



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Divisional Administration Manager, Leeds University Business School,
Faculty of Business**



Salary: Grade 6 (£27,511 – £32,817 p.a.)

Reference: LUBSC1477

2 Posts available, Full Time

We will consider job share and flexible working arrangements

Divisional Administration Manager, International Business Division and Management Division

Leeds University Business School

Are you a problem solver and a decision maker, able to contribute to a wide range of tasks from operational and financial planning, to strategic thinking? Do you have excellent organisation and communication skills? Would you like to play a pivotal role supporting the Senior Management Team within the Division and help develop systems to deliver high quality research and student education activities?

Leeds University Business School is an international business school with almost 5000 students from around the world. Our International Business and Management Divisions combine world-class research, scholarship and education and are each seeking a Divisional Administration Manager to support the Head of Division; line manage the Divisional Administration Team and act as an interface between the academic, administrative and service functions. You will also be part of a wider Faculty team committed to delivering high quality administrative support, seeking to continually improve and develop activities across this large and diverse School.

You will report to the Head of Division and work closely with senior colleagues, taking lead responsibility for administrative and operational support. You will act as a key link with internal and external stakeholders, supporting partnerships which enhance research, education and engagement activities. You will be the focal administrative point of the Division, liaising closely with key Faculty functions such as HR, Facilities, Student Education and Marketing to ensure the Division complies with legislative and university procedures and policies.

Experienced in the maintenance and development of complex administrative processes and systems, you will also have excellent data and information handling skills; the ability to manage and implement change, to handle a diverse and busy workload, and to prioritise effectively. You will have strong communication skills and be able to initiate, build and manage networks, establishing effective working relationships, dealing diplomatically with a wide range of people and maintaining confidentiality.



What does the role entail?

As a Divisional Administration Manager, your main duties will include:

- Implementing and developing administrative processes and systems to support the delivery of high quality research and student education activities;
- Supporting the Head of Division and managing the Divisional Management Team in helping to deliver high quality research and student education activities;
- Acting as the key administrative contact for the Division when working with colleagues across the Faculty and from the Services (for example Human Resources, Finance, Research Support, Student Education, and Facilities)
- Overseeing purchasing, finance and human resources processes, ensuring they are dispensed with in a timely and accurate manner.
- Supporting the Head of Division in managing the Division's resources, monitoring expenditure, interpreting data and assisting in financial planning;
- Delivering PA support to the Head of Division in the region of 0.2FTE, including diary and communications management, arranging and facilitating meetings, booking travel, submitting expenses, etc.;
- Carrying responsibility for the management, review and development of administration staff within the Division. You will be involved in recruitment and selection, induction, probation, staff development and training and allocation of operational responsibilities. With the Head of Division, you will set standards for the team, clarifying expectations and engaging members of the team in setting and delivering local team objectives which support overall School objectives;
- Managing and developing internal and external communications, including the Division's web presence, and contributing to development of the Faculty's internal and external presence.
- Contributing to the development of administration support in the wider Faculty and sharing good practice between Divisions, participating in Faculty or University initiatives and managing one-off projects as appropriate;
- Developing and managing a system to maintain and enhance external contacts and networks, including alumni and business partners to facilitate interactions and activities in both research and student education;



- Planning and implementing events to support and enhance both research and student education activities across the division, including developing budget plans, costing, pricing and forecasting;
- Acting as a point of contact for student enquiries in a way that helps anticipate, resolve, escalate, signpost and support student concerns;
- Supporting the Head of Division when required, with workload planning across the Division, maintaining an overview and advising on any potential concerns, including an even distribution of workload.

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 Divisional Administration Manager, you will have:

- Administrative experience in a Higher Education institution and experience of dealing with a wide range of issues, such as Human Resources, Finance, IT, Facilities and Estates related issues;
- Experience of maintaining and developing complex administrative processes and systems;
- Excellent organisation and prioritisation skills with the ability to work on own initiative and as part of a team;
- Highly developed written and verbal communication skills;
- Ability to initiate, build and manage networks, establishing effective working partnerships across a wide range of people;
- Experience of managing budgets, including financial planning and interpretation of data;
- Strong leadership skills, with the ability to vary the leadership style to suit the situation, to effectively manage change and to supervise staff, working with staff development and review processes;
- Ability to deal with complex and sensitive issues with tact, diplomacy and confidentiality;
- Strong problem solving, project management and decision making skills;
- Excellent IT skills and attention to detail including a high degree of competence in the use of spreadsheet/database technology;



- Flexible and adaptable approach, able to work under pressure and to tight deadlines;
- Demonstrable commitment to own professional and personal development.

You may also have:

- Experience of using SAP HR or other equivalent database systems;
- Experience of academic workload planning;
- Personal/Executive Assistant experience;
- Experience of communications and events management.

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:

Sarah Verbickas, Faculty Planning Manager: S.L.Verbickas@leeds.ac.uk,
Chris Pitelis, Head of the International Business Division: C.Pitelis@leeds.ac.uk
Lynda Song, Head of the Management Division: L.Song@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. This post requires a basic criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status and all applicants must 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.

