



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Administrative Support Assistant, School of Computing



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

Reference: EPSCP1003

Closing date: 17 November 2019

We will consider flexible working arrangements

Administrative Support Assistant

School of Computing

Are you a dynamic administrator, passionate about delivering excellent service? Are you committed to working flexible in a team who make a positive difference?

We are looking for a motivated and proactive administrator to strengthen the School's Administration Team and provide efficient administration related to multiple aspects of our current and future activities. As you will be working with a variety of colleagues including senior academics, you must demonstrate a high level of personal responsibility and initiative in all areas of the role. You must have the ability to deal with varied tasks, juggling priorities, and working under pressure to tight timescales.

You will possess strong IT skills, particularly Word, Excel and PowerPoint, and a knowledge/ability to maximise usage of document management systems, ideally SharePoint.

Standard working hours for the role will be 9am to 5pm, Monday to Friday however there may be a rare need to work outside these hours to ensure that the School is successfully supported.

What does the role entail?

As an Administrative Support Assistant your main duties will include:

- Delivering high-level of PA Support to the School's senior academic colleagues including the Head of School with the delivery of their priorities including complex diary management, preparing documentation for the Research Excellence Framework (REF) submission, proactively responding to enquiries and submission of e-expenses, when required;
- Full organisation and servicing of meetings and events including practical arrangements such as room bookings, catering, drafting agendas, taking minutes and following up action points;
- Supporting the School's Director of Postgraduate Studies including viva coordination and processing appropriate paperwork, i.e. completion/ submission of exam entry forms and viva reports; Additionally to coordinate PGR teaching



- Strong IT skills, particularly Word, Excel and PowerPoint, and a knowledge/ability to maximise usage of document management systems, ideally SharePoint;
- Good interpersonal and networking skills, with the ability to build positive working relationships with staff both internal and external to the organisation;
- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues;

You may also have:

- A working knowledge of University systems including SAP, SIPR and Science Warehouse;
- Experience of working in the University of Leeds or other Higher Education organisation.

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](#).

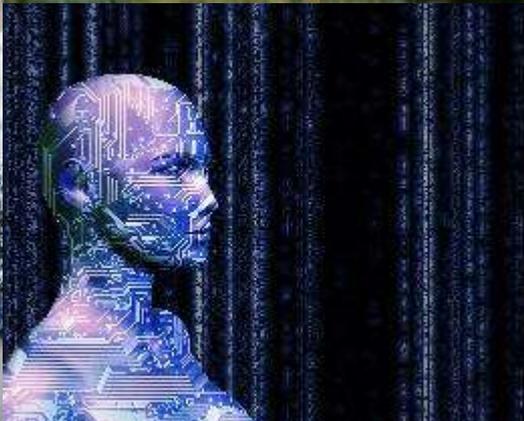
Contact information

To explore the post further or for any queries you may have, please contact:

Gaynor Butterwick, Administration Support Officer

Tel: +44 (0) 113 343 5434,

Email: g.butterwick@leeds.ac.uk



Additional information

Faculty and School Information

Further information is available on the research and teaching activities of the [School of Computing](#).

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's 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.

