates
 - Website changes
 - Welfare / pastoral support
 - Widening Participation



School Resources Office

- Casual appointments (setting up): Michelle Kelly. For inputting and checking hours, see Dept. Admin.
- Estates helpdesk: ALB -Michelle Kelly or Departmental Administrators; Williamson -Nikki Svarups or Heather Richards; HBS - Heather Richards or Departmental Administrators.
- Estates work, projects (Carla Liburd)
- Health & Safety : Risk assessments - soas.risk@manchester.ac.uk. DSE - soas.dse@manchester.ac.uk
- H NAP: Carla Liburd
- HR (appointments, renewals, new arrivals, staff records)
- Honorary Appointments: Domenica Scinaldi
- Management Information: Danny Allen
- Office allocations: Carla Liburd
- Recruitment - Academic: Carla Liburd
- Sickness Absence Monitoring - soas-absence@manchester.ac.uk
- Signage: Carla Liburd
- Staff Induction: Carla Liburd & Sarah Tiffany-Dodman
- Teaching Assistants: Michelle Kelly & Heather Richards
- Telephone lists (with additional input from Departmental Administrators and Receptionists)
- Visiting academics: Michelle Kelly
- WAM (from 21/10/19) Heads of Department with technical support from Danny Allen

Departmental Support

- The main functions of Departmental Administrator roles are: diary management for HoDs; organisation and servicing of department meetings; organising departmental events; promotion of the departments; compiling newsletters; calendars of events; coordinating annual P&DR meetings; dealing with financial matters for the departments including purchasing goods and services and processing fee and expenses claims.

The team is also responsible for:

- Casual timesheets - inputting and checking hours
- Confidential waste collections (apart from TLSEO and R&A in Williamson)
- Estates helpdesk: ALB -Michelle Kelly or Departmental Administrators; Williamson -Nikki Svarups or Heather Richards; HBS - Heather Richards or Departmental Administrators.
- Guest IT accounts: School Resources Office supported by Departmental Administrators

- Information Governance: Sarah Tiffany-Dodman
- Peer Review: Sarah Tiffany-Dodman
- P&DR (academic): Sarah Tiffany-Dodman
- Probation (academics): Sarah Tiffany-Dodman
- Promotions: Alison Wilson and Sarah Tiffany-Dodman
- Research Projects for Law/Crim: Nikki Svarups and Jackie Horricks (existing projects only)
- Staff Induction: Carla Liburd & Sarah Tiffany-Dodman
- Telephone lists (SRO with additional input from Departmental Administrators and Receptionists)



Undergraduate Admissions

- Responsible for the recruitment, conversion and admission of all UG home and international students.
- Coordination of open days and the recruitment of student ambassadors.
- Provide management information for disciplines, including competitor data.
- Alongside marketing colleagues organise the production of publicity materials.
- Report to the Student Recruitment Admissions and Portfolio Review Group.

Widening Participation

Widening Participation Manager, Tom McCunnie

- Manages the Schools [six pre-university course programmes](#)
- Face to face pre-university courses: course design; management of delivery team; teaches on the economics course; recruits around 100 students each year; liaises with sixth form colleges throughout the North West.
- Distance pre-university course: course design; management of the academic who first marks the assignment; second mark of assignments and decides if a differential offer is to be made; The distance pre-university course has a national presence and is offered to all WP flagged applicants who make a SoSS undergraduate programme their firm choice.
- Makes decisions for all schools' undergraduate programmes with respect to the University's WP
- Manchester Access Programme (MAP)
- Manages the Schools WP library book initiative

Widening Participation Officer, Saba Mirshafiei

- Responsible for coordinating 'Pathways to Law' and Discover Days for Law and Criminology programmes.
- WP activity is supported by a grad intern Lisa Konomoore

Postgraduate Admissions

- One-stop-shop for all PG recruitment and admissions activities for PGT and PGR courses
- Processing of all PG applications
- Co-ordination of PhD funding applications
- Co-ordination of PGT funding applications
- Marketing activities in conjunction with School Marketing Officer
- Liaison with T&L offices ready for hand-over of new cohort



Teaching and Learning: Law and Crim, UG and PG

Organisation, development and administrative support to all UG, PGT and PGR Law and Criminology programmes including:

- Collaboration and administrative support for international pathway programmes
- Exchange, Study Abroad and Erasmus programmes for incoming and outgoing students
- Operational processes associated with full student lifecycle including:
 - registration
 - progression
 - attendance monitoring
 - Tier 4 census point checks
 - assessment and examination
 - graduation

Postgraduate Services

Pre-merger SoSS Programmes

The Postgraduate Support Team is based on the 2nd Floor of ALB is responsible for all matters of student administration relating to PGT and PGR programmes for pre-merger SoSS programmes. This includes:

- student support
- course unit administration
- programme administration
- mitigating circumstances
- ethical approval
- assessment
- award of degrees
- administration of new and continuing studentships
- Timetabling for **all** postgraduate programmes (including Law and Criminology as of 21/10/19) is administered from this office

Undergraduate Administration

Pre-merger SoSS Programmes

The Undergraduate Team based in ALB is responsible for all matters of student administration relating to the following programmes: BAEcon, BASS, BScEconomics, BA Philosophy, BA PPE, BSocSc Politics and International Relations, BSocSc Social Anthropology and BSocSc Sociology. This includes:

- course unit administration
- programme administration
- mitigating circumstances
- assessment.
- Timetabling for **all** undergraduate programmes (including Law and Criminology as of 21/10/19) is administered from this office.



Student Support Services (all degree programmes)

Head

- Appeals / complaints
 - Exchange grade conversions
 - Student support budget (joint degrees)
 - Study skills, plagiarism, malpractice support
- web or intranet pages
- Facilitate take-up of self-help resources
 - Support for choosing optional courses

New posts:

- Pre-arrival support
- Analytics
- Support student representation and societies
- Named contact for new students
- Coordinate awards e.g. "Be Proud", "Best Academic Advisor"

Welfare Officers

- PASS
- Peer mentoring
- Induction arrangements
- Welfare / pastoral support (as according to the protocol)
- Monitor complex student cases
- Establish networks of support
- Student referrals to central support
- Fitness to study arrangements
- Follow up support arrangements post-exam board (NEW)
- Employability administration (all programmes, collaboration with ERO for Law and Crim)
- Guidance for academic staff in student support
- Maintaining relevant publications /

Institute Management

The Institutes - Sustainable Consumption Institute (SCI), Manchester China Institute (MCI), Cathie Marsh Institute (CMI) and the Manchester Institute for Collaborative Research on Ageing (MICRA) have their own Institute Manager who reports to the Head of School Operations as well as the respective Institute/ Centre Director.

Grant Management Administration Team (GMAT)

GMA Team is led by Pip Walker and they provide administration support for grants within the School, providing that costs have been built into the grant for this support. Pip also plays a proactive role in supporting contract researchers.



External Relations

Manage, lead and support on projects relating to External Relations and Social Responsibility. You can email us for support on any of the below at ssoss.externalrelations@manchester.ac.uk or for anything related to the Legal Advice Centre or Justice Hub free.legal@manchester.ac.uk

- Employability (for Law and Crim only)
- Conferences and Events and annual lectures (We can provide planning, promoting and logistical support for Conferences and Events that are aimed at a largely external audience (i.e. not internal research seminars etc.))
- Press Enquiries
- Alumni relations
- Any activity, queries or support required relating to collaboration with business, charities, third sector (etc.)
- Social Media for Law, Criminology and LAC/Justice Hub channels – also happy to advise more generally. (This does not include social media campaigns for student recruitment; see Faculty Marketing for these queries)
- Justice Hub/ Legal Advice Centre (including but not limited to: LAC student volunteering; Legal Advocacy Support Project with Greater Manchester Law Centre; Miscarriages of Justice Review Centre)
- Student Volunteering (anything other than the LAC – see above)
- Social Responsibility (general)
- General Administrative queries relating to External Relations and Social Responsibility
- NB: We no longer cover: student societies; internal research hub events; more broad research hub support
- If you have a news story or an event that you would like to post on the School website, please make a request to the Faculty Web Team [via LANDesk](#)

REF Environment Manager

School & Faculty

- Queries relating to REF and environment statements
- For other research queries not related to the REF please see Research Support Services



Research Support Services

Faculty PS Partner

Administrative support for the application of research grants is provided by the Research Hub for the Schools of Social Science and Environment, Education and Development. The Research Hub is based on the 2nd Floor of the Arthur Lewis Building, the School's Research Manager is Pat Gorham. Pat leads and oversees all activity related to the School, which includes providing expert advice on all aspects of the process of research grant applications and the post-award management of research projects. Pat also works closely with School Research Director to provide strategic and operational advice to the School. Pat is supported by four Research Support Officers, Damaris Richards, Rebecca Bailey, Rebecca Cross and Neil Chetham.

HR Partner

Faculty PS Partner

Jenny Knights is the School's HR Partner and works closely with all staff throughout the School, supporting managers, teams and staff on HR and people matters. Jenny is responsible for working with the leadership team to identify, develop and implement priorities and associated people plans that support the School in reaching its strategic aims. Jenny works closely with the Head of School, Head of School Operations and Heads of Department. Jenny supports the School operationally on identifying areas that require training or other HR action and applying HR policy, procedure and solutions.



Communications and Marketing

Faculty PS Partner

Julia Riley is responsible for working with a number of teams across the School to devise the most appropriate marketing strategies, plans and solutions for student recruitment and conversion for taught programmes. This includes social media, market research, digital and offline marketing. There is currently a vacancy for another marketing officer.

Beth Piggott is responsible for the marketing of PGR.

Web Content Editor

Faculty PS Partner

Leonie Jackson is responsible for overseeing the School's online content. She maintains the School's websites, and coordinates the creation of new online content and digital marketing campaigns, in conjunction with the School's Marketing Officer.

E-Learning

Faculty PS Partner

Mark Lobjoit, Andrew Larner and Elsa Lee are responsible for advising staff on e-learning and providing assistance in setting up new Blackboard courses when required.

Head of School Finance

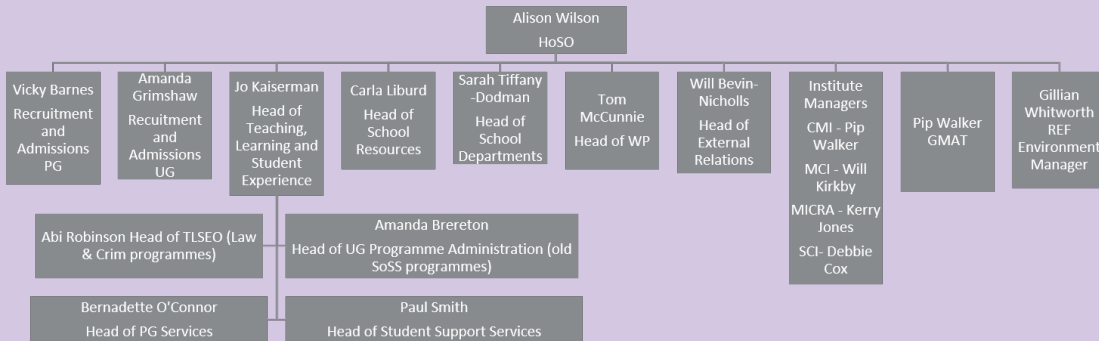
Faculty PS Partner

Lucy Galloway is responsible for producing monthly management accounts, as well working with the Head of School and Head of School Administration on budgeting and financial planning. Wayne Ferris, Gareth Martin and Stuart Baker support her.



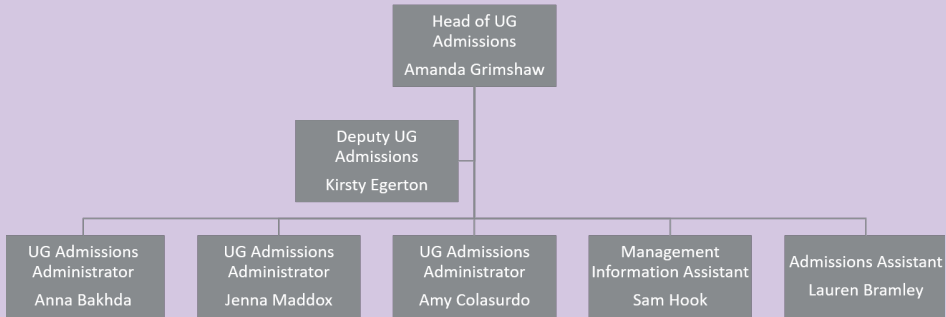
School Organogram

PS Leadership and Management



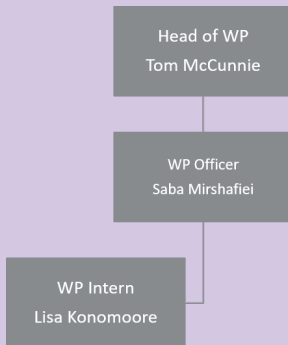
School Organogram

UG Recruitment and Admissions



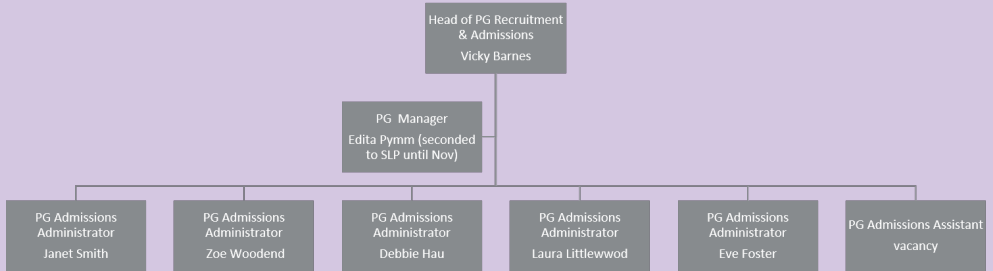
School Organogram

Widening Participation



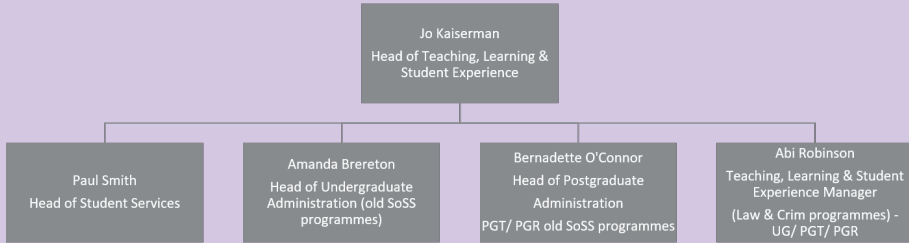
School Organogram

PG Recruitment and Admissions



School Organogram

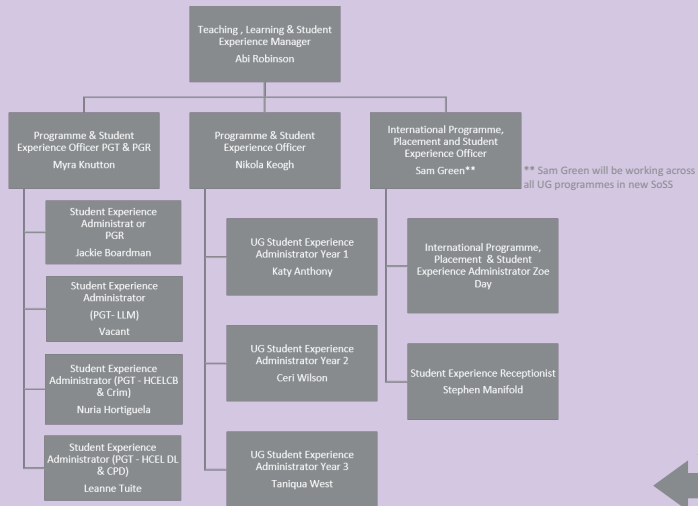
Teaching, Learning and Student Experience Leadership Team



School Organogram

Teaching, Learning and Student Experience (TLSEO)

Law and Criminology Programmes



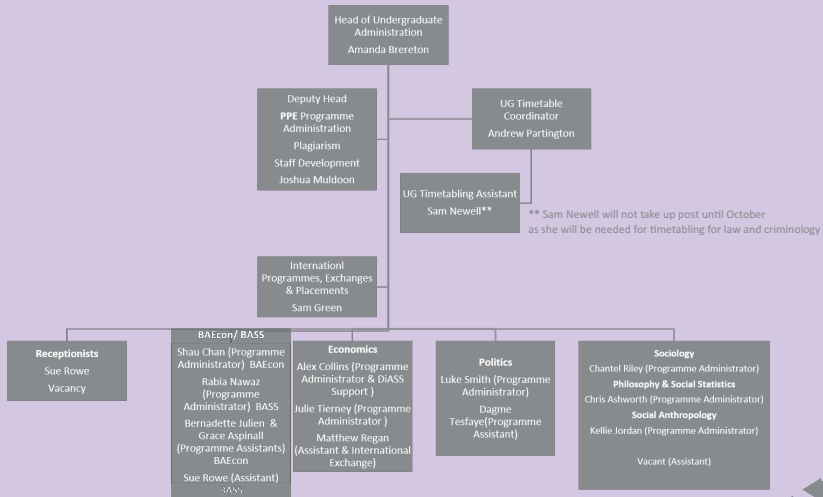
BACK TO TEAM

BACK TO START

BACK TO TOPIC

School Organogram

UG Administration – pre-merger SoSS programmes



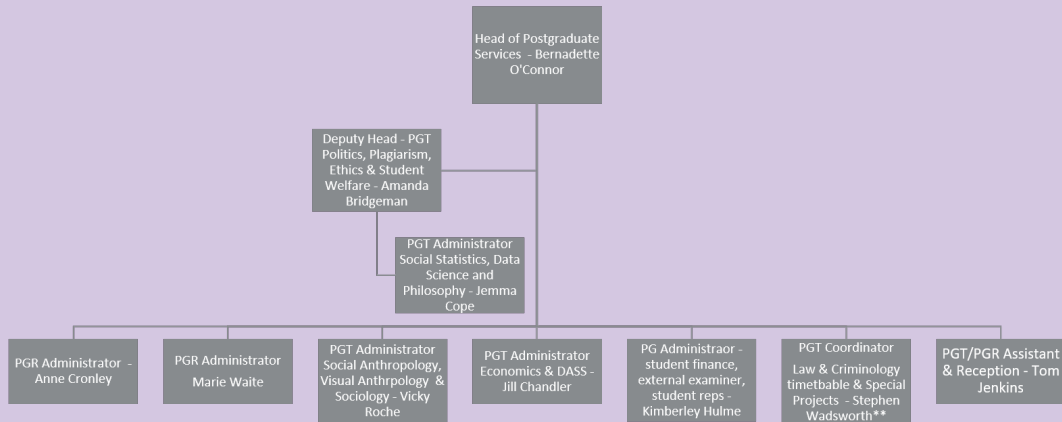
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BACK TO TOPIC

School Organogram

PG Services - PGT/PGR pre-merger SoSS programmes

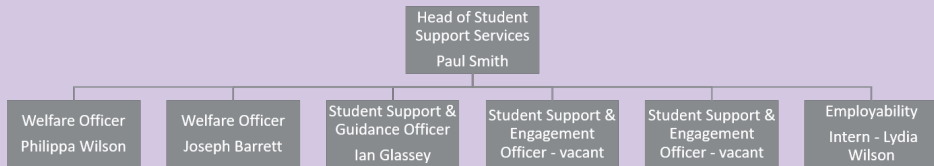


** Stephen Wadsworth will not take up the position until October as he will still be needed on Law and Criminology timetabling



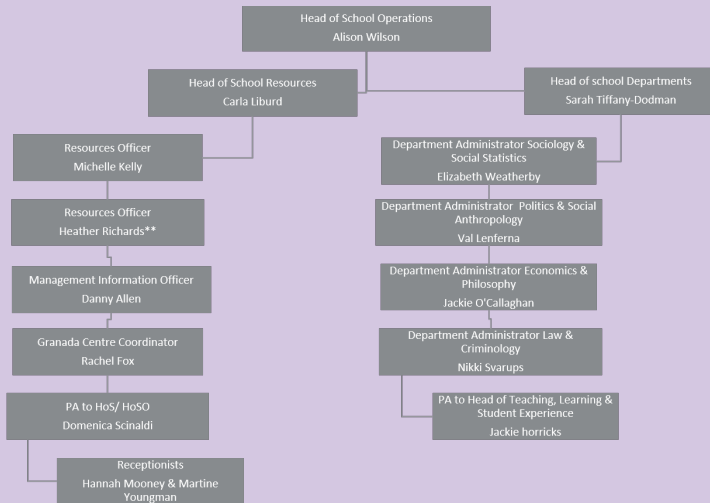
School Organogram

Student Support Services



School Organogram

Resources: School Resources Office & Departmental Support

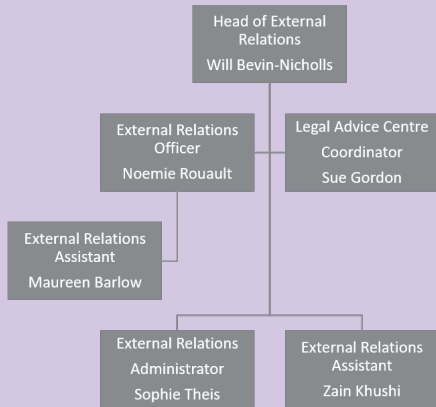


**Heather Richards will not take up position until October as she will still be needed on Law and Criminology timetabling



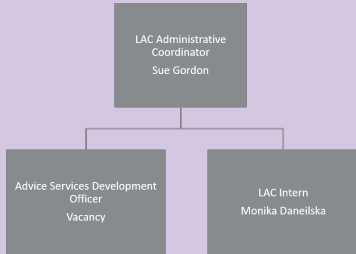
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External Relations

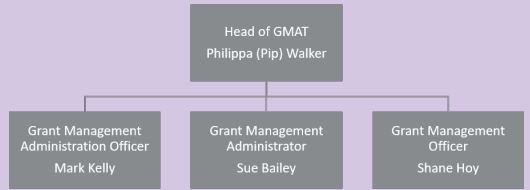


School Organogram

Legal Advice Centre/Justice Hub
186 Waterloo Place

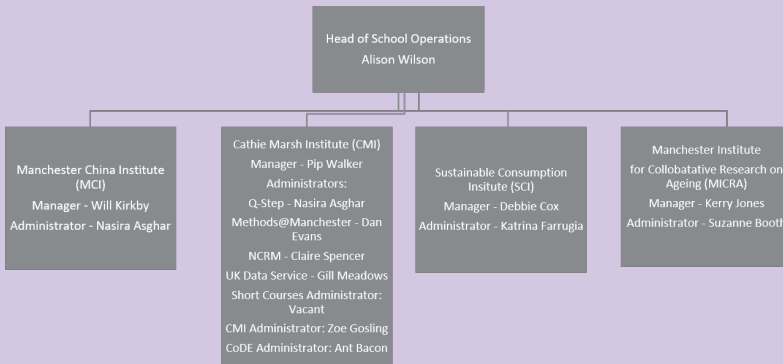


Grant Management
Administration Team (GMAT)



School Organogram

Research Institutes



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