



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Administrative Team Assistant, Library



Salary: Grade 3 (£17,682– £19,133 p.a. pro rata)

Reference: CSLIB1224

12 hours per week (days/hours to be agreed on appointment)

Administrative Team Assistant Library

Are you service-focused, with administrative and organisational skills? Do you have experience of providing administrative support to busy managers? Can you work independently, using your initiative and taking the unexpected in your stride?

We're looking for someone who is enthusiastic and highly organised to join a small team. You will provide general office support, including: answering enquiries; welcoming visitors to the Library Administrative Team office and arranging catering for meetings; circulating documents (hard copy and electronic); booking travel; ordering stationery; printing and copying. In addition, you will input data into University systems and Library spreadsheets, support HR processes, and training and development events. You will also play an active role in contributing to the Library's SharePoint intranet and document management system.

What does the role entail?

As an Administrative Team Assistant your main duties will include:

- Providing high quality and customer-focused general office support;
- Answering enquiries from internal and external customers;
- Supporting human resources and development (HRD) processes and activities;
- Inputting data into University IT systems;
- Working collaboratively with colleagues to ensure adequate service levels;
- Contributing to the development and improvement of team and Library processes and services.

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 Administrative Team Assistant you will have:

- Experience of working in an office, library or other customer service environment, including answering customer enquiries;



- Confident user of IT, with a high level of competence in MS Office, including Word, Excel and Outlook, and in using the internet, with a willingness and ability to learn new systems;
- Excellent communication skills, including the ability to pass on and present information (verbally or in writing) clearly and succinctly to a varied audience;
- Able to make a positive contribution to a team and work collaboratively with others;
- Ability to work with speed and accuracy, giving attention to detail and follow detailed instructions;
- Ability to understand and maintain confidentiality;
- A proactive and flexible approach, able to respond positively to changing priorities and new initiatives, and solve problems within given boundaries and procedures.

You may also have:

- Understanding of the role of libraries in higher education;
- Experience of contributing to, developing and maintaining intranet content, eg. using SharePoint or other collaborative tools.

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:

Library HR

Tel: (0)113 343 5506

Email: hr@library.leeds.ac.uk

Further information about the Library <http://library.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

