



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Project and Communications Administrator, School of Geography,  
Faculty of Environment**



**Salary: Grade 5 (£23,067 - £26,715 p.a. pro-rata)**

**Reference: ENVGE1105**

**Closing Date: 1 December 2019**

**Interviews are expected to be held week commencing 16 December 2019**

**Part Time: 17.5 hours per week. Fixed term until 30 April 2021 (external funding). Job share and Flexible working requests will be considered**

## **Project and Communications Administrator, School of Geography, Faculty of Environment**

**Are you an enthusiastic individual with excellent administrative skills? Do you have experience in providing support to major research projects?**

This is a multifaceted project and communications administrator role within an international interdisciplinary project, working between the Faculties of Environment and Engineering under the Energy at Leeds research hub. Energy Leeds brings together multidisciplinary research and innovation expertise from across the University of Leeds campus to work at the frontiers of energy and environmental research and collaborate with regional, national, and international stakeholders in industry, academia and Government.

You will carry out several important support roles within the project. Firstly, to provide a central point of coordination between the project partners; secondly, to keep track of the project timetable and deliverables to ensure that partners receive timely reminders for production of outputs; thirdly to organise logistics for project travel and meetings; and fourthly, to assist in the preparation and dissemination of communications to enhance impact of the project with policy makers and practitioners.

The role will involve you liaising with a wide variety of people both within and outside the University of Leeds. Therefore excellent communication and interpersonal skills along with flexibility will be important attributes of the successful candidate. You will be able to build effective working relationships with the project research team, both within Leeds and internationally, and communicate your enthusiasm effectively.

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

As a Project and Communication Administrator, your main duties will include:

- Providing high level administrative support to the Principal Investigator (PI) of the project, ensuring timely project deliverables from partners and acting as a principal point of contact for administrative support;
- Supporting the planning, organisation, promotion and delivery of project meetings and events, including any relevant research seminars and workshops, engaging external partners and stakeholders;



- Assisting with the faculty, university and sponsor-required administrative processes, such as reporting of project output, collation, formatting and publication of annual reports and other documents;
- Organising project travel, visas and accommodation in line with University policies;
- Supporting the PI and project team in coordinating staff recruitment and dealing with contracts and related support including any administrative preparations required by School of Geography and the University;
- Supporting the PI in reviewing and monitoring of budgets and staff time sheets, acting as the key link between research staff on the projects and staff in the Faculty Finance Office/Faculty Research Office as required;
- Editing, formatting and distributing project policy briefs to policy makers and practitioners;
- Developing and maintaining an internet and social media presence in coordination with Energy Leeds and the Faculties of Environment and Engineering, including maintaining a project blog with contributions from the project partners as a means of coordination;
- Monitoring press and news coverage of project activities;
- Ensure project outputs are reported on Research Fish, Symplectic and the White Rose repository in a timely manner.

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 Project and Communications Administrator you will have:

- Experience of project administration and support, with demonstrable experience of organising meetings and events;
- The ability to work on your own initiative to organise, prioritise and plan work independently and effectively to meet tight deadlines;
- Excellent verbal and written communication skills, including the ability to synthesise and summarise information for various written communications;
- Excellent IT skills, including Microsoft Word / Excel / Outlook / Publisher and Web based social media;



- Experience of working with financial information and budgets;
- Excellent attention to detail, with the ability to deal with sensitive information with discretion and to maintain confidentiality at all times;
- Excellent interpersonal skills and adaptable approach to working.

You may also have:

- Experience of project administration or support within a university or other research organisation;
- Experience of providing secretariat support for committee and other meetings, including producing minutes for circulation;
- Experience of disseminating research findings to a wide (academic and non-academic) audience;
- Experience as a Personal Assistant or similar role.

## 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:

**Professor Jon Lovett.**

Tel +44 (0) 113 343 3327

Email [J.Lovett@leeds.ac.uk](mailto:J.Lovett@leeds.ac.uk)

## Additional information

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

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

Find out more about the [School of Geography](#)



## **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](mailto: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.

