



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Office Manager, Student Lifecycle Programme



Salary: Grade 5 (£23,067– £26,715 p.a.)

Reference: SESPT1065

Fixed term until 31 December 2022 due to funding

We will consider flexible working arrangements

Office Manager

Student Lifecycle Programme

Do you have experience of providing high quality administrative support to a large and busy team? Are you an excellent communicator who is adaptable and organised? Do you want to be an integral part of a team, which is driving forward change and embedding a culture of continuous improvement?

The Student Lifecycle Programme (SLP) is a long-term transformation initiative focused on enhancing student education administration and providing an outstanding experience for students and staff. It will do this by co-creating improved ways of working, processes and systems to ensure they are fit for purpose, effective and efficient.

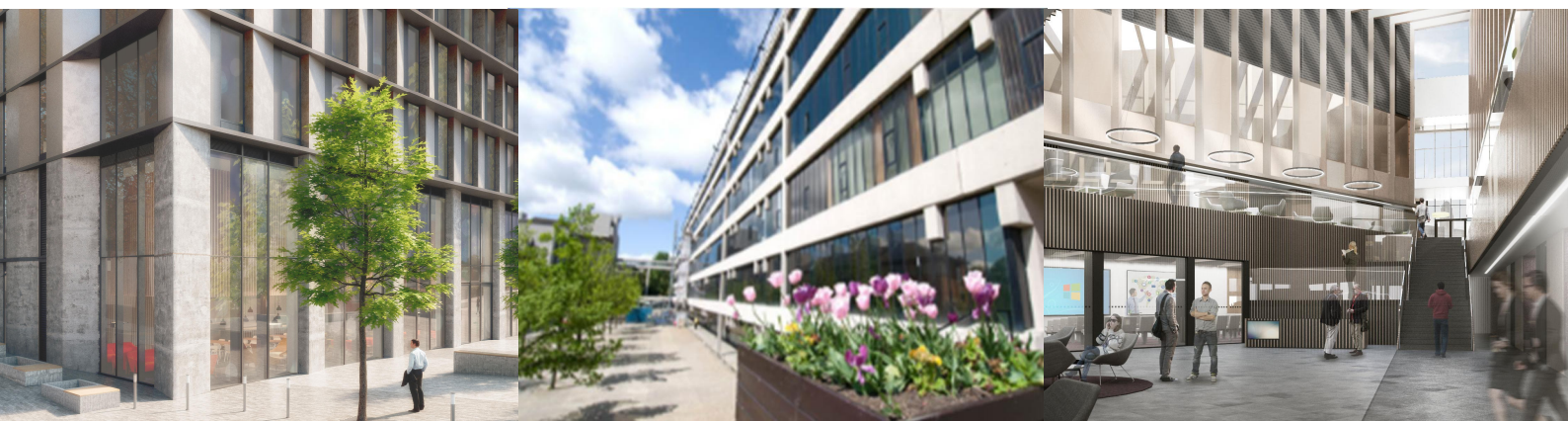
This is an exciting opportunity to support the team as the change programme enters its next important phase of delivery. As Office Manager, you will provide a high quality and effective administrative service to the Programme Director and the Programme Team including diary management, the organisation and servicing of meetings and workshops and the preparation of documentation and presentation materials,

You will have significant experience of providing high quality administrative support at a senior level to a large and busy team. You will have excellent communication and interpersonal skills and possess a high level of accuracy with a strong attention to detail. You will also be able to multi-task and work effectively under pressure to meet strict deadlines.

What does the role entail?

As an Office Manager, your main duties will include:

- Acting as the first point of contact for the Programme Director, dealing with enquiries and preparing communications;
- Diary management and administrative support to the Programme Director and the wider Programme team;
- Organising meetings and scheduling workshops, including liaising with external speakers, booking rooms, organising catering and setting up equipment;



- Providing support with HR related processes and administration for the team including recruitment and selection, induction and probation, annual review meetings, and recording information on relevant electronic systems;
- Supervision of a student intern recruited to support the programme office;
- Responsible for budget monitoring, highlighting concerns and authorising expenditure, expense claims and payment of invoices;
- Supporting the team in the design and development of presentational materials for workshops and other events;
- Preparing documents and information packs, taking minutes and following up on actions for the Programme Board, Delivery Working Group, project boards and other key meetings;
- Managing and developing electronic and paper based record and information systems including SharePoint and Microsoft Teams;
- Managing issues relating to the space the team works in such as Health & Safety and overseeing the equipment requirements for the team;
- Planning and booking travel arrangements, ensuring the most effective use of time and money, as well as processing claims for expenses;
- Suggesting and implementing improvements to team processes and systems to enable effective running of the Programme Team.

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 Office Manager, you will have:

- Significant experience of providing administrative support at a senior level to a large and busy team;
- Experience of diary management for senior managers and organising meetings and high profile events;
- Experience of taking and producing high quality minutes and following up on actions;
- Good numerical skills with experience of monitoring budgets;
- Excellent organisational skills with the ability to prioritise and plan your work independently and effectively work under pressure to meet strict deadlines;



- Excellent communication and interpersonal skills with an ability to develop and maintain effective working relationships with people at all levels;
- The ability to work with a high level of accuracy and attention to detail, using a structured methodological approach;
- Excellent team working skills with a flexible approach combined with an ability to use own initiative and work with minimal supervision;
- Proficient IT skills including experience in MS Office software, Outlook, Office 365 and collaborative tools such as SharePoint.

You may also have:

- Experience of working in Higher Education environment;
- Experience of working in a programme/project management team.

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:

Sarah Lund, Programme Director (Student Lifecycle Programme)

Tel: + 44 (0)7488 312504

Email: s.r.lund@leeds.ac.uk

Additional 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.

