

**SCHOOL OF INFORMATICS****Strategy Committee****Wednesday 26 October 2016****Subject: Professional Services Organisational Changes****Author:** Martin J Wright – Director of Professional Services**Background**

A number of recent departures and the anticipated approval from College to recruit to a new post within Professional Services have provided the opportunity to make some changes to the organisational structure within Professional Services. These are intended to create a more logical split of responsibilities – providing greater clarity as to what services are provided by which team.

**Action requested from the committee**

1. Strategy Committee is asked to note the structural changes being made within Professional Services.
2. Strategy Committee is also invited to comment on the suggestion that an academic admin duty of 'Public Engagement Co-ordinator' might be established.

**Main subject text**

Recent resignations within Professional Services (Pim Totterdell as Knowledge Manager; Kenny Bell as Web Co-ordinator; Eileen Mehta as Facilities and Resources Co-ordinator) have facilitated a review of the organisational structure within the School's Professional Services. Additionally, the School is now in a position to proceed to recruit to an additional post, which was included in the current School Plan.

The main changes are:

- The research related activities (including REF support and Open Access support) within the Knowledge Management team will become part of Research Services. A new post of Research Data Manager has been created (as an indirect replacement for the previous Knowledge Manager post). This new post will report to the Head of Finance and Research Services. Two existing staff will report to the Research Data Manager and will become part of the Research Data team within Research Services.
- The communications and student recruitment functions within the Knowledge Management team will become part of a newly designated 'Communications and Outreach' team. This will be led by a new post of Communications and Outreach Manager. The current post of Communications Officer (part-time) and a slightly revised post of Web and Social Media Co-ordinator will comprise the remainder of this team. The Communications and Outreach Manager will report to the Director of Professional Services. The Communications and Outreach team will incorporate the duties envisaged of the post of Public Engagement and Outreach Officer, included in the current School Plan. This latter function will focus on coordination and support of public engagement and outreach activities undertaken by academic and research staff, rather than primarily undertaking such activities.
- As a consequence of the above, there will no longer be a Knowledge Management team.

- Additionally, a revised (now full-time) post of Facilities Secretary has been established incorporating the duties of the previous post of Facilities and Resources Co-ordinator. This post will report to the Facilities and Technical Services Manager. The Reporting line for the School Receptionist will move also to the Facilities and Technical Services Manager.

In relation to public engagement and outreach, it has been suggested that a new academic admin duty of Public Engagement Co-ordinator (or some similar title) might be established. Strategy Committee is invited to consider the requirement for such a role and the duties that would be associated with it.

An updated organisation structure is appended.

#### **Equality and diversity implications**

The increased support for public engagement and outreach is consistent with commitments made in the School's Athena SWAN Silver Award renewal application.

#### **Resource implications (staff, space, budget)**

Costs for all of the above staff are included in current financial projections. It is anticipated that there may be a need to allocate additional budget to support outreach activities, however this is not significant relative to the School's current and projected financial position. There will be some space implications, especially in the short term, however these will be managed alongside other current spatial challenges.

APPENDIX

School of Informatics – Professional Services Management Structure

