Blizard Administration Committee
Terms of Reference

Summary Remit: This Board is responsible for the oversight and development of administrative systems and processes. This Board reviews recommendations from Blizard management with the aim of improving the day-to-day delivery of the Institute's activities. It is intended that actions from this board, where relevant, will proceed to the Institute Executive Board.

Membership: Institute Manager (Chair)
Institute Director
Deputy Institute Manager
Education Manager
Research Manager
Research Administrator (from May 2024)
Digital Communications & Marketing Manager
Principal Laboratory Manager
Centre Manager for Genomics and Child Health
Centre Manager for Immunobiology
Centre Manager for Cell Biology and Cutaneous Research
Centre Manager for Neuroscience and Trauma
Centre of the Cell Operations Manager
Blizard EDI representative (from October 2023)

In attendance: Other staff members as applicable

Meeting frequency: Monthly

Board Management: EA to Director's Office team (Secretary)

Reports into: Blizard Executive Board (verbal update)

Feeder Committees: Athena SWAN and EDI committees and others as appropriate (verbal update)

Remit

1. To have general oversight of and development of Blizard administration systems
2. To communicate changes in policy and practice
3. To have oversight of space and facilities matters
4. To share best practice and provide opportunities for discussion to ensure the optimal use and sharing of resources
5. To undertake periodic reviews of administration systems and ensure their functional integration
6. Liaison with Staff Training and Development in order to ensure that an efficient transfer of skills takes place in all aspects of the Universities administrative systems
7. To review recommendations from management on initiatives to improve staff well being
8. To facilitate centralised co-ordination of new system implementation

Schedule for Review: September 2024