



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Management Support Officer – IDEA

Management Support Service (MASS), Inter-Disciplinary Ethics Applied (IDEA)
Centre School of Philosophy, Religion and History of Science, Faculty of Arts



Salary: Grade 6 (£27,511- £32,817 p.a)

Reference: AHCIE1010

Interviews: To be held week commencing 27 January 2020

Fixed term: 1 February 2020 (or as soon as possible thereafter) to 31 July 2021

Management Support Officer - IDEA

Management Support Service (MASS), Inter-Disciplinary Ethics Applied (IDEA) Centre, School of Philosophy, Religion and History of Science (PRHS), Faculty of Arts, Humanities and Cultures

Do you enjoy being part of a team providing a range of administrative support? Do you have excellent organisational, attention to detail, communication and IT skills along with an interest in supporting academic staff in a Higher Education context?

The IDEA Centre is a specialist unit whose diverse and vibrant community conduct teaching, research, training and consultancy in applied ethics with the aim of helping students and professionals identify, analyse, and respond effectively to the ethical issues they face in personal and professional life.

As a member of the School's Management and Administration Support team (MASS), your primary responsibilities will be working with the IDEA Centre Manager as part of a successful team ensuring the effective running of the Centre's management administration activities. You will support an extensive programme of inter-disciplinary ethics teaching delivered within programmes of study across the University, as well as the Centre's vibrant research and consultancy activities.

You will also play a key role in the integration of the IDEA Centre to the School of PRHS which is agreed for January 2020. You will work with both the Centre Manager and the School Manager to support the transition into the School, with particular emphasis on process alignment.

This role will suit an experienced administrator who thrives on making things happen, who is a proactive problem solver with experience of innovative thinking who will seek to improve the Management Administration service within the IDEA Centre and who will respond to challenges in an organised and efficient way.

What does the role entail?

As the Management Support Officer with responsibility for the IDEA Centre, your main duties will include:



- Working closely with both the Centre Manager and the School Manager to ensure the Centre's smooth transition into the School of PRHS, ensuring MASS processes from both the School and the Centre are understood and communicated appropriately
- Building, developing and maintaining internal networks, groups and relationships with current and potential new stakeholders to gather and maintain complex data in order to co-ordinate and schedule the Centre's UG and PGT teaching across the University
- Leading and managing the process for the Centre's extensive programme of inter-disciplinary teaching, ensuring teaching is scheduled appropriately (e.g avoiding clashes and bulking), working in consultation with the Centre Director to ensure teaching is allocated in line with staff workload principals and communicated in a timely manner, as well as identifying trends or issues and referring findings up where appropriate
- Collating staff teaching preferences along-side gaining an awareness of partner curriculums to ensure both an effective use of staff time and the safeguarding of partnership agreements
- Building and maintaining effective lines of communication and administrative processes to guarantee key IDEA teaching scheduling and management information can be included within the workload model and University data submissions for the School of PRHS
- Working with key staff within the Centre and School to ensure processes are streamlined and aligned with Centre requirements and the wider School strategy, suggesting new ways of working where appropriate
- Working with the Centre Manager to develop and support the new and growing partnerships of the IDEA Centre across every Faculty in the University
- Organise and service meetings, ensuring timely circulation of agenda, actions, curriculum plans and teaching schedules



- Supporting the Centre's IDEA events, and liaising with the IDEA Centre Support Officer and Faculty Marketing team around promotional communications as appropriate

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.

Note: duties may change as a result of the integration of the IDEA Centre to the School of PRHS.

What will you bring to the role?

As a Management Support Officer – IDEA, you will have:

- Educated to degree level or substantial relevant work experience;
- Experience of working in a busy administrative role;
- Excellent organisational, planning and time management skills;
- Excellent accuracy and attention to detail;
- The ability to work independently and proactively whilst understanding when to refer up as appropriate;
- Excellent verbal and written communication skills;
- Ability to use and manipulate complex information and processes;
- Ability to be flexible, proactive and resourceful;
- Excellent interpersonal skills with the ability to build relationships;
- Experience of solving problems;
- Experience of organising and supporting meetings, including creating agendas, minutes and reports;
- Excellent IT skills and be proficient in use of Microsoft Office products, particularly Word and particularly Excel.

You may also have:

- Experience of working in the Higher Education sector;
- A high degree of competence in the operation of Excel spreadsheets;
- An interest in applied ethics.



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:

Kathryn Blythe, IDEA Centre Manager

Tel: +44 (0)113 343 37794

Email: K.Blythe@leeds.ac.uk

Additional information

You will report to the School Manager of PRHS and have a dotted line management to the IDEA Centre Manager

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.

