



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

water@leeds Administrator, Faculty of Environment



Salary: Grade 4 (£18,777 – £21,585 p.a.)

Reference: ENVGE1075

Closing date: 16 March 2018

Fixed-term until 1 March 2020 (external funding)

Open to job share or flexible working considerations

water@leeds Administrator, School of Geography, Faculty of Environment.

Would you like to be part of an exciting interdisciplinary team working on many aspects of water research and innovation? Would you be interested in being part of a major new project mitigating the risks of floods and droughts, improving water quality and bringing significant benefits to the economy, environment and wider society? Do you have excellent communication and organisational skills with experience of supporting events and working to deadlines?

We are looking for a professional and proactive individual to provide excellent administrative support for a variety of projects and activities run by water@leeds.

water@leeds is a major interdisciplinary theme at the University of Leeds. It works across campus to connect people and ideas to deliver enhanced funding bids, grow our research postgraduate numbers, deliver societal impact and ensure high quality research which enhances our international reputation as a leading interdisciplinary water centre.

You will have excellent communication and organisational skills and be able to work using your own initiative. You will be required to work in a fast moving environment dealing with University staff and an array of external organisations. You must have the ability to deal with varied tasks, juggling priorities, and working under pressure to tight timescales.

What does the role entail?

As water@leeds Administrator, your main duties will include:

- Providing administrative support to a wide variety of staff including, the water@leeds Directors and management team;
- Acting as a primary point of contact for water@leeds, dealing with telephone/email/internet contacts, welcoming visitors, and responding to queries;



- Contributing to internal and external communications including, updating content on the water@leeds website and social media accounts and producing newsletters and annual reports;
- Organising internal meetings and events (including room bookings, accommodation, catering, travel, booking facilitators, fielding enquiries/bookings etc.);
- Assisting in the development of publicity material, sourcing images, liaising as needed with University Press Office, printers and other staff;
- Assisting in the maintenance of databases and record keeping concerning water@leeds partners, contacts, interactions, activities, impact, finances and meetings;
- Providing administrative support for meetings as required, including minute taking, compiling agendas, preparing papers, following up action points and ensuring supporting papers are distributed in a timely fashion;
- Acting as PA to the water@leeds Directors, including diary and email management, timely compilation of meeting documents, making travel arrangements etc.

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 water@leeds Administrator you will have:

- Experience of Microsoft Office – Excel, Word, Powerpoint, Outlook, Explorer;
- Experience in the use of corporate IT systems;
- Excellent written and verbal communication skills;
- Experience supporting the organisation and running of events;
- Ability to work as part of a team and on your own initiative;
- Ability to deal with varied tasks and work under pressure;
- Excellent organisational, time management, and prioritisation skills;
- Experience of diary and email management, arranging meetings and working to deadlines;
- Ability to deal with confidential and sensitive information;
- Ability to develop and maintain effective relationships;



- Accuracy and attention to detail, for example in the recording of meeting minutes.

You may also have:

- Interest in environmental science, particularly water and catchment problems.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

Dr Gabriela Lopez-Gonzalez, water@leeds Co-ordinator

Tel: +44 (0)113 343 3373

Email: G.Lopez-Gonzalez@leeds.ac.uk

Additional information

Find out more about the [Faculty](#).

Find out more about [water@leeds](#)

Find out more about our [Research and associated facilities](#).

Find out more about [Athena Swan](#) in the Faculty.

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at 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](#).

