



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Programme Support Officer, Leeds University Business School (LUBS)
and Law Transformation Programme, Faculty of Business**



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

Reference: LUBSC1430

Closing date: 22 September 2019

Fixed-term to 31 July 2022

We will consider job share and flexible working arrangements

It is planned that interviews will take place on 7 October 2019

Programme Support Officer LUBS and Law Transformation Programme

Are you experienced in supporting high profile projects or programmes? Do you prepare outputs of the highest quality? Are you an excellent communicator who is adaptable and organised with the ability to develop and deliver key messages to stakeholders using a variety of channels? Do you want to be an integral part of a team, which is driving forward change and embedding a culture of continuous improvement?

The LUBS (Leeds University Business School) and Law Transformation Programme is a multi-million pound strategic initiative which involves the significant development of new and existing estate in the Western quarter of the University of Leeds campus. It will help realise the vision of a holistic Western Campus experience for students including innovative teaching facilities of a world class standard and high-quality accommodation that will enhance the student and staff experience, supporting new academic development in both research and student education.

Working with the Academic Lead and Faculty Planning Manager, you will help support the delivery of the programme undertaking a wide variety of tasks including: diary management and administration support for members of the programme team; organising meetings, workshops and events; preparing agendas and minutes; communicating with stakeholders; research and information collation; and producing reports, presentations and other key documentation.

You will have a proven track record of providing excellent project/programme support to a busy team and demonstrable experience of providing administrative support at a senior level. You will need to be highly organised and work flexibly to balance priorities; working to key milestones and tight deadlines.

What does the role entail?

As a Programme Support Officer your main duties will include:

- Providing a high level of support to the senior members of the programme team including complex diary management, organising travel and processing expenses in line with university policies;



- Working with the programme team to provide administrative support including research and collation of information, preparing reports and presentations, management of key programme documents;
- Taking an overview of programme and associated project activities ensuring that work is prioritised and deadlines are met, escalating issues where appropriate;
- Acting as a first point of contact within the programme for all internal and external stakeholders, being mindful of a multiplicity of projects and making connections between them;
- Responsibility for the coordination of meetings, workshops and events, devising agendas, preparing documents, taking minutes and following up on actions;
- Planning for and developing clear and effective communications and engagement across a range of channels within the team and with all groups of stakeholders affected by the programme;
- Representing the programme at meetings and events, where appropriate;
- Ensuring information is handled in a sensitive and confidential manner, adhering to GDPR policies when appropriate.

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 Programme Support Officer, you will have:

- Knowledge of, and interest in, delivery of projects and business transformation;
- Experience of providing a professional, efficient support function at a senior level, including complex diary management and organising meetings and events;
- Excellent written, communication and interpersonal skills with evidence of being able to work with a wide range of stakeholders at all levels, forming effective working relationships;
- Experience of creating accurate and timely documentation for review by management teams;



- Excellent organisational and time management skills, with the ability to proactively manage conflicting demands and tight timescales through strong organisation and prioritisation skills;
- Self-motivation, and the ability to work independently with minimal supervision;
- A high degree of integrity and the ability to maintain confidentiality;
- Strong IT skills and be proficient in the use of Microsoft Office products, particularly Outlook, Word and Excel;
- Strong analytical capability; confident dealing with complex performance, strategy and organisational information;
- An ability to work with a high level of accuracy and attention to detail with a methodological approach to work and the ability to identify errors and inconsistencies;
- Adaptable and flexible approach to work, able to work effectively in a dynamic team environment.

You may also have:

- Experience of working within a programme/project management office environment;
- Experience of working within a marketing/communications environment;
- Knowledge of MS Project, MS SharePoint, MS Teams, project management tools and methodologies;
- Knowledge of the Higher Education sector.

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:

Sarah Verbickas, LUBS Faculty Planning Manager

Tel: +44 (0)113 343 5060

Email: S.L.Verbickas@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.

