



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Business Coordinator, LIHS, Faculty of Medicine.



Salary: Grade 6 (£27,025– £32,236 p.a.)

Reference: MHIHS1228

Closing date: 30th June 2019

Interview date: 17th July 2019

Fixed-term for 2 years in the first instance

Secondments will be considered.

Business Coordinator

School of Medicine, Leeds Institute of Health Sciences

Are you a highly organised and versatile individual? Do you have excellent communication skills and want to be part of a proactive team, providing support to the Institute's strategic objectives? Do you have experience of managing data and delivering projects?

We are looking for a proactive, self-motivated team player to work as a key member of the Leeds Institute of Health Sciences business support team. The post will appeal to anyone who is looking for a varied and interesting role. You will work closely with the Institute Business Manager to support projects relating to the Institute's teaching and research activities and to manage our facilities and communications.

You will have the ability to effectively manage competing priorities, evidencing effective time and workload management. Your excellent communication and interpersonal skills, along with a pragmatic and creative approach will be essential in the delivery of the business. You will have administrative experience within a University setting

What does the role entail?

As a Business Coordinator, your main duties will include:

- Working with Institute colleagues, to assist in the implementation of financial, workforce and estates plans for the Business Manager and Head of Institute. Reviewing, developing and implementing business processes to streamline business support functions;
- Providing management for some of the business support functions within the Institute, including managing some members of the Business and Research Support Services team;
- Developing a sound understanding of the Institutes teaching and research portfolio to ensure that effective lines of communication are maintained between the Institute, School and the appropriate University central offices;
- Establishing and maintaining excellent working relationships with colleagues across the Institutes, School, Faculty and University and with external partners including the NHS;



- Collating accurate data and providing an Institute context to various exercises across the academic year. Working with the Finance Manager and Business Manager to contribute to the annual integrated planning exercise (IPE) and other Institute Initiatives such as the annual space survey, workload model and research planning;
- Extracting data from University Management Information Systems such as Qlikview and working with the Finance Manager to produce comprehensive management information for the Head of Institute and Senior Management Team;
- Managing the Institutes physical space and facilities to ensure effective and appropriate use, including the planning and management of office moves and furniture procurement;
- Liaising with the University estates office on all matters concerning the recording of space usage and maintenance works in the Institutes office spaces;
- Where necessary work with the Business Manager to develop policies and procedures to ensure the effective administration of the business activity in line with school/faculty/university policy. This may include health and safety, data governance and security;
- Work with the Business Manager and Operational team to review, draft and edit website and SharePoint content. Ensuring continuity of key messages, style and branding across Institute/School/Faculty webpages. Undertake regular checks to pages to ensure content is relevant, up to date and complies with guidelines;
- Work with the Finance Manager to monitor Institute spending against set budgets, drafting and setting up payments for teaching contracts.

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.

This post will report to Vicky Jordan, LIHS Business Manager.

What will you bring to the role?

As a Business Coordinator you will have:

- Relevant administrative experience within a University setting;
- An ability to successfully initiate, manage and complete projects including translation the delivery of operational plans;



- Strong organisational skills ensuring effective prioritisation and workload planning in order to meet deadlines;
- The ability to work both independently, with minimal supervision and co-operatively, as part of a team;
- The ability to take on new challenges, use your own initiative and problem solving skills to make decisions and develop creative solutions;
- Excellent accuracy and attention to detail, with the proven ability to collate, analyse and present data in a number of ways;
- Experience in implementing, monitoring and ensuring compliance with policy, procedures and standards;
- Excellent interpersonal and communication skills, with the ability to establish effective working relations with staff at all levels;
- Able to maintain confidentiality when working with financial data and related information;
- High level of IT proficiency (MS Office) and a capability to learn new packages;
- Flexibility, with a positive and proactive approach to work.

You may also have:

- Experience of content management systems such as Jadu and SharePoint;
- Experience of University systems such as SAP, Banner, Qlikview or KRISTAL.

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.

Before you apply for a secondment you must have agreement from your line manager that you are able to take up the role on a secondment basis if successful.



Contact information

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

Vicky Jordan, LIHS Business Manager

Tel: +44 (0)113 343 34684

Email: v.l.jordan@leeds.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#).

Find out more about [Athena Swan](#) in the Faculty of Medicine and Health.

Find out more about [Leeds Institute of Health Sciences](#).

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.

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.

