



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Management Support Officer, School of Media and Communication,
Faculty of Arts, Humanities, Cultures**



Salary: Grade 4 (£19,202 – £22,017 p.a. pro rata)

Reference: AHCMC1041

Closing date: 23 August 2019

Part time, 50% of full time

Management Support Officer Management and Administration Support Service (MASS)/ School of Media and Communication Faculty of Arts, Humanities and Cultures

Are you looking for an administrative role which enables you to work across a diverse range of activities? Do you have strong organisational skills, with experience of producing minutes and agendas to support committees? Do you possess a high level of communication and interpersonal skills, with the ability to work effectively with a wide range of people?

As a member of the Management and Administration Support team (MASS) in the School of Media and Communication, you will provide efficient and effective support to the School Manager in ensuring the effective management of some of the diverse range of administrative processes. Duties will include, but are not limited to; being the first point of contact for purchasing-related queries in the School, being responsible for the general upkeep of the School's communal areas and post room, providing assistance and support to staff with the online travel booking system and supporting the School Manager with Health and Safety related activities. Your role will involve working effectively with a wide range of staff, across the School, Faculty and University.

With previous experience of working in an office environment, you will be skilled in the production of agendas, minutes and reports to support committees and meetings, with the ability to devise and produce new systems for record keeping. You will possess excellent organisational skills and a high standard of written and oral communication skills. You will also have strong interpersonal skills, with the ability to work positively and effectively with a wide range of people.

What does the role entail?

As a Management Support Officer, your main duties will include:

- Providing general support to management and administration in the School;
- Being the first point of contact for purchase related questions; responsible for all non-research related purchasing in the School, maintaining stocks of office supplies and ensuring goods receipting is completed in a timely manner;



- Acting as a 'super user' for the online travel booking system, providing assistance and support to staff as required;
- Responsibility for ensuring the general upkeep of the post room and other communal areas, including sorting the post;
- Responsibility for the processing of expense claims, ensuring appropriate forms are completed;
- Acting as telephone liaison officer, ensuring the University telephone directory is up to date at all times;
- Responsibility for servicing the Internationalisation strategy group, the Health and Safety Committee and the Staff meeting liaising with the committee Chairs to draft agendas, papers and minutes;
- Providing administrative support to internationalisation activities in the School, including; booking travel; arranging visas; creating and maintaining partnership databases;
- Providing logistical support for the School Manager in her role as Health and Safety Co-ordinator,
- Acting as a fire warden in the School, including completion of 6 weekly fire checks of the building, liaising with the School Manager as appropriate;
- Working closely with the School Manager to ensure the effective development of the School's Sharepoint site and ensuring information is stored appropriately throughout the School, paying particular notice to GDPR issues;
- Providing logistical support to the School Manager on Estates related matters;
- Providing support for the new staff induction process, ensuring all elements of the process are completed;
- Working closely with the School Manager to ensure the Security of the School is maintained, including; maintaining the SimonsVoss database, allocating new 'fobs' when needed, looking into 'fob errors' and problem solving as appropriate and keeping logs of office keys allocated.
- Providing occasional cover for other MASS staff as required, including for HR related processes.

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 a Management Support Officer, you will have:

- Experience of working in an office environment;
- Experience of the production of agendas, minutes and reports to support committees/meetings;
- Experience of devising and maintain systems for record keeping;
- Excellent organisational skills; ability to cover a range of tasks and duties simultaneously, working to competing and/or tight deadlines and high standards;
- Excellent written and oral communication skills;
- Excellent interpersonal skills; ability to work effectively as part of a team and to establish and maintain good working relationships with a diverse range of people, within the School and across the University;
- Ability and willingness to work proactively, using initiative;
- Adaptability and flexibility, with a willingness to provide cover for team members, when required;
- Confidence in the use of IT (including Word, Excel and Outlook) and an ability to learn new systems.

You may also have:

- Experience of working with electronic systems for example, HR databases or purchasing systems;
- Experience of supporting Health and Safety;
- Experience of using Sharepoint.

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:



Emily Abbey, School Manager

Email: E.Abbey@leeds.ac.uk

Additional information

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. 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.

