

Outline of administrative support to be provided by Institute Administration and Student and Programmes Centre

NB: not a definitive list, as additional work is identified it will be allocated as appropriate

Institute Administrative Support	SPC Support
Administrative support for Executive Deans and Associate Deans	Provide administrative support for all programme related matters
Finance: Manage budgets Provide budgetary/statistical information as required by the Executive Deans Process orders Manage research funding e.g. projects, KTPs (working with Research Services Team)	Provide administrative support for all student matters related to their programme
Provide administrative and secretarial functions for research activity in the Institute	Service formal School committees
Assist academic staff with matters such as conference bookings, organisation of meetings, as considered appropriate by Institute Business Manager	Service Programme Team meetings, SSCC's
Service institute meetings i.e. institute level management team meetings / formal research centre meetings	Support all assessment processes and service Assessment Boards
Maintaining all staff records in the Institutes including: Recording annual leave, sickness Keeping records of ISDRs/appraisals Recording Peer Observation information Sessional Lecturer files	Maintain accurate student records
Act as 1 st point of contact for academic staff reporting their absence (to pass information to Academic Leader in order to ensure all teaching activities, meetings etc. are covered or students advised of any changes to the timetable)	Deal with admissions queries, ensure a record of applicants is maintained, organise interviews and take up references as required
Oversee management of Institute Health & Safety issues	Assist with the organisation of programmes/subject specific open days and visits etc
Maintain stationery levels and providing supplies to staff on request	Manage admissions procedures including health declarations, CRB applications and checking of the ISA Register
Distribution of Post (note SPC will help support this process in the short-term)	Manage the admissions and associated administration of Summer School and Project Students where appropriate
Maintain paper/toner in Institute photocopiers	Advise staff and students on University policies, procedures and Regulations
	Provide advice and support on Quality Assurance procedures such as internal and external reviews, validation and review, audits and other monitoring systems

	Provide administrative support for the production of the Programme Handbook and other Handbooks issued to students
	Assist in the production of programme documentation e.g. validation (formatting and collating)
	Maintain definitive programme documentation, Assist programme teams with minor/major modifications
	Support the production and up-dating of course publicity
	Collate and analyse student feedback data
	Where appropriate, provide administrative support for the placement of students
	Production of the academic timetable (working closely with academic colleagues)
	<p>Graduate School Office, in addition:</p> <p>Administrative support for all procedures concerning postgraduate research students:</p> <ul style="list-style-type: none"> Admissions Enrolment Annual Progress Monitoring Transfer from MPhil to PhD Transfer to writing up status Examination of thesis/organisation of oral examination