



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

PA and Administrator, School of Earth and Environment



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

Reference: ENVEE1354

Closing Date: 27 August 2019

Interviews are expected to be held on 11 September 2019

Part Time (28 hours per week, flexible hours) Fixed term for 2 years

PA and Administrator School of Earth and Environment

Do you have excellent PA and administration skills and experience of providing support to projects, including setting up and developing new processes and systems? Do you want to work in a team providing support to the new, high-profile cross-faculty Global Food and Environment Institute?

As a highly motivated and skilled PA and administrator, you will join our research support team in the School of Earth and Environment to provide effective PA support to the Institute Director, Professor Steve Banwart, and administrative support for the new Global Food and Environment Institute. Your role will involve providing a full range of PA functions, including diary and email management, dealing with correspondence, organising meetings and events, and compiling complex overseas travel itineraries. You will act as the first point of contact for external collaborators and partners, assisting and advising on administrative matters, including developing new processes and systems as this exciting initiative gets started. Working closely with the Institute Director and key managerial, academic, research staff and PhD students as well as external partners and collaborators, you will arrange and deliver meetings and events, collate and disseminate information and documentation.

You will have excellent organisational and communication skills, and the ability to work independently to plan and prioritise your own workload. You will be a team player who can build effective working relationships with academic, research and other staff at both Leeds and with our partner organisations. Your role will involve a high degree of autonomy, so it is essential that you have an independent and proactive approach to decision-making and exceptional attention to detail.

What does the role entail?

- Providing proactive PA support to the Institute Director, Professor Steve Banwart, including diary and e-mail management, dealing with correspondence and being first point of contact for phone calls and visitors;
- Ensuring clear, concise and timely updates are provided to the Director and appropriate advice, recommendations and requests for information are communicated in response to enquiries;



- Organising project and management-level meetings including multi-participant meetings often at short notice with high-level university academics and external collaborators, including arranging logistics and meeting room servicing, and using foresight and initiative to reschedule meetings if required;
- Handling confidential information in a discreet, sensitive and diplomatic manner. Ensuring security of access to such information is maintained at all times;
- Planning, booking and organising a high volume (several per month) of complex UK/global travel arrangements ensuring the most efficient use of senior academic time, liaising with external project partners and producing detailed, step-by-step, itineraries for each trip;
- Promptly processing all expense claims, and reconciling monthly Purchase Card transactions, liaising with the relevant administrative teams (e.g. Faculty Finance) or external funder (e.g. NERC), as appropriate;
- Undertaking financial administration responsibilities including, raising purchase orders, invoicing, responding to budget enquiries from staff, and monitoring of project finances including income and expenditure;
- Coordinating research project-specific meetings and selected GFEI meetings chaired by Professor Steve Banwart, including agenda preparation, collation and dissemination of papers and reports, minute taking, and following up actions;
- Providing support for the organisation of events including external workshops and internal seminars, including liaison with venues, catering and transport providers, inviting guest speakers external to the group, managing logistics and coordinating all associated publicity and correspondence before, during and after each event;
- Proactively networking and building strong professional relationships with other coordinators, administrators and managers both within the University and with external partners;
- Providing administrative support to the Institute's academic members, research staff and students, as required.

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 PA, you will have:

- Experience as a PA including making proactive arrangements on behalf of senior staff, diary management, dealing with correspondence, organising meetings and planning and compiling complex overseas itineraries;
- Experience of project administration and support, with demonstrable experience of organising high level and/or high profile meetings and events;
- Excellent organisational skills including the ability to work on your own initiative to organise, prioritise and plan work independently and effectively to meet tight deadlines;
- Excellent IT skills, including word processing, spreadsheets, databases, email and internet use, preferably with Microsoft tools;
- Excellent attention to detail, with the ability to deal with sensitive information with discretion and to maintain confidentiality at all times;
- An enthusiastic, positive and adaptable approach to working and ability to work effectively as a part of a team.

You may also have:

- Experience of project administration or support within a university or other complex organisation (e.g. University, NHS);
- Experience of providing secretariat support for committee and other meetings, including producing minutes for circulation;
- Experience of using E-purchasing systems (e.g. SIPR).

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:

Victoria Samir, Institute Support and Communication Officer, GFEI, School of Earth and Environment

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Email: V.J.Samir@leeds.ac.uk

Additional information

Find out more about the [Faculty of Environment](#) and our [School](#).

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

Find out more about our [Research and associated facilities](#).

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 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.

