

SRO

Grant support, advice & costings
Impact support (publicity, drafting, collate, liaison)
Publicity & events
Project records & oversight of research finance, projects & staff
Project admin support
Research reports
Visiting fellows
VIVAs (logistics)
PhD Student Admin
Doctoral Tutors
Ethical Review
Knowledge Exchange
Business Partnership
Research degrees committee
Support DRaKE & research cmte

HR (recruitment, performance & records & OH)

Academic probation & promotion
Buildings & signage & space allocation
Finance (expenses & budgets)
School resource mgt
PA & diary to SMT
Staff Induction
Insurance
Catering & logistics
Recording/collating school info including compliance (e.g. UKVI, GDPR & Right to work)
Annual planning of workload
Information asset owner
Reception & visitors
Procurement (PO, invoices etc)
Travel arrangements
Student, visitor & staff letters.
Room bookings
School events (incl AVDs, Open Days, Tours, Induction)
School/Dept meetings
H&S

Websites

External engagement
Social media (events, news)
External websites
Research brochures
Teaching brochures/leaflets
Prospectus review
Event promotion, organisation & registration (seminars etc)
Design work (reports, posters, brochures, handbooks, leaflets)

Internal Comms (email, newsletter & bulletins)

Internal school/dept events & calendar
School/dept internal websites & courses, contacts, resources etc
School Canvas & Teams sites
School/dept contacts & mailing lists
Broadcast news
Building screens & internal signs
Posters
Guest speakers

Triage, enquiries & wellbeing

Admissions and registration

CAS issuing and UKVI visa monitoring

Administration of Teaching (EFL, ELAS,
Open courses)

Short course administration

Student support (EFL and Open
course)

Assessment coordination and Exam
Boards (EFL and accredited Open
Courses)

EFL student events and summer social
programme