



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Management Support Officer, School of History, Faculty of Arts,
Humanities and Cultures



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

Reference: AHCH1024

Full time

Fixed term – 6 months (maternity cover)

Management Support Officer School of History, Faculty of Arts, Humanities and Cultures

Are you looking for a challenging role which enables you to work across a range of activities? Do you have excellent communication and interpersonal skills, with the ability to work effectively with a wide range of people?

As a member of the School's Management and Administration Support team (MASS), you will provide efficient support to the School Manager in ensuring the effective management of administrative processes in the School. You will work closely with academic staff within the School and Faculty Office colleagues, within HR and Finance.

With experience of working in an administrative role, you will have excellent communication skills and the ability to identify and suggest improvements to the service provided. You will be well organised, with excellent attention to detail and a flexible approach to work. You will work collaboratively with other colleagues across the University. You will also have the ability to handle a busy workload efficiently and professionally.

What does the role entail?

As a Management Support Officer, your main duties will include:

- Providing administrative support for the School Manager with respect to School HR functions;
- Maintaining School HR records (both paper and electronic) to high levels of confidentiality and data security;
- Providing support for all the recruitment processes within the School. Arranging the shortlisting process and interviews, providing administrative support to the Chair and being the main point of contact for Faculty HR. Providing support and information to School working groups;
- Advising staff on the necessary processes to be followed for engagement and payment of short term/ad hoc appointees, supporting them in completion of those processes and the organisation of engagement and recruitment for these;



- Responsible for the recruitment processes for the School's PGR Module Assistants, in liaison with the DSE, Module Leaders and School Manager;
- Responsible for the recruitment processes for the School's student interns and organisation of their payment processes;
- Responsible for the weekly timesheet submission for all the School's PGR Module Assistants, interns and hourly-paid staff;
- Responsible for processing visiting scholars applications to the School;
- Administering the School Postgraduate Researcher Funds, including processing application forms and payments. Responsible for the budget oversight for these funds;
- As one of the School's Key Travel bookers, provide advice and process booking requests from all PGRs and cover for any Visitors or Staff bookings;
- Proactively planning, organising and providing full administrative support for a number of School committees and meetings, including taking ownership and ensuring follow-up actions are completed;
- Providing cover for other members of the MASS team 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 a Management Support Officer, you will have:

- Experience of working in a busy administrative role;
- Excellent organisational, planning and time management skills, with the ability to adapt priorities to meet deadlines and conflicting demands;
- Ability to deal with confidential and sensitive information;
- The ability to work independently and proactively;
- Excellent communication skills, with the ability to clearly articulate complex information, modifying your approach to suit different audiences and contexts;
- Experience of organising and supporting meetings, including creating agendas, minutes and reports;
- Excellent interpersonal skills, with the ability to work flexibly and effectively in a team environment with a wide range of people;



- Strong IT skills and be proficient in use of Microsoft Office products, particularly Word and Excel;
- Excellent accuracy and attention to detail.

You may also have:

- Experience of working in the Higher Education sector;
- Knowledge of GDPR.

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 Foster, School Manager, School of History

Tel: +44 (0)113 343 3580

Email: s.l.foster@leeds.ac.uk

Additional information

Find out more about the [School of History](#) and the [Institute for Medieval Studies](#).

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.

