



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Administrative Support Assistant,
Faculty of Engineering & Physical Sciences**



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

Reference: EPSCP1013

Closing date: 01 March 2020

We will consider flexible working arrangements

Administrative Support Assistant

School of Computing

Are you an experienced administrator with a proven PA background and passionate about delivering excellent service? Are you committed to working flexible in a team who make a positive difference?

We are looking for a motivated and proactive administrator to strengthen the School's Administration Team and provide efficient administration related to multiple aspects of our current and future activities. As you will be working with a variety of colleagues including senior academics, you must demonstrate a high level of personal responsibility and initiative in all areas of the role. You must have the ability to deal with varied tasks, juggling priorities, and working under pressure to tight timescales.

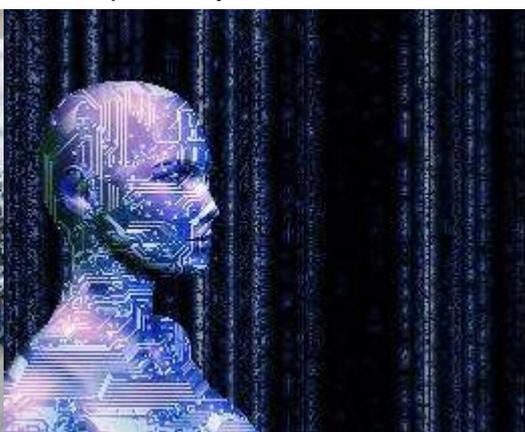
You will possess strong IT skills, particularly Word, Excel and PowerPoint, and a knowledge/ability to maximise usage of document management systems, ideally SharePoint.

Standard working hours for the role will be 9am to 5pm, Monday to Friday however there may be a rare need to work outside these hours to ensure that the School is successfully supported.

What does the role entail?

As an Administrative Support Assistant your main duties will include:

- Delivering high-level of PA Support to the School's senior academic colleagues including the Head of School with the delivery of their priorities including complex diary management, supporting the School's submission to the Research Excellence Framework (REF), proactively responding to enquiries and submission of e-expenses, when required;
- Full organisation and servicing of meetings and events including practical arrangements such as room bookings, catering, drafting agendas, taking minutes and following up action points;
- Supporting the School's Director of Postgraduate Studies including viva coordination and processing appropriate paperwork, i.e. completion/ submission of exam entry forms and viva reports; Additionally to support PGR teaching assistance activity when required by the School Administration Manager;



- Booking national and international travel and accommodation arrangements including the identification of areas requiring special consideration e.g. risk assessment, visa, insurance and inoculation requirements;
- Creating purchase requisitions via SIPR and Science Warehouse (electronic purchasing systems) and reconciliation of the purchases, as appropriate;
- Complying with systems and processes to ensure the smooth and effective running of administrative procedures within the school. This will include maintaining electronic and paper-based systems as appropriate and implementing agreed changes in line with GDPR legislation;
- A high level of organisational, planning and self-management skills, with the ability to support a variety of activities simultaneously, whilst retaining a clear focus on outcomes and deadlines, including when under pressure;
- Developing contacts and building effective working relationships with a variety of colleagues to ensure effective coordination of information and activity;
- Work in conjunction with other team members, under the supervision of the School Administration Manager, to ensure that workloads are balanced and resources are allocated to deliver high standards of service and share good practice, develop common procedures, and encourage knowledge transfer through the School;
- Provide cover for other members of the School Administration team, as required, including reception cover and distributing School post.

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 Research Administrator you will have:

- Proven experience of providing excellent administrative support within a Personal Assistant role including all aspects of servicing meetings (drafting agendas, taking minutes, etc);
- Excellent accuracy and attention to detail, with the proven ability to meet tight deadlines and prioritise your workload, independently without day to day supervision;
- Excellent verbal and written communication skills, including the ability to translate University Policy and Guidance to both staff and students;



- Strong IT skills, particularly Word, Excel and PowerPoint, and a knowledge/ability to maximise usage of document management systems, ideally SharePoint;
- Good interpersonal and networking skills, with the ability to build positive working relationships with staff both internal and external to the organisation;
- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues;

You may also have:

- A working knowledge of systems such as SAP or Science Warehouse;
- Experience of working in a large complex organisation or in higher education.

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

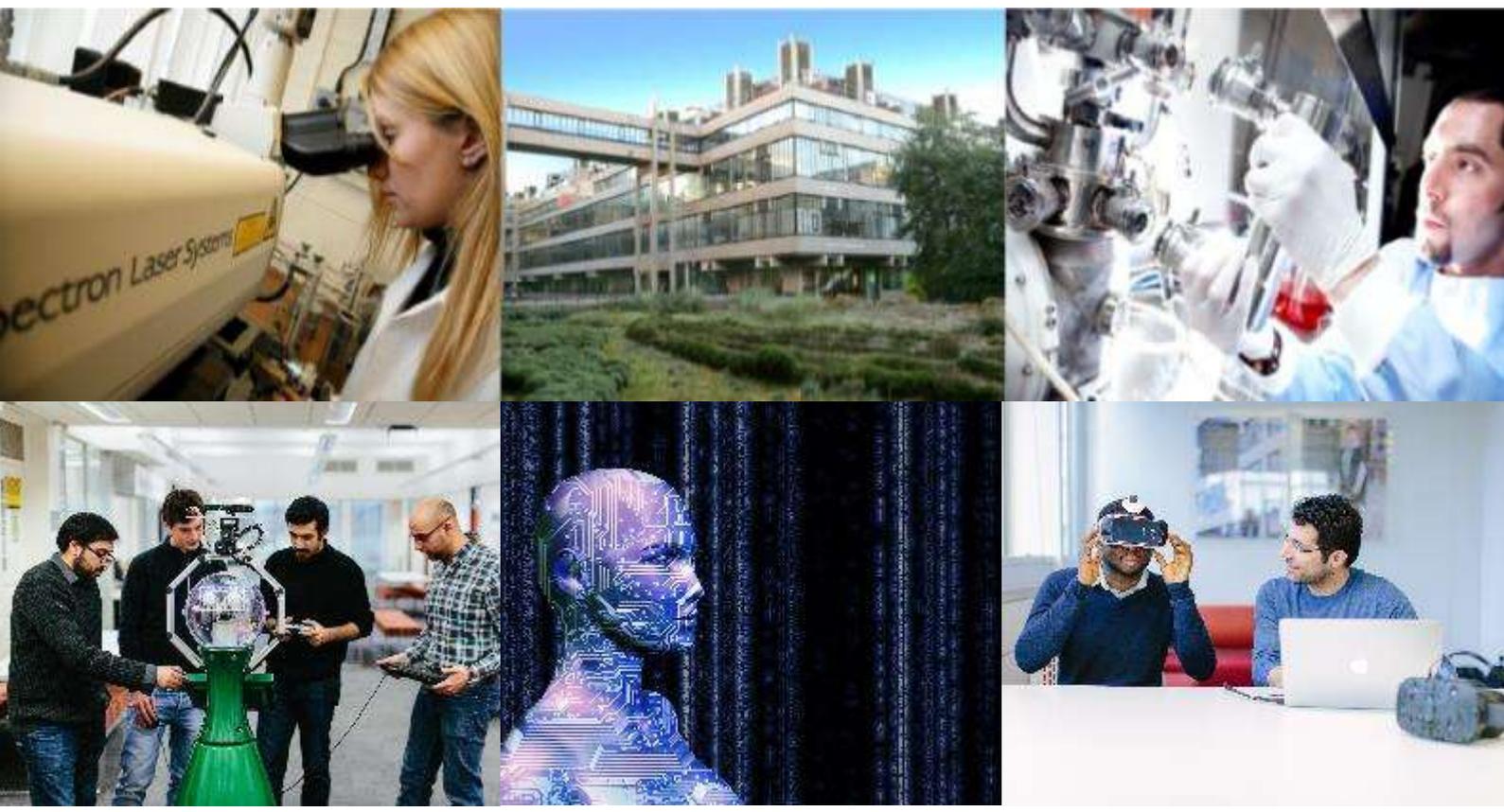
To explore the post further or for any queries you may have, please contact:

Gaynor Butterwick, Administration Support Officer

Tel: +44 (0) 113 343 5434

Email: g.butterwick@leeds.ac.uk

Additional information



Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#), and the [School of Computing](#).

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.

Working at Leeds

Find out more about the benefits of working at the University and what it's 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.

