



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Support Assistant, School of Languages, Cultures and Societies



Salary: Grade 4 (£19,612-£22,417 pro rata)

(0.5fte pro rata, ideally worked Monday-Wednesday, but must include Wednesdays)

Fixed term to 29 November 2020, due to funding

Reference: AHCLC1103

Research Support Assistant

Faculty of Arts, Humanities and Cultures, School of Languages, Cultures and Societies

Do you have excellent administrative and organisational skills and an interest in supporting research activities in the Arts and Humanities? Would you like a busy and challenging role supporting the academic staff of diverse and exciting School of Languages, Cultures and Societies?

We are looking for a professional and proactive individual to play an important role in the support of research activities in the School of Languages, Cultures and Societies. Your role will be varied and will require excellent time management and communication skills, and the ability to work effectively with a variety of software, including online databases and systems. You will work with key staff in the School, including the Director of Research and Innovation (DoRI), the Research Manager and the Director of Scholarship as well as appropriate staff across the Faculty and University.

What does the role entail?

As a Research Support Assistant, your main duties will include:

- Servicing the School's research committees and forums, including scheduling meetings, preparing papers and taking and disseminating minutes in a timely manner;
- Maintaining records of staff research activities, using specialist University software and systems where appropriate
- Assisting with the depositing of staff publications into the institutional online repository, ensuring compliance with open access regulations, troubleshooting and advising colleagues as required;
- Networking with key staff and services across the University (Leeds Arts and Humanities Research Institute, Research Innovation Services, Purchasing, and Finance), directing LCS colleagues on to these contacts as required, and attending any training or forums as appropriate;



- As required, organising research events, including School research training and community events, inaugural lectures and other relevant events;
- Carrying out School research related purchasing;
- Managing and/or contributing to the management of the shared LCS inboxes (LCS Research and LCS purchasing), referring enquiries on to colleagues where necessary and ensuring excellent service delivery;
- Providing relevant general support for the Director of Research and Innovation and Research Manager, including assistance with arranging meetings, diary and email management;
- Participating in the work of the wider Management and Administration Support Services (MASS) team, providing occasional cover when 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 a Research Support Assistant you will have:

- Strong administrative and organisational 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, and Excel and the ability to use these to create professionally formatted documents, process data and organise information;
- Familiarity with using on-line database systems and an ability to learn new systems quickly and effectively;
- Demonstrable ability to work well and accurately under pressure, using initiative to prioritise and meet conflicting deadlines;
- Excellent verbal communication and interpersonal skills, with the ability to effectively and clearly communicate complex information to achieve a desired outcome;
- Excellent written communication skills including the ability to produce documents for varying purposes and audiences;



- An ability to work co-operatively as part of a team;
- An enthusiastic, positive and adaptable approach;
- Ability to deal with confidential and sensitive information;
- An interest in self-development and a willingness to learn new skills.

You may also have:

- Experience of working in a Higher Education environment
- Familiarity with University procedures and systems (particularly HR, Finance, Purchasing);
- Experience of supporting researchers in an academic environment;
- Experience of arranging seminars, workshops, conferences and outreach events.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the [closing date](#).

Contact information

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

Alice Potter, Research Manager, School of Languages, Cultures and Societies

Tel: +44 (0)113 343 33572

Email: a.potter@leeds.ac.uk

Additional information

Find out more about the [School of Languages, Cultures and Societies](#) | [University of Leeds](#)

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 in our [Working at Leeds](#) information.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information 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](#).

