



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Administrative Assistant, Faculty of Engineering & Physical Sciences



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

Reference: EPSFO1002

Closing date: 17 November 2019

Part time, 50% full time equivalent (17.5 hours per week)

Fixed-term for 3 years

We will consider flexible working arrangements

Administrative Assistant

Leeds Institute for Fluid Dynamics

Are you an enthusiastic individual with excellent administrative & organisational skills? Are you customer focussed and excited about delivering an outstanding service? Can you make a positive contribution to our team?

We are looking for a professional and proactive individual to play an important role in the delivery of a key administrative service to the [Leeds Institute for Fluid Dynamics](#) (LIFD), a cross-disciplinary research institute that brings together expertise in a collaborative framework in order to maximise the effectiveness and impact of fluids research.

You will be a team player with experience of communicating with a range of stakeholders, organising and administering meetings and providing hands-on support for events. You will be first point of contact for the Institute and provide support to LIFD's Director, Co-Director and Manager so strong administrative skills in addition to excellent communication and interpersonal skills are essential requirements for the role.

We are able to accommodate flexible working patterns, with the understanding that there may be the need to adjust this to support LIFD events on occasion.

What does the role entail?

As an Administrative Assistant your main duties will include:

- Providing administrative support to LIFD's Director, Co-Director and Manager including, LIFD diary management, preparation and support for meetings, booking rooms and arranging accommodation and travel;
- Working with the LIFD Manager to provide a responsive first point of contact for all internal and external visitors to the Institute. This will include greeting visitors, answering phone calls, managing the email inbox, mailing list, and managing room bookings;
- Servicing events, such as the LIFD Colloquia, LIFD Convention and training courses/summer schools by sourcing venues, arranging accommodation and travel for speakers, organising catering, advertising events, communicating with participants, and printing/issuing materials;



- Servicing LIFD Management and Advisory Board meetings, including scheduling meetings, booking rooms, distributing agendas and information and taking minutes;
- Servicing internal research development activities including, liaising with the University Research and Innovation Service to support organisation of workshop events, administering the processes for internal seed-corn funding, and promoting opportunities to members;
- Liaising with and supporting the LIFD interaction with the UK Fluids Network;
- Supporting external visitors to the Institute in line with the Institute's visitor guidance by booking accommodation, travel, and making arrangements for their visit such as scheduling seminars for, and meetings with internal staff members;
- Supporting the maintenance of relationships and strategic partnerships with industry partners, user stakeholders and international collaborators through administrative support of secondment schemes, outreach and equality and inclusion activities;
- Providing support to LIFD with a variety of tasks such as; the production of PowerPoint slides, data collation, printed materials and providing guidance on administrative processes and procedures;
- Contributing to internal and external communications to our members, industry partners, international collaborators and alumni; including updating websites, preparing newsletters and managing mailing lists and social media accounts;
- Responding to, and escalating as appropriate, IT and estates related issues;
- Placing purchase orders via the University systems and liaising with internal and external suppliers and vendors.

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 Assistant you will have:

- Strong administrative skills with experience of working in a busy and fast-paced office environment;
- An understanding of and a commitment to excellent customer service;



- Excellent IT skills, with sound knowledge of Microsoft Word, PowerPoint and Excel and the ability to use these to create professionally formatted documents, process data and organise information;
- Excellent organisational skills with demonstrated ability to work well under pressure, using initiative to prioritise and meet conflicting deadlines;
- Experience of organising events and meetings, with a proven ability to facilitate venue and attendee requirements and problem solving issues arising;
- Excellent interpersonal and communication (verbal and written) skills with the ability to work with, inform and advise a wide range of internal and external stakeholders;
- Excellent written skills including the ability to minute meetings and to produce written documents for varying purposes and audiences;
- Ability to work effectively on one's own and co-operatively as part of a team;
- An enthusiastic, positive and adaptable approach;
- Interested in self-development and a willingness to learn new skills.

You may also have:

- Familiarity with University procedures;
- Experience in providing effective support to staff in a Higher Education setting;
- Experience of using University Systems in particular; RIVO, SIPR, Key Travel and Science Warehouse;
- Experience in the maintenance of a WordPress website and social media presence (Twitter, LinkedIn).

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:

[Claire Savy](#), Centre Manager, School of Computing

Tel: +44 (0)113 343 5449

Email: c.savy@leeds.ac.uk



Additional information

A diverse workforce

The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN [Bronze](#) or [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 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.

