UNIVERSITY OF LEEDS

CANDIDATE BRIEF

LIDA Administrative Assistant, Leeds Institute for Data Analytics (LIDA)

Salary: Grade 4 (£19,202 – £22,017 per annum)

Reference: MHLDA1022

Closing date: 21 June 2019

Fixed-term for two years

Administrative Assistant, Leeds Institute for Data Analytics

Are you an enthusiastic individual with excellent administrative and organisational skills? Are you customer focussed and excited about delivering an outstanding service? Can you make a positive contribution to our team?

We are looking for a professional and proactive individual to play an important role in the delivery of a key administrative service to the [Leeds Institute for Data Analytics](#), a state-of-the art research and data-sharing facility. You will be a team player with experience of organising and administering meetings and providing hands-on support for events. You will manage the Institute's reception and provide support to LIDA's Co-Directors, so strong administrative skills in addition to excellent communication and interpersonal skills are essential requirements for the role.

What does the role entail?

As an Administrative Assistant, your main duties will include:

- Providing administrative support to LIDA's Co-Directors including, diary management, preparation and support for meetings, booking rooms and arranging accommodation and travel;
- Working with the LIDA Office Administrator to manage the Institute's reception, providing the first point of contact for all internal and external visitors to the Institute. This will include greeting visitors, answering phone calls, managing the email inbox, handling mail and parcels, managing the room booking process and maintaining stock cupboards.
- Providing first point of contact for all internal and external visitors to the Institute;
- Servicing events, such as the LIDA Seminar Series, and meetings by sourcing venues, arranging accommodation and travel for speakers, organising catering, distributing agendas and information and taking minutes;
- Providing support to event co-ordinators and training instructors as directed, e.g. by sourcing venues, advertising events communicating with participants, ordering catering and printing/issuing materials;
- Administering the Institute's hot-desking service according to LIDA's hot desking policy and assisting with desk allocations;

- Providing support to LIDA with a variety of tasks such as; the production of PowerPoint slides, data collation, printed materials and providing guidance on administrative processes and procedures;

- Contributing to internal and external communications, including updating websites and managing social media accounts;

- Conducting inductions for all incoming staff, students and visitors, ensuring inductions materials are regularly reviewed and updated;

- Responding to, and escalating as appropriate, IT and estates related issues;

- Placing purchase orders via the University systems and liaising with internal and external suppliers and vendors.

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

What will you bring to the role?

As LIDA's Administrative Assistant you will have:-

- Strong administrative skills with experience of working in a busy and fast-paced office environment;

- An understanding of and a commitment to excellent customer service;

- Excellent IT skills, with sound knowledge of Microsoft Word, PowerPoint and Excel and the ability to use these to create professionally formatted documents, process data and organise information;

- Excellent organisational skills with demonstrated ability to work well under pressure, using initiative to prioritise and meet conflicting deadlines;

- Excellent interpersonal and communication (verbal and written) skills with the ability to work with, inform and advise a wide range of people;

- Excellent written skills including the ability to minute meetings and to produce written documents for varying purposes and audiences;

- Ability to work co-operatively as part of a team;

- An enthusiastic, positive and adaptable approach;

- Interested in self-development and a willingness to learn new skills.

You may also have:-

- Familiarity with University procedures;

- Experience of using University Systems in particular; SIPR, Science Warehouse and SAP software systems;

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 6 June 2019.

Contact information

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

Kimberley Wright, LIDA Office Administrator
Tel: +44 (0)113 343 5893; Email: k.l.wright1@leeds.ac.uk

Additional information

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.