



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

DecarboN8 Administration Assistant, Faculty of Environment



**Salary: Grade 4 (£19,202 – £22,017 p.a. pro rata), due to funding limitations an appointment is unlikely to be made above £19,730 p.a. pro rata**

**Reference: ENVTR1092**

**Closing date: 1 July 2019**

**Fixed-term until 31 August 2022, to start no earlier than 1 September 2019**

**Part time: 17.5 hours per week**

**We will consider job share or flexible working arrangements**

# DecarboN8 Administration Assistant

## Institute for Transport Studies, Faculty of Environment

**Would you like to be part of an exciting networking project to deliver a rapid step-change in the decarbonisation of transport? Do you have excellent communication and organisational skills with experience of supporting events and working to deadlines? Are you passionate about making a difference to climate change?**

We are looking for a professional and proactive individual to provide excellent administrative support to the EPSRC funded DecarboN8 research network. Working with [Professor Greg Marsden](#), a Network Coordinator and colleagues from across the [N8 Research Partnership](#) you will help deliver an exciting programme of events and network building activities between academia, industry and government.

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 DecarboN8 Administration Assistant, your main duties will include:

- Providing administrative support to a wide variety of staff including the DecarboN8 Director and lead investigators from across the N8;
- Supporting the DecarboN8 Network Coordinator to ensure a high quality and effective point of contact is available for DecarboN8, dealing with telephone/email/internet contacts and responding to queries;
- Contributing to internal and external communications, updating content on the DecarboN8 website and social media accounts and producing newsletters;
- Organising internal and external meetings and events including room bookings, accommodation, catering, travel, booking facilitators, fielding enquiries/bookings etc;



- Assisting in the development of publicity material, supporting the iCASP Communications Officer, sourcing images and liaising as needed with University Press Office, printers and other staff;
- Assisting in the maintenance of databases and record keeping concerning DecarboN8 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;
- Supporting procurement and expense processing;
- Acting as PA to the DecarboN8 Director, 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 As DecarboN8 Administration Assistant 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;
- Experience at maintaining good administrative practice amongst a team.



You may also have:

- Interest in reducing the environmental impacts of transport, particularly on climate change.

## 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:

**Professor Greg Marsden, Director of DecarboN8**

Tel: +44 (0)113 343 5358

Email: [G.R.Marsden@its.leeds.ac.uk](mailto:G.R.Marsden@its.leeds.ac.uk)

## Additional information

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

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](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](#).

