



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Administration Officer, Faculty of Medicine and Health



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

Reference: MHLCM1219

Closing date: 6 March 2020

Administration Officer

Faculty of Medicine and Health, School of Medicine, Leeds Institute of Cardiovascular & Metabolic Medicine (LICAMM).

Do you have experience of working in a busy office environment in an administrative or business support role? Are you an enthusiastic individual with excellent organisational skills and attention to detail? Can you make a positive contribution to our team?

We are looking for an enthusiastic team player who can demonstrate a high level of accuracy and numerical skills to provide support within the central operational functions. You will support academic staff with aspects of purchasing and conference attendance and support the Action Group leads in development of particular projects.

The post will appeal to anyone who is looking for a varied and interesting role. You will be encouraged and supported to undertake further development and enhance your skills set. You will have experience of administrative functions, gained by working in a business support role. Strong communication and interpersonal skills and the ability to work to a high level of accuracy are essential requirements for the role. Experience of Microsoft Office or equivalent IT Software is essential together with keyboard skills.

This is a School/Faculty post based in LICAMM. Opportunities may arise for broader experience and development in the wider School/Faculty. Should LICAMM business needs change, the post-holder may be asked to support other work in the School/Faculty.

What does the role entail?

As an Administration Officer your main duties will include:

- Providing an efficient word processing service, supporting academic staff in the production of documents, emails and reports;
- Entering data accurately into excel spreadsheets and access databases and performing simple data manipulation (such as sorting columns);
- Providing meeting support, including preparing agendas, providing information, preparing/formatting minutes, and ensuring that follow up actions are completed;
- Manipulating data in University systems,



- Liaising with service and academic colleagues in other University departments;
- Supporting academic colleagues administratively with dedicated projects
- Gaining a knowledge of pertinent deadlines and ensuring these are met by the Action Group Leads*;
- Promoting the work of the Action Groups*; assisting in the on-going communication of their achievements and disseminating information;
- Managing requests for information and collating responses;
- Acting as a proactive member of the administrative team, sharing good practice, undertaking general office tasks, such as sorting the post and ordering office consumables, and providing cover for other team members as required;
- Acting as a requisitioner /goods receiver in accordance with the University's Financial Regulations and procedures making travel and accommodation bookings, processing claim forms for travel and other expenses for external visitors;
- Support other business support functions as required;
- Establishing and maintaining positive interpersonal relationships characterised by open communication, trust and respect.

**Action Group Leads currently exist for the following 12 key priority areas: Student Education & TEF, Research; REF & Recoveries; Cross Faculty Collaborations; Career Development Academies; Commercial Partnership & Impact; Athena Swan; Health & Safety; Wellbeing; International Development; Communications, Events & Alumni; Equality & Inclusion.*

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 and based at any site within the University of Leeds.

You will report to the Head of Support in LICAMM and work closely with academic colleagues and Action Group leads within LICAMM.

What will you bring to the role?

As an Administration Officer, you will have:

- Experience of working in a busy office environment, in an administrative or business support role;
- Excellent organisational skills, with demonstrable ability to work well under pressure, using initiative to prioritise and meet conflicting deadlines;
- Ability to work concisely and to a high level of accuracy;



- Excellent written and verbal communication skills, with the ability to modify your approach to suit different audiences and contexts;
- Effective interpersonal skills with the ability to work with people from a wide variety of cultures and effectively as part of a team, with a focus on maintaining effective working relationships at all levels and providing exceptional customer service;
- Strong numerical skills;
- Ability to deal with confidential and sensitive information;
- Experience of diary management and organising meetings and events;
- Excellent I.T. skills including keyboard, with a sound knowledge of Microsoft suite packages and the ability to use these to create professionally formatted documents, process data and organise information;
- An interest in self-development and a willingness to learn new skills.

You may also have:

- Knowledge or experience of working in the Higher Education sector;
- Knowledge of social media platforms for communicating Institute business

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:

Kay White, Senior Scientific Operations Manager/Head of Support

Tel: +44 (0)113 343 7712

Email: k.l.m.white@leeds.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#).



Find out more about [Athena Swan](#) in the Faculty of Medicine and Health.

Find out more about [LICAMM](#).

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.

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.

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 subject to the University being satisfied with the outcome of these checks in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

