CANDIDATE BRIEF

Research Administrator, School of Computing

Salary: Grade 5 (£22,659 - £26,243 p.a.)

Reference: ENGCP1107

Closing date: 16 August 2019

We will consider flexible working arrangements

Research Administrator
School of Computing

Are you a dynamic administrator, passionate about delivering excellent service? Do you have experience of providing support to academic activities and/or research projects?

Initially this role will work with our Center for Computational Imaging & Simulation Technologies in Biomedicine (CISTIB) that is part of the School and has both an international and interdisciplinary profile. The research group performs cutting-edge research in areas of fundamental and applied biomedical imaging & modelling with impact in personalised minimally invasive therapies and active and healthy ageing.

We are looking for a motivated and proactive research administrator to strengthen our Administration Team and increase efficiency by leading multiple aspects of administration related to our current and future research activities. Demonstrating a high level of personal responsibility and initiative in all areas of the role. You must have Strong IT skills, particularly Word, Excel and PowerPoint, and a knowledge/ability to maximise usage of document management systems, ideally SharePoint. Knowledge and/or experience of updating website content.

As our Research Administrator you will provide administrative support for the CISTIB's lead academic, Professor Alejandro Frangi, which includes organisation of project activity, organising communications within the group, coordinating meetings and/or social events, maintaining effective external communications and assisting in completion of tasks to deadlines (e.g. timesheets), liaising with the School administration team and Faculty services as required and handling questions and enquiries from the research community both on campus and externally.

What does the role entail?
As Research Administrator your main duties will include:
- Experience of supporting a team of senior colleagues with the delivery of their priorities, including providing them with information to support their decision making;
- Experience of full organisation and servicing of meetings and events including drafting agendas, following up action points, event evaluation, and introducing processes which monitor progress;

- Managing systems and processes to ensure the smooth and effective running of administrative procedures within the group. This will include maintaining electronic and paper-based systems as appropriate, making recommendations for improvements based on a proactive exploration of the needs of the group's activities, and implementing agreed changes in line with GDPR legislation.
- Responsibility for the timely submission of relevant and accurate data to funding bodies, and production of timesheets;
- Assisting with group HR activities including working with the School Administrator Manager to support local recruitment and recording absence, annual leave and training.
- A high level of organisational, planning and self-management skills, with the ability to support a variety of activities simultaneously, whilst retaining a clear focus on outcomes and deadlines, including when under pressure;
- Make national and international travel and accommodation arrangements including sorting sometimes complicated itineraries and ensuring that all information and travel documents are provided in a professional and timely manner. This includes the identification of areas requiring special consideration e.g. visa, insurance and inoculation requirements;
- Create purchase requisitions via University Credit Card, SIPR and Science Warehouse (electronic purchasing systems) and reconciliation of the purchases, as appropriate. Submission of e-expenses, when required.
- Developing contacts and building effective working relationships with a variety of colleagues and become a member of the University PA Network, to ensure effective coordination of information and activity;
- Work in conjunction with other team members, under the supervision of the School Administration Manager, to ensure that workloads are balanced and resources are allocated to deliver high standards of service and share good practice, develop common procedures, and encourage knowledge transfer through the School;
- Provide cover for other members of the School Administration team as required by the School Administration Manager and cover the School's reception, when required.

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

What will you bring to the role?

As a Research Administrator you will have:

- Demonstrable experience of providing excellent administrative support for academic activities and/or research projects;
- Excellent accuracy and attention to detail, with the proven ability to meet tight deadlines and prioritise your workload, independently without day to day supervision;
- Excellent verbal and written communication skills, including the ability to synthesise and summarise information for various written communications;
- Strong IT skills, particularly Word, Excel and PowerPoint, and a knowledge/ability to maximise usage of document management systems, ideally SharePoint. Knowledge and/or experience of updating website content;
- Good interpersonal and networking skills with the ability to build positive working relationships with staff both internal and external to the organisation;
- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues;

You may also have:

- Experience as a Personal Assistant or Project Management role;
- Experience of working with an international and multicultural academic team;
- Knowledge and understanding of research project work and the challenges associated with this.
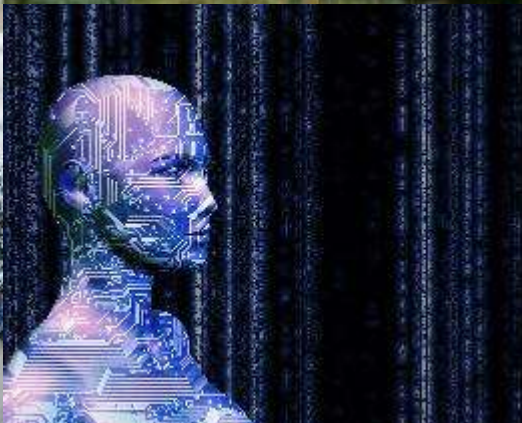
How to apply

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:

Gaynor Butterwick, School Administration Manager,
Tel: +44 (0) 113 343 5434,
Email: g.butterwick@leeds.ac.uk

Additional information

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering](#) and the [School of Computing.](#)

A diverse workforce

The Faculty of Engineering is proud to have been awarded the [Athena Swan Silver Award](#) from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

Working at Leeds

Find out more about the benefits of working at the University and what it's 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.