



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**School Administration Manager, School of Mechanical Engineering  
Faculty of Engineering and Physical Sciences**



**Salary: Grade 7 (£37,099 – £44,263 p.a.)**

**Reference: EPSME1170**

**Location: Leeds (with scope for hybrid working)**

**Closing date: Sunday 11 July 2024**

**Available immediately**

**We are open to discussing flexible working arrangements**

## Overview of the role

**Are you an efficient and effective person who can combine operational efficiency with the ability to think strategically? Are you motivated to support academic excellence in a busy and successful School in a highly rated Russell Group University?**

As School Administration Manager, you will provide professional support to the Head of School and the Senior Management Team on various aspects of School administration and strategic management. You will independently organise and manage functions within the School on a day to day basis alongside management of the School administrative team. You will be required to review and ensure efficient operation and compliance with the University, Faculty and School strategies, policies and procedures. You will have responsibility for managing School core budgets and play a major role in budgetary decision making and ensuring financial business cases are in place. You will provide professional advice and support to colleagues on a wide range of administrative processes and procedures, including Human Resources, Finance, IT, Facilities and Estates.

You will be enthusiastic and proactive, with experience of working in a senior administration or office management role. As you will liaise with students and a variety of academic and support staff across the University on a day-to-day basis you will need excellent communication skills and the ability to build strong working relationships. The nature of the work requires you to have meticulous attention to detail and a conscientious approach to checking the accuracy of information. You will also need the flexibility and adaptability to respond quickly to urgent or unexpected demands. To successfully deliver and maintain an exceptional administrative service you will work with a high level of personal initiative and autonomy, utilising your strong IT skills and your ability to effectively motivate and lead a team.



## Main duties and responsibilities

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

- Effectively maintaining, coordinating and proactively developing administration systems, processes and policies within the School ensuring they contribute to the efficient operation of the School and align with University and Faculty strategies;
- Managing the administration team including monitoring workload and advising on priorities to ensure a high quality service;
- Ensuring School, Faculty and University policies and procedures are effectively communicated, providing advice, guidance and training where appropriate on areas such as: HR, Finance, Facilities, Sustainability and IT;
- Ensuring that the School has a suitable working environment, to include managing workspace for staff and students and any disability needs. Ensure that standards set out in relevant policies, guidance and legislation are met or exceeded;
- Providing proactive support to the Head of School including diary support;
- Contribution to budgetary decision-making including the management of allocated budgets and ensuring financial business cases and authorisations are in place;
- Collecting data, undertaking analysis, reporting findings and contribution to recommendations on School strategic projects;
- Responsibility for checking data, management information as required by the University;
- Managing School-related projects and supporting strategic planning, such as resource allocation, student number planning and the Integrated Planning Exercise (IPE);
- Active participation as a member of the School Management Team;
- Manage and coordination of all HR processes at School level, taking appropriate action or notifying the Head of School of the need for specific action.

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.



## Qualifications and skills

### Essential

- Previous experience of working in an office environment, dealing with a wide range of issues, including HR, Finance, IT, Facilities, with a strong understanding of related processes, procedures and systems;
- Experience of developing, contributing and managing projects and strategic planning initiatives Experience in collating and analysing data from a variety of sources to inform service development and priorities;
- Strong and effective people management skills with experience in managing staff and commitment to encouraging them to improve, including setting clear directions/expectations and supporting staff to make decisions;
- Ability to delegate effectively and appropriately; making best use of skills; give constructive feedback and respond to feedback from staff; monitor performance; acknowledge and reward good performance; address poor performance; build trust, good morale and teamwork;
- Excellent communication skills, including experience of explaining processes and providing training for non-expert audiences with the ability to engage with an adverse range of stakeholders working with sensitivity and maintaining confidentiality;
- Excellent IT skills and competence of Microsoft Office software, including Outlook, Word, Excel and Access;
- Strong initiative and proactive approach with excellent organisational planning and self-management skills, including the ability to work accurately and carefully to prioritise workloads to meet deadlines and to deliver a high quality service;
- Demonstrate commitment to own professional and personal development.

### Desirable

- A working knowledge of University systems e.g. SAP;
- Experience of working in a Higher Education Environment.

## 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:

**[Professor Neil Bressloff](#)**, Head of School of Mechanical Engineering

Email: [N.Bressloff@leeds.ac.uk](mailto:N.Bressloff@leeds.ac.uk)

OR

**Carol Walder**, School of Mechanical Engineering

Email: [C.A.Walder@leeds.ac.uk](mailto:C.A.Walder@leeds.ac.uk)

## Additional information

**Please note:** If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

### 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 Mechanical Engineering](#).

### A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Engineering and Physical Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [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**

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

## **Information for disabled candidates**

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [hr@leeds.ac.uk](mailto:hr@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.

