



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Administration Manager

Analytics, Technology and Operations Department (ATOD)

Leeds University Business School



Salary: Grade 6 (£30,487 to £36,024 p.a. depending on experience)

Reporting to: Head of Department

Reference: LUBSC1718

Location: On Campus (with some scope for hybrid working)

We are open to discussing flexible working arrangements.

Are you looking for a new challenge?

Are you someone who excels at problem solving, exercises sound judgment when making decisions, and enjoys contributing across a spectrum of tasks? Do your organisational and communication skills stand out from the crowd?

Leeds University Business School is an international business school with almost 5000 students from around the world. The School is looking to appoint an enthusiastic and self-driven candidate for the role of Administration Manager for the newly established Analytics, Technology and Operations Academic Department (ATOD).

Overview

The successful candidate will report to the Head of Department, with a dotted reporting line to the Faculty Administration Manager. They will work closely with the Departmental Senior Management Team, and will take a proactive lead in developing and delivering effective systems and processes to support the Department's wide ranging activities.

As a key liaison you will collaborate with both internal and external stakeholders, fostering partnerships that enhance research, student education and external engagement initiatives within and for the Department. Additionally, you will oversee the management and development of the existing departmental administration team to enable successful delivery of projects and new initiatives.

As the administrative head for the Department, your collaboration with Faculty service departments, such as Finance, HR, Facilities, Student Education and Marketing will be essential to the smooth operation and delivery of service. Your responsibilities will play a pivotal role in guaranteeing that the Department adheres to both legislative requirements and University policies and procedures.

Experienced in the development and maintenance 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 partnerships, dealing diplomatically with a wide range of people and maintaining confidentiality.



Main Duties and Responsibilities

- Supporting the Head of Department in the day to day management of the Department, maintaining an overview and advising on any potential opportunities and/or proactively anticipating any challenges;
- Assisting with diary and communications management; arranging, facilitating and participating in meetings, booking travel, submitting expenses, managing the Department's resources, space planning, monitoring expenditure, interpreting data and assisting in financial and workload planning (as required);
- Involved in recruitment and selection, induction, probation, and allocation of operational responsibilities;
- Responsibility for the management, review and personal and professional development of administration staff within the Department, working in conjunction with the Head of Department in setting the standards for timely delivery of departmental objectives and introducing effective processes to support these objectives;
- Acting as the key administrative contact for the Department when working with colleagues across the Faculty and from the various Services (for example, Human Resources, Finance, Research Support, Student Education, and Facilities);
- Managing and directing internal/external communications, including the Department's web presence, working closely with the Faculty Communications and Marketing teams;
- Developing and managing systems to maintain and enhance external engagements 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 Department, including developing budget plans, negotiating costs, forecasting and following due process for hosting events;
- Contributing to the development of HE administration and systems best practice across Departments and Faculty, participating in initiatives and managing one-off projects, as appropriate;
- Contributing to the culture and positive impact of both the Department and the Business School.



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.

Skills and Attributes

Essential

- Significant demonstrable administrative experience working in a large complex organisation;
- Proven line management experience and accountability, adept in managing and developing staff, with the ability to vary the style to suit the situation;
- Strong organisation, prioritisation and decision making skills with the ability to work on own initiative and as part of a team;
- Excellent IT Skills;
- Exceptional communication skills.

Desirable

- Experience of working in Higher Education.

Key Attributes

- Excellent written and verbal communication skills, with the emphasis on attention to detail;
- Ability to exercise a high degree of initiative and proactivity, and work independently without direct supervision;
- Strong interpersonal skills - being able to build and maintain successful internal and external relationships/partnerships;
- The ability to work within a team and with wider stakeholders, both collaboratively and cooperatively;
- Delivering results – is focused on results and quality of delivery and demonstrates an understanding of the impact of decisions on outcomes.



How to Apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by 23.59 (UK time) on the closing date.

Your application should include:

- Full Curriculum Vitae.
- A written statement clearly defining your experience and ability to take on this position, addressing all the Skills and Attributes above (no more than two sides of A4).

Contact information

To explore the post further or for any queries you may have, please contact:

Professor Antonino Sgalambro

Head of Department

Analytics, Technology and Operations Academic Department

Email: A.Sgalambro@leeds.ac.uk

Or

Michelle Dickson

Faculty Administration Manager

Email: M.A.Dickson@lubs.leeds.ac.uk

Additional information

Find out more about the [Leeds University Business School](#).

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.



Our University and School

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education.

At Leeds University Business School we work hard to ensure that our shared University values (collaboration, compassion, inclusivity and integrity) guide all our activities. We are committed to developing our culture so that we are able to work together to deliver our purpose to “make an exceptional impact on the economy, society and the planet”. We aim to do this by pursuing our goals of developing innovative solutions for society and building a community of responsible leaders.

Everyone at the Business School has a part to play in realising this vision - whether you are involved in education, research, external engagement or professional support. Everyone has skills, knowledge, talent and experience of value - we all have something to offer and we all have a part to play in contributing to collective success. This is at the heart of who we are and how we treat one another. We want all colleagues to feel excited about going to work, to feel valued, to be challenged, to feel part of something bigger and to have fun along the way. To make this a reality we expect all colleagues to champion our shared values, to help us to strengthen our culture and to contribute to our common purpose.

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, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

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 in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

