



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Theme Administrator, School of Computing  
Faculty of Engineering and Physical Sciences



**Salary: Grade 5 (£25,742 – £29,605 p.a.)**

**Reference: EPSCP1155**

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

**Closing date: Sunday 14 July 2024**

**Fixed-term for up to 12 months**

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

## Overview of the role

We are looking for an experienced Administrator to support activity across our academic themes in the School of Computing.

Line managed by the School Administration Manager, you will play a vital role in supporting all Theme staff and being the first point of contact for Postgraduate Research Students and staff within each Theme. You will have experience of working in a busy office environment, experience of providing high-level administrative support, as well as organising and supporting meetings and events.

You will be flexible with good communication and interpersonal skills and as you will be working with a variety of colleagues, you will demonstrate a high level of personal responsibility and initiative in all areas of the role, with the ability to deal with varied tasks, juggle priorities, and have the ability to prioritise your work against tight deadlines.

**Please note: this is an internal vacancy, only open to existing staff employed by the University of Leeds.**

## Main duties and responsibilities

- Providing high-level comprehensive administrative support to Academic Theme Leaders in the execution of their duties as well as providing general administrative support to all members of Theme staff and Postgraduate Research Students;
- Undertaking arrangements for visiting academics, including visitor visa requirements, induction, managing space, equipment allocation, and establishing and maintaining a database of external visitors to the School;
- Proactively supporting the planning and management of meetings and events including; agenda preparation, collation and dissemination of paperwork, minute taking, following up actions, travel, and accommodation bookings using Key Travel and/or SIPR;
- Undertaking general administration for meetings and events such as: photocopying and producing documents; generating and booking appointments



and maintaining online calendars; booking venues, travel, catering and accommodation; raising purchase orders; meeting and greeting visitors and any general assistance with running the event on the day;

- Using University systems to raise orders for goods and services and providing guidance on financial procedures;
- Sorting, distributing, and responding to incoming mail, using delegated authority to generate own correspondence in a timely and efficient manner;
- Organising and maintaining effective electronic filing systems to ensure the effective flow of information within the Administration Office and School;
- Updating the School of Computing plasma display screens with news and seminar information as required and maintaining Ensuring that the School of Computing and Theme web pages are maintained and kept up to date;
- Providing the first point of contact support for Postgraduate overseas and home students who may be experiencing problems, for example regarding welfare issues, referring to/signposting to specialist bodies where necessary, and liaising with the Faculty Graduate Office as required;
- Reporting building faults to the Estates contact and following up to ensure work is completed;
- Maintaining the administrative database to provide an up-to-date overview of current staff/students in the School;
- Preparing reports and providing analysis for the School Administrator Manager this will include providing staffing reports on a monthly basis i.e. new starters/leavers and visiting academics;
- Maintaining and updating the School Tracking Excel Database including recording, tracking and monitoring allocated student budgets for IT & Travel Accounts;
- Proactively responding to all enquiries for the allocation of office/desk space for research students and staff in the School Themes and taking appropriate action where any issues arise;
- Providing administrative support with the recruitment and onboarding process for the School Themes including liaison regarding job description content, the creation of shortlisting packs and scheduling interviews, etc.;
- Working as part of a wider administrative team within the School sharing good practices and developing common procedures, working with the School Administration Manager to actively review and improve service delivery within the School's administrative team, where appropriate;



- Working as part of the School Administrative team to share good practices, develop common procedures, and encourage knowledge transfer throughout the School/Themes;
- Providing cross-cover by supporting any of the Themes administrative processes and general school administration team duties;
- Carrying out general administration duties, e.g. filing, photocopying, and responding to telephone and email inquiries.

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

- Recent relevant experience working in an administrative role in a busy office environment;
- Strong verbal and written communication skills with the ability to communicate clearly and effectively with a diverse range of people;
- A high level of ability to plan, prioritise and manage own work;
- A high degree of confidence and ability in the use of IT (proficient in MS Office applications with a good standard of Word, Excel, PowerPoint and Outlook);
- A flexible, proactive approach to work with the ability to use initiative, work independently, learn new skills, and work collegiately as part of a team;
- The ability to work efficiently and accurately, with excellent attention to detail at all times;
- Excellent organisational skills, with experience of organising meetings and events;
- Excellent interpersonal skills and evidence of an ability to develop and maintain good working relationships with colleagues at all levels.

### Desirable

- Previous experience of working in a research environment and/or Higher Education;
- Previous experience of using any of the following systems: SIPR, Science Warehouse, SAP and Stonefish;
- Experience of making travel arrangements.



## 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:

**Susan Hobson, School Administration Manager, School of Computing**

Email: [S.Hobson@leeds.ac.uk](mailto:S.Hobson@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 Computing](#).

### 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.

