



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Administrative Assistant, EPSRC Centre for Doctoral Training in Molecules to Product  
School of Chemical and Process Engineering**



**Salary: Grade 4 (£19,612 – £22,417 p.a.)**

**Reference: EPSPE1006**

**Closing date: 19 January 2020**

**Fixed-term for 5 years**

**We will consider flexible working arrangements**

## **Administrative Assistant**

### **EPSRC Centre for Doctoral Training in Molecules to Product**

### **School of Chemical and Process Engineering**

**Are you an enthusiastic administrator passionate about delivering an excellent service to a diverse group of stakeholders? Do you have the commitment to work as part of a team to help set-up and deliver the new inter-disciplinary EPSRC Centre for Doctoral Training in Molecules to Product? Are you committed to working flexibly as the role evolves over time as the Centre matures?**

We are looking to recruit an enthusiastic individual to be part of the EPSRC Centre for Doctoral Training (CDT) in Molecules to Product. The focus of the CDT is train a new generation of research leaders. This will be delivered through a 4 year programme for postgraduate researchers that embraces both research and a taught element. The post-holder will work flexibly with particular responsibility for the organisation of the taught component including the residential activity in the first week of each academic year, industry placements, international student exchanges, visits to industry partners and external facilities, and day to day administrative duties to support the Centre Manager.

You should have experience of providing effective administrative support, with excellent attention to detail and fluency using Microsoft Office. As Administrative Assistant, you will have an enthusiastic approach to the role, with the ability to use your initiative and to plan your own workload, demonstrate a track record of delivering to deadlines and the ability to communicate with people across all levels of the organisation.

### **What does the role entail?**

As Administrative Assistant, your substantive functions will include:

- Responsibility for the organisation of the training element of the programme, working closely with the Co-Director (Academic) and Training Director;
- Organisation of all postgraduate student related activities including the residential activity in the first week of each academic year, induction, industry placements, international student exchanges, visits to industry partners and external facilities throughout the duration of the CDT;



- Support for the Centre Manager, CDT Director and Management Board on a day to day basis;
- Serving as the first point of contact for the CDT, dealing with enquires and providing accurate and timely information to PGR students, staff and external partners, and where necessary forwarding queries onto the relevant individual;
- Responsible for the organisation of CDT meetings including Advisory Board, Management Board, prospective student interviews, transfer vivas and assisting the PGR students in the organisation of CDT events including CDT Conference, seminar series and public engagement activities;
- Liaising with relevant staff from the Schools involved in the CDT, Graduate School Office, IT, Health and Safety and Purchasing to ensure all elements are in place for the new student cohorts starting;
- Responsibility for the booking of travel for staff and students according to University policies.

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 Administrative Assistant you will have:

- Experience of having provided effective administrative support, with excellent attention to detail;
- Excellent planning and organisational skills with the ability to prioritise when faced with conflicting demands under pressure, and the ability to multitask, use your initiative and manage your own workload with minimal supervision, with a demonstrable track record of delivering to deadlines;
- Fluency in the use of Microsoft Office products including Word, Excel, PowerPoint and Outlook;
- Effective interpersonal, written and oral communication skills, with the ability to communicate with people across all levels both internally and externally;
- Experience of dealing with challenging queries in a professional and confidential manner;
- An enthusiasm and commitment for delivering an exceptional student experience embodying a customer service ethos together with a commitment to delivering a high quality service;
- Experience of organising events and meetings with internal and external partners;
- A willingness to be adaptable and to learn new skills as needed.



You may also have:

- Experience of working and providing effective support to staff and students within a Higher Education organisation.
- Experience of University IT systems such as Banner, SIPR and Science Warehouse.

## 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 advertised [closing date](#).

## Contact information

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

**[Angela Morrison](#) Centre Manager for the EPSRC Centre for Doctoral Training in Molecules to Product**

Tel: +44 (0) 0113 343 8891

Email: [a.j.morrison@food.leeds.ac.uk](mailto:a.j.morrison@food.leeds.ac.uk)

## Additional information

### 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.

### Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering and Physical Sciences](#) and the [School of Chemical and Process Engineering](#)

### A diverse workforce

The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN [Bronze or Silver](#) Award from the Equality Challenge Unit,



the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more 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](mailto:disclosure@leeds.ac.uk).

### **Criminal record information**

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 accordance with our [Criminal Records policy](#). You can find out more about required checks and declarations in our [Criminal Records information](#).

