



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Secretary for the World Conference on Transport Research Society,  
Institute for Transport Studies



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

**Reference: ENVTR1118**

**Part-time: 50% of the full time equivalent**

**Fixed-term until 31 October 2022 (due to external funding)**

**We will consider job share / flexible working arrangements**

**Interviews to be held on 4 February 2020**

# **Secretary for the World Conference on Transport Research Society**

## **Institute for Transport Studies, Faculty of Environment**

**Are you an enthusiastic individual with excellent administrative skills? Would you like to further your career in one of the UK's leading research-intensive Universities?**

The Institute for Transport Studies is seeking a dynamic individual to provide high quality administrative support to a global research society. The World Conference on Transport Research Society (WCTRS) provides a forum for the interchange of ideas among transportation researchers, managers, policy makers and educators from all over the world, from a perspective that is multi-modal, multi-disciplinary, and multi-sectoral. The Society organises a world conference every three years where leading transportation professionals from all countries and areas convene to learn from one another. It currently has around 1000 members from 70 countries. The work of the Society is conducted through its Steering Committee, Scientific Committee and some 20 Special Interest Groups, which help to advance the understanding of key areas of research and their implications for policy.

You will provide essential administrative support to the President, Secretary General, Steering Committee, Scientific Committee and Special Interest Groups, in managing and stimulating the membership, tracking the expenditure, supporting key meetings and new initiatives and helping to communicate the activities of the Society. The Secretary also provides on-site support to the triennial Society Conference.

You will be based within the Institute for Transport Studies which is one of the world's leading centres for transport research and education. The Institute is hosting the WCTRS Secretariat as part of its mission to be a global hub of research interchange. You will report to the Secretary General of WCTRS and the President but will have full access to all of the University's staff development opportunities and be part of a vibrant support staff at the Institute for Transport Studies.



## What does the role entail?

As a Secretary to WCTRS, your main duties will include:

- Developing, implementing and maintaining new and existing office systems (in conjunction with the Secretary General), including GDPR procedures, data management and making recommendations on improvements to current systems or processes to facilitate the efficient running of the Society;
- Acting as secretary to the Society's Steering Committee (STC) and related sub-committees, booking meeting rooms, preparing agendas, taking minutes of STC, disseminating relevant information via the website;
- Supporting the Special Interest Group chairs through effective and sensitive communications of key goals and procedures;
- Co-ordinating the financial and communication arrangements for the WCTRS Young Persons Initiative in agreement with the WCTRS lead;
- Providing administrative support to the Secretary General and President of WCTRS, including booking travel and accommodation, corresponding and liaising with conference organising committees;
- Managing and monitoring the Society's membership database, including maintaining the online registration facility, contacting members regarding membership renewal, analysing and reporting on membership statistics and liaising with Special Interest Groups and the conference organising committee;
- Proactively managing and controlling the up-to-date electronic record of society expenses/income including providing six-monthly updates to the WCTRS Steering Committee, maintaining a clearly auditable trail of all correspondence and invoices related to the accounts, organising payments on behalf of the Society and liaising with bank account providers in conjunction with the Secretary General;
- Leading the updating and management of the Society website and providing regular Society news e-updates, working with the newsletter and social media communications officers to help co-ordinate formal communications;
- Using initiative to support the planning/management of meetings and events, using and maintaining an up-to-date planner of key dates for actions;
- Undertaking general administration for meetings and events, such as photocopying and producing documents;
- Travelling to Washington D.C. for an annual meeting and travelling overseas for the triennial conference.



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 Secretary to WCTRS you will have:

- Experience of providing professional administrative support with the ability to work flexibly and as part of a team;
- Experience of providing excellent customer service;
- Excellent organisational skills with the ability to prioritise and plan your work independently and effectively;
- Excellent communication and interpersonal skills with evidence of being able to work with a wide range of stakeholders at all levels, forming effective working relationships;
- An ability to work with a high level of accuracy and attention to detail with a methodological approach to work and the ability to identify errors and inconsistencies;
- The confidence and ability to use own initiative, to know when to challenge information and escalate issues;
- Excellent IT skills with experience of Microsoft Office (Word, Excel, Outlook and Powerpoint);
- Commitment to on-going personal development and training, a willingness to develop new IT and other skills as necessary;
- An ability and willingness to travel overseas to WCTRS conferences and annual meetings.

You may also have:

- Experience of working in finance and/or accounting;
- Experience of organising events;
- Experience of producing newsletters;
- Experience of using social media for professional purposes;
- An interest in transport.



## 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:

**Professor Greg Marsden, Professor of Transport Governance**

Tel: +44 (0)113 343 5358

Email: [G.R.Marsden@its.leeds.ac.uk](mailto:G.R.Marsden@its.leeds.ac.uk)

## Additional information

Find out more about the [World Conference on Transport Research Society](#)

Find out more about the [Faculty](#)

Find out more about the [Institute for Transport Studies](#)

Find out more about our [Research and associated facilities](#)

Find out more about Athena Swan in the [Faculty](#)

### A diverse workforce

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

### 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](mailto: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.

