



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Administrative Support Assistant, School of Computing



Salary: Grade 4 (£19,202 - £22,017 p.a.)

Reference: ENGCP1108

Closing date: 27 August 2019

Interview date: 06 September 2019

We will consider flexible working arrangements

Administrative Support Assistant

School of Computing

Do you have good administrative experience and exceptional organisational skills? Do you have a positive approach and the ability to juggle priorities and work under pressure?

We are looking for a professional and proactive individual to provide a wide range administrative support to the School of Computing. You will have proven 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 colleagues from the School and many of the University Services. You must have the ability to deal with varied tasks, juggling priorities, and working under pressure to tight timescales.

You should have experience of providing effective administrative support with excellent attention to detail and fluency using Microsoft Office including email and web-based collaborative platform such as SharePoint.

Standard working hours for the post will be 9am to 5pm, Monday to Friday however there may be a rare need to work outside these hours to ensure that the School is successfully supported.

What does the role entail?

As an Administrative Support Assistant your main duties will include:

- Being the secondary School HR Contact, the majority of this role covers a wide-ranging administration for local Human Resources activity including recruitment, process of visa application paperwork under guidance, coordination of candidate interview programmes, upkeep of the School's Master HR files and records, ownership of on-boarding new appointments, generation of Fixed Term Contract/Probation meetings, and recording absence, annual leave, training and other data in SAP;
- Welcoming visitors to the School by being their first point of contact, assisting them with the logistics of their visit, including any visa queries, progress of their Visitor Contract and liaison with University Services to ensure a smooth arrival;
- Managing systems and processes to ensure the smooth and effective running of administrative procedures within the School. This will include maintaining



electronic and paper-based filing systems as appropriate and implementing agreed changes in line with University protocol on GDPR compliance;

- Scheduling the School's Health & Safety Committee Meetings, including provision of agendas and supporting papers ensuring that they are distributed in a timely manner, then taking minutes and following up actions;
- Supporting administration of the electronic SharePoint site to facilitate the exchange of information between staff within the School;
- Monitoring School compliance of the mandatory training modules, e.g. Britsafe, IT Security Essentials and Equality & Inclusion and chasing engagement, where required;
- Create purchase requisitions on SIPR and Science Warehouse (electronic purchasing systems) as appropriate; process of e-expenses on behalf of the School's Professoriate and the use of a University Procurement Card in compliance with financial procedure;
- Supporting Estate Services, by being the School's nominated Simon Voss advisor – coordinating provision and update of Simon Voss systems within the School facilities;
- Taking a pro-active approach to resolving any day to day and non-routine problems as they arise; providing cover for other members of the team as required by the School Administration Manager including regular cover of the School's reception, when breaks necessitate;
- Developing contacts and building effective working relationships with colleagues including the Faculty HR Contacts group, including deputising at meetings, to ensure effective coordination of information and activity;
- Occasionally 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.

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 an Administrative Support Assistant you will have:

- Excellent planning and organisational skills with the ability to prioritise when faced with conflicting demands under pressure, the ability to multitask and manage own workload, with minimal supervision;
- Fluency in the use of Microsoft Office products, particularly Outlook, Word and SharePoint or similar web-based collaborative platform;
- Effective interpersonal, written and oral communication skills, with the ability to communicate with people across all levels of the organisation and experience of dealing with challenging queries in a professional and confidential manner;
- The ability to contribute to continuous improvement of processes and systems;
- Demonstrable experience of working effectively as part of a small team and flexibility to move across other roles, when workload peaks require;
- A proven 'can-do' attitude with a commitment to continuous improvement, learning and personal development.

You may also have:

- Experience of working within the University of Leeds or in another higher education organisation;
- Experience of providing secretarial support for committee and other meetings, including producing minutes for circulation.

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.

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.

