



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Management Support Officer, Management Administration Support Service, School of Media and Communication  
Faculty of Arts Humanities & Cultures**



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

**Reference: AHCMC1044**

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

# **Management Support Officer**

## **School of Media and Communication**

### **Management Administration Support Service (MASS)**

#### **Faculty of Arts, Humanities & Cultures**

**Are you looking for a challenging role which enables you to work across a diverse range of activities and with a variety of people? Do you have excellent communication and interpersonal skills, with the ability to work effectively with a wide range of people? Are you looking to be part of a vibrant and effective administrative support service?**

As a member of the School's Management and Administration Support team, you will provide efficient and effective support to the School Manager in ensuring the effective management of administrative processes across in the School of Media and Communication. You will work closely with other School MASS team members, academic staff within the School and Faculty Office colleagues, within Research Support, Health & Safety, HR and Finance.

You will have a proactive focus with previous experience in an administrative role and evidence of organising and supporting meetings. The ability to handle a busy workload efficiently and professionally is essential. You should be able to demonstrate excellent communication and with the ability to build effective working relationships across the service.

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

As a Management Support Officer your main duties will include:

- Liaising with key academic staff, the School Manager and Faculty HR to coordinate and support HR processes in the School, such as recruitment and selection, induction and probation;
- Co-ordinating the processes of engaging temporary staffing within the School, ensuring appropriate pre-authorisation and HR processes are completed and adhered to;





- Updating staff records in SAP HR Manager's Desktop including the upload of accurate timesheet data, and the maintenance of absence and annual leave records;
- Providing administrative support on specific events and projects for the School, including producing frameworks and timelines for agreed projects, drafting papers, taking responsibility for some actions and reminding staff of their agreed contributions to projects;
- Taking action to resolve routine problems using available guidance and support procedures;
- Providing operational support to School groups and committees including preparation of correspondence, agendas, papers, minutes and follow up on agreed actions;
- Working as part of the MASS team in the School to ensure appropriate purchasing processes are followed within the School, communicating any policy or processes changes in an appropriate and effective way
- Supporting the School Manager with budget approval for specific MASS related budgets in the School, approving SIPRs as appropriate and referring up as required;
- Build relationships with people from Estates, IT, Central and Faculty HR and MASS colleagues across the Faculty to ensure the smooth running of Management Administration in the School and within the Faculty and wider University
- Supporting the School Manager with the management of the School Estate, providing administrative support as required;
- Proactively looking to improve management administrative processes across the School by sharing best practise from across the Faculty and wider University where appropriate;

## What will you bring to the role?

As Management Support Officer you will have:

- Previous experience in an administrative role, in a large and complex organisation;
- Excellent organisational, planning and time management skills, with the ability to adapt priorities to meet deadlines and conflicting demands;
- The ability to work independently and proactively;



- Excellent written and verbal communication skills, with the ability to clearly articulate complex information, modifying your approach to suit different audiences and contexts;
- Experience of supporting meetings, including creating agendas, minutes and reports;
- Strong IT skills and be proficient in use of Microsoft Office products, particularly Word and Excel;
- Excellent accuracy and attention to detail;
- Ability to interpret and provide advice relating to University regulations and guidelines;
- A willingness to be involved in new and innovative projects within the School and the wider MASS service.

You may also have:

- Experience of working in the Higher Education sector;
- Experience of supporting HR administrative processes;
- Experience with Estate support;
- Experience of the HR and financial system SAP.

## 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:

**Emily Abbey, School Manager**

Email: [E.Abbey@leeds.ac.uk](mailto:E.Abbey@leeds.ac.uk)



## Additional information

Find out more about working at our School: <https://ahc.leeds.ac.uk/media>

### 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.

