Overall Goals

> Further the research in her field and form new collaborations across the globe

> Deliver an engaging an informative learning experience for students on her course

> Guide her research students on their projects
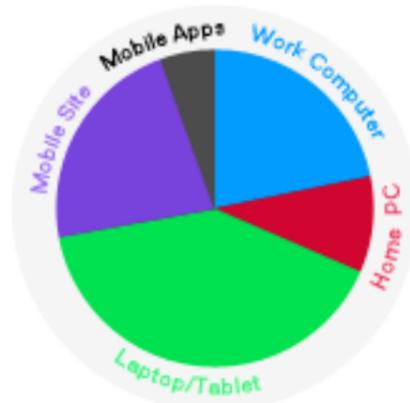
Key UCL Tasks

Primary

1. Manage research projects and research students.
2. Assess student's work.
3. Manage her department team.
4. Write and deliver lectures.

Secondary

- Access and edit student profiles.
- Upload course materials to Moodle or send them to someone else to upload them.
- Send and receive drafts of work from students and annotate them.
- Manage her tutor group and arrange meetings.
- Attend conferences relating to her field.
- Carry out administrative process such as authorising leave for her team, dealing with expenses and payslips.
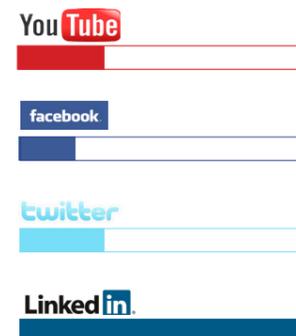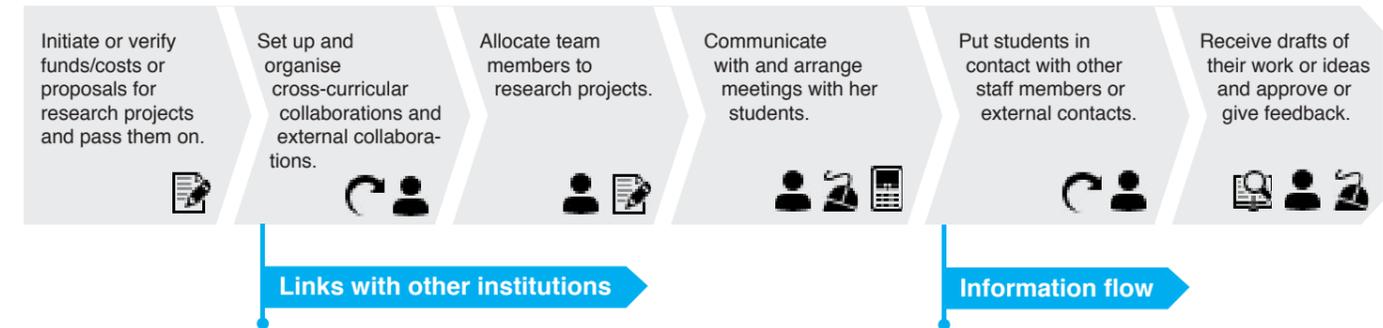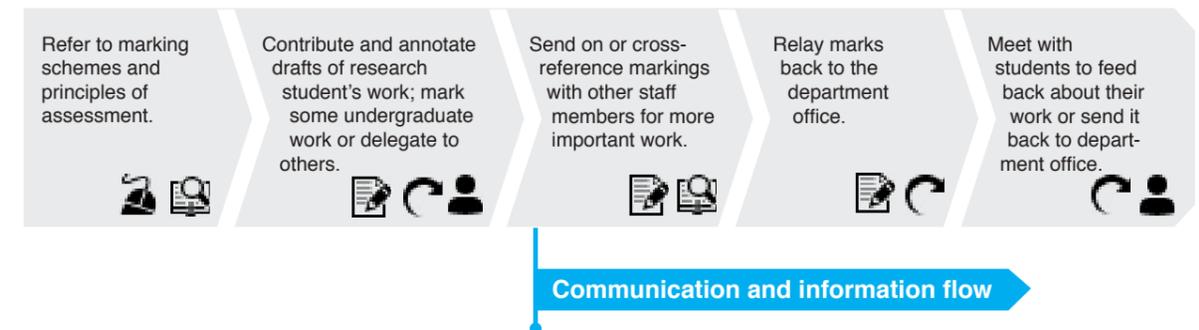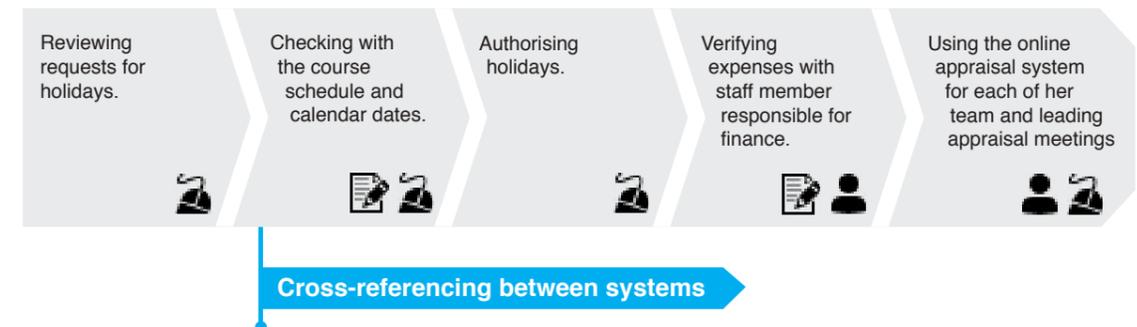
MIRA
Academic Staff Member

"I think face-to-face lectures are very important but the content and learning opportunities also need to be made available remotely and retrospectively"

"Many of my day-to-day processes for research purposes involve passing on information to the next link in the chain, which can be inefficient"

Mira has been at UCL for over ten years. She has been involved in a lot of research activities and is an experienced lecturer. She now spends very little time in her office; she is either on the move around campus, attending conferences or travelling around the world.

She is involved in setting up research projects and also manages her department team which involves many HR processes.

Devices
Devices used for UCL

Mobile Apps / Work Computer / Home PC / Laptop/Tablet / Mobile Site

Social Media
General social media usage

YouTube
facebook
twitter
Linked in.

Key UCL Tasks

1. Managing research projects and research students

| Initiate or verify funds/costs or proposals for research projects and pass them on. | Set up and organise cross-curricular collaborations and external collabora-tions. | Allocate team members to research projects. | Communicate with and arrange meetings with her students. | Put students in contact with other staff members or external contacts. | Receive drafts of their work or ideas and approve or give feedback. |

Links with other institutions   **Information flow**

2. Assess students' work

| Refer to marking schemes and principles of assessment. | Contribute and annotate drafts of research student's work; mark some undergraduate work or delegate to others. | Send on or cross-reference markings with other staff members for more important work. | Relay marks back to the department office. | Meet with students to feed back about their work or send it back to depart-ment office. |

Communication and information flow

3. Managing her department team

| Reviewing requests for holidays. | Checking with the course schedule and calendar dates. | Authorising holidays. | Verifying expenses with staff member responsible for finance. | Using the online appraisal system for each of her team and leading appraisal meetings |

Cross-referencing between systems

4. Writing and delivering lectures

| Look for previous years' slides for the relevant topic. | Write new slides or update existing ones; write notes separately. | Send slides to person responsible for Moodle upload. | Deliver lecture, and create a ver-sion of the slides with voiceover. | Collect feedback forms at the end of the module and analyse them. | Make any edits she needs to make to existing slides. |

Resources availablity   **Cross channel strategy**

nomensa