



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Office Manager, Student Education Service, Programme Team**



**Salary: Grade 5 (£22,214– £25,728 p.a.)**

**Reference: SESPT1047**

**Fixed term for 3 years**

## **Office Manager**

### **Student Education Service, Programme Team**

**Do you have experience of office management or providing PA support? Are you an excellent communicator who is adaptable and organised? Do you want to be an integral part of a team which is driving forward change and embedding a culture of continuous improvement?**

The Student Education Programme is a transformational change programme seeking to optimise the processes and systems that underpin student education. The programme supports the University's Student Education Service (SES), a University-wide professional service which underpins learning and teaching and plays an important role in ensuring that students enjoy the best possible experience at Leeds and are prepared for future careers. This is an exciting opportunity to support the Student Education Programme team at the beginning of this change programme. Reporting to the Student Education Programme Director, you will also support the wider team including assisting with organising workshops and preparing presentational materials.

### **What does the role entail?**

As an Office Manager your main duties will include:

- Organising meetings and scheduling workshops, including liaising with external speakers, booking rooms, organising catering and setting up equipment;
- Supporting the team in the design and development of presentational materials for workshops and other events;
- Preparing documents and information packs, taking minutes and following up on actions for the Programme Working Group, programme/project boards and other key meetings;
- Supporting the recruitment of programme staff, organising their induction and ongoing development, recording of absences and other HR related administration for the team;
- Managing and developing electronic and paper based record and information systems;
- Overseeing and managing accommodation and equipment for the team;



- Managing the non-project based budget, developing budget submissions, highlighting concerns and authorising expenditure;
- Acting as the first point of contact for the Programme Director, dealing with enquiries and preparing communications;
- Diary management and administrative support to the Programme Director and the wider Programme team.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As an Office Manager, you will have:

- Experience of Office management and/or providing PA support;
- Experience of organising meetings and high profile events;
- Ability to work on own initiative and as part of a team;
- Excellent organisational skills, including time management and prioritisation;
- Excellent verbal and written communication skills;
- Experience of taking minutes and following up on actions;
- Excellent IT skills and budgetary experience;
- Adaptable and flexible approach to work.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Nicola McArthur, HR Manager, Student Education Programme**

Tel: +44 (0)113 343 0286

Email: [n.l.mcarthur@leeds.ac.uk](mailto:n.l.mcarthur@leeds.ac.uk)



## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

