



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Academic Division Administrator, Faculty of Medicine and Health



**Salary: Grade 4 (£19,612 – £22,417 p.a.)**

**Reference: MHIHS1236**

**Closing date: 23 October 2019**

# **Academic Division Administrator**

## **School of Medicine**

### **Leeds Institute of Health Sciences**

**Do you have experience of working in a busy and fast-paced office environment in a secretarial (or similar) role? Are you an enthusiastic individual with excellent administrative and organisational skills? Can you make a positive contribution to our team?**

We are looking for an enthusiastic team player with excellent attention to detail who can demonstrate a high level of accuracy and numerical skills to provide support within the central administration function. In particular you will be required to support academics and other staff working on a range of research projects.

The post will appeal to anyone who is looking for a varied and interesting role. You will be encouraged and supported to undertake further development and enhance your skills set. You will have experience of office management functions, gained by working in a secretarial (or similar) role. Discretion is an important part of the role, as you will deal with confidential and sensitive matters on a daily basis. Strong administrative, communication and interpersonal skills and the ability to work to a high level of accuracy are essential requirements for the role. Experience of Microsoft Office or equivalent IT Software is essential together with keyboard skills.

### **What does the role entail?**

As an Academic Division Administrator your main duties will include:

- Managing complex diary arrangements for Academic Staff, arranging and assisting with preparation for meetings, Liaising confidently with staff at all levels as well as representatives from external agencies, companies and services;
- Providing an efficient word processing service, entering data accurately, supporting academic staff in the production of research proposals and reports in the correct format and maintaining bibliographic databases;
- Providing administrative support to academic, including preparing agendas, providing information, preparing/formatting reports and minutes, ensuring that follow up actions are completed, etc.;
- Acting as a requisitioner /goods receiver in accordance with the University's Financial Regulations and procedures making travel and accommodation



bookings, processing claim forms for travel and other expenses for academics and external people, ordering books and equipment, arranging visas;

- Liaising with other University departments and funding bodies to resolve research project administration queries, as and when necessary;
- Providing cover for secretarial colleagues and other staff support functions as appropriate;
- Establishing and maintaining positive interpersonal relationships with other staff and to provide assistance to other secretaries where appropriate. Positive interpersonal relationships are characterised by open communication, trust and respect.

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.

You will report to Vicky Jordan, Business Manager.

## **What will you bring to the role?**

As an Academic Division Administrator you will have:

- Experience of working in a busy and fast-paced office environment, in a secretarial (or similar) role;
- Excellent organisational skills, with demonstrable ability to work well under pressure, using initiative to prioritise and meet conflicting deadlines;
- Ability to work concisely and to a high level of accuracy;
- Excellent written and verbal communication skills, with the ability to modify your approach to suit different audiences and contexts;
- Effective interpersonal skills with the ability to work with people from a wide variety of cultures and effectively as part of a team, with a focus on maintaining effective working relationships at all levels and providing exceptional customer service;
- Strong numerical skills;
- Ability to deal with confidential and sensitive information;
- Experience of diary management and organising meetings and events;
- Excellent I.T. skills including keyboard, with a sound knowledge of Microsoft suite packages (or similar and the ability to use these to create professionally formatted documents, process data and organise information);
- An interest in self-development and a willingness to learn new skills.



You may also have:

- Knowledge or experience of working in the Higher Education sector;
- Experience of working with grant bodies policies and procedures;
- Experience of audio typing and minute taking;
- Experience in tracking expenditure.

## 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:

**Emma Morgan, Business Co-ordinator**

Tel: +44 (0)113 343 6942

Email: [e.m.morgan@leeds.ac.uk](mailto:e.m.morgan@leeds.ac.uk)

Or

**Meredith Green, Business Co-ordinator**

Tel: +44 (0)113 343 7037

Email: [m.e.green1@leeds.ac.uk](mailto:m.e.green1@leeds.ac.uk)

## Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about [Leeds Institute of Health Sciences](#).

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



## 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](mailto:disclosure@leeds.ac.uk).

## Criminal record information

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.

