



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Administrator and PA, School of Earth and Environment**



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

**Reference: ENVEE1365**

**Closing Date: 15 November 2019**

**Part Time (14 hours per week, flexible hours)**

**Fixed term until 31 December 2020**



## **PA and Administrator, School of Earth and Environment**

**Do you have excellent administration and PA skills and experience of providing support to projects?**

As a highly motivated and skilled administrator and PA, you will join our research support team in the School of Earth and Environment to provide effective administrative support to two senior academics and their respective research groups and projects. Your role will also involve providing a number of PA functions, including diary and email management, dealing with correspondence and compiling complex overseas travel itineraries. You will act as the first point of contact for external collaborators and partners, assisting and advising on administrative matters. Working closely with the senior academics and members of their research groups as well as external partners and collaborators. You will arrange and deliver meetings and events, collate and disseminate information and documentation.

You will have excellent organisational and communication skills and the ability to work independently to plan and prioritise your own workload. You will be a team player who can build effective working relationships with academic, research and other staff at both Leeds and with our partner organisations. Your role will involve a high degree of autonomy, so it is essential that you have an independent and proactive approach to decision making and exceptional attention to detail.

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

As an Administrator and PA, your main duties will include:

- Providing proactive administrative support to two senior academics, Professor Andy Challinor and Professor Douglas Paton, including diary and e-mail management, dealing with correspondence and being first point of contact for phone calls and visitors;
- Ensuring clear, concise and timely updates are provided to the academics and appropriate advice, recommendations and requests for information are communicated in response to enquiries;
- Handling confidential information in a discreet, sensitive and diplomatic manner, ensuring security of access to such information is maintained at all times;
- Planning, booking and organising a high volume (several per month) of complex UK/global travel arrangements ensuring the most efficient use of senior academic



time, liaising with external project partners and producing detailed, step-by-step, itineraries for each trip;

- Undertaking financial administration responsibilities including raising purchase orders, invoicing, processing of expense claims, reconciling Purchase Card transactions, monitoring of project finances including income and expenditure, responding to budget enquiries, and liaising with the relevant administrative teams (e.g. Faculty Finance) and external funders (e.g. NERC), as required;
- Coordinating research group and project-specific meetings including all logistical arrangements, agenda preparation, collation and dissemination of papers and reports, minute taking, and following up actions;
- Providing support for the organisation of events, e.g. seminars, including liaison with venues, catering and transport providers, inviting guest speakers external to the group, managing logistics and coordinating all associated publicity and correspondence before, during and after each event;
- Assisting with the preparation of publications, such as a journal special issue, by collating references and tracking the publication process;
- Uploading academic papers to the university paper repository (Symplectic), the White Rose repository, Research Gate and Academia website to facilitate open access;
- Responding to Research Gate requests, assisting with annual reporting activities (ResearchFish, etc);
- Keeping track of ongoing funding for each individual in the Climate Impacts Group, including completing and submitting timesheets for particular projects as needed, and liaising with HR and Finance to extend contracts when required.
- Maintain Professor Challinor's personal profile, CV and the Climate Impacts Group's webpage;
- Preparing the reading list for Professor Challinor's module SOEE5550 Climate Change: Impacts and Adaptation each term using the Minerva system and update the course handbook as required.

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 administrator and PA, you will have:

- Experience of project administration and support, with demonstrable experience of organising high level and/or high profile meetings and events;



- Experience as a PA including making proactive arrangements on behalf of senior staff, diary management, dealing with correspondence, organising meetings and planning and compiling complex overseas itineraries;
- Excellent organisational skills including the ability to work on your own initiative to organise, prioritise and plan work independently and effectively to meet tight deadlines;
- Excellent IT skills, including word processing, spreadsheets, databases, email and internet use, preferably with Microsoft tools;
- Excellent attention to detail, with the ability to deal with sensitive information with discretion and to maintain confidentiality at all times;
- An enthusiastic, positive and adaptable approach to working and ability to work effectively as a part of a team.

You may also have:

- Experience of project administration or support within a university or other complex organisation (e.g. University, NHS);
- Experience of providing secretariat support for committee and other meetings, including producing minutes for circulation;
- Experience of using E-purchasing systems (e.g. SIPR).

## 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:

**[Samantha Haynes](#)**, Research Support Administrator, School of Earth and Environment

Tel: +44 (0) 113 343 4938

Email: [S.E.Haynes@leeds.ac.uk](mailto:S.E.Haynes@leeds.ac.uk)

## Additional information

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





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

Find out more about our [Research and associated facilities](#).

### **A diverse workforce**

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

### **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.

