



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Business Support Coordinator, Human Resources Directorate



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

Reference: CSHRS1072

We will consider flexible working arrangements

Business Support Coordinator Human Resources Directorate

Do you have experience of providing high level, proactive administrative support to colleagues in a busy office environment? Do you possess strong IT skills and the ability to present complex concepts in an easily accessible visual format?

We are looking for a flexible, proactive and forward thinking team player, with a 'can do' attitude, to work within our newly created HR Business Support Team.

Working as part of a small team you will provide an effective and efficient Business Support service. In addition to delivering a proactive PA service you will also provide project administrative support, maintain effective recording systems within the HR Service and be able to present complex concepts in an easily accessible visual format. Excellent organisation, planning and time management skills and the ability to adapt priorities to meet deadlines and constantly changing demands are essential, as are accuracy and attention to detail.

The office is open from 8.30 am until 5.30 pm daily and so flexibility will be required to ensure the office is fully covered.

What does the role entail?

As a Business Support Coordinator your main duties will include:

- Providing a proactive PA service to the HR Leadership Team (HRLT) including, but not limited to, effective diary management, word processing, PowerPoint presentation formatting, meeting support and event organisation;
- Planning, organising and supporting meetings where agreed, including assisting with agenda setting, the preparation and issuing of meeting papers, note taking and ensuring follow up actions are completed;
- Providing project administrative support in line with relevant deadlines, including but not limited to, formatting documents, reports and presentations, translating specialised content into easily accessible information and presenting complex concepts in an easily accessible visual format;



- Maintaining effective recording systems within the HR Service, analysing and interpreting data to provide management information and ensuring relevant guidance templates, letters and reports are up to date;
- Ensuring accurate and effective reporting and data relating to the HR team as required;
- Organising, maintaining and developing filing systems to ensure the effective flow of information within the Business Support Team and more widely as appropriate;
- Supporting the Business Support Officer as necessary to ensure the effective running of the Business Support Function;
- Suggesting and implementing improved working methods to ensure the effective and efficient delivery of the service;
- Handling confidential information in a discreet, sensitive and diplomatic manner, ensuring security of access to such information is maintained at all times.

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 Business Support Coordinator in this role, you will have:

- Experience of providing proactive administrative support to colleagues in a busy office environment, including electronic diary management;
- Excellent organisation, planning and time management skills, with the ability to adapt priorities to meet deadlines and conflicting and constantly changing demands;
- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues applying discretion in dealing with sensitive and confidential information;
- Excellent interpersonal and communication skills including the ability to ensure effective communications at all levels, summarise and present information accurately and modify approach to suit different audiences and contexts;
- Strong IT skills including Word, Excel, PowerPoint, Outlook, Teams, SharePoint and the ability to create documents, reports and presentations, translating



specialised content into easily accessible information and presenting complex concepts in an easily accessible visual format;

- A flexible, pro-active, forward thinking 'can do' attitude with a commitment to delivering services that meet the needs and expectations of customers;
- Excellent accuracy and attention to detail;
- Commitment to ongoing personal development and training.

You may also have:

- Experience of web design and Visio.

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:

Gemma Griffiths, Business Support Officer (HR)

Tel: +44 (0)113 343 1834

Email: g.c.griffiths@adm.leeds.ac.uk

Additional information

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.



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.

