



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Faculty Operations Officer, Faculty of Arts Humanities and Cultures**



**Salary: Grade 6 (£30,487 - £36,024 p.a.)**

**Reference: AHCFO1070**

**Full time, ongoing**

**We will consider job share and flexible working arrangements**



# **Faculty Operations Officer**

## **Faculty Operations team**

### **Faculty of Arts, Humanities and Cultures**

Are you someone who can both lead and support projects and initiatives as well as work with others to develop and implement new ways of working; simplifying workflows, using digital solutions and sharing good practice?

An exciting opportunity has arisen to support the Faculty Operations Director's ambitious plans to ensure operational excellence across the Faculty's extensive operations portfolio and to provide a high level of office management support for the Faculty office. This will involve supporting and leading multiple key projects from the design stage through to completion; managing action plans; developing and supporting continuous improvement frameworks; coordinating annual business improvement plans; workstream mapping using data insights and other intelligence to advice on operational priorities, ownership of key business processes, rules and workflows; supporting key groups and committees; and management of the Faculty office building and internal processes.

You will have an enthusiastic and self-motivated approach to your work, with the ability to work independently, demonstrating a high degree of personal responsibility and initiative. You will have the skills to handle a busy workload efficiently and professionally, with experience of working in a busy operations/administrative environment.

## **What does the role entail?**

As a Faculty Operations Officer, your main duties will include:

- Supporting the Faculty Operations Director with new initiatives, leading small-scale and supporting larger scale projects, managing the Faculty's Strategic Projects and Initiative process and coordinating the smooth delivery of project workflows into Schools from outside the Faculty.



- Responsibility for coordinating the approach to prioritisation of Operations projects/initiatives within the Faculty Operations team, establishing priorities and developing processes to enable the successful delivery of work.
- Responsible for supporting the continuous improvement approach across Faculty Operations; proactively and regularly monitoring and reviewing processes across the Faculty, ensuring alignment with a 'one process' approach, including ensuring process are appropriately documented and providing briefings/training to colleagues as required.
- Acting as the Faculty Office Manager and Health and Safety Coordinator with responsibility for building management and coordination; office moves and refurbishments; Faculty office staff recruitment, inductions, and probation processes, liaising with key stakeholders as required.
- Responsibility for the Faculty Strategic Project and Initiative Governance Process, ensuring applications are processed in a timely manner and agreed governance structures are set up and supported appropriately.
- Working with key Faculty managers to ensure a streamlined approach to Faculty communications and management of the Faculty SharePoint site.
- Coordinating, attending, and supporting key Operations specific meetings, including preparation of documentation for meetings, following up on agreed actions, and developing and preparing management information reports and presentations as required.
- Acting as 'admin user' for the Faculty Workload Allocation Model.
- Working with other key colleagues to develop and manage operations networks across the Faculty.
- Responsibility for developing contacts and building effective working relationships, liaising and networking with colleagues and external individuals and organisations as appropriate.

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 Faculty Operations Officer you will have:

- Energetic, and self-motivated attitude with experience of working in an Operations role in a large and complex organisation with the ability to plan ahead, identify problems and implement solutions.
- Experience of leading and/or supporting multiple projects with the enthusiasm and skills to deliver projects successfully.
- Experience of continuous improvement approaches such as designing implementing and managing new initiatives, systems and processes and process mapping.
- The ability to quickly develop and maintain strong internal networks across a complex organisation and to challenge accepted norms.
- Excellent organisation and prioritisation skills, with the ability to work flexibly to competing deadlines.
- Excellent written and verbal communication skills, with the ability to clearly interpret and articulate complex information, regulations and guidelines, modifying your approach to suit different audiences and contexts.
- Experience of organising and supporting meetings and events (including agendas, minutes and reports etc.) that require complex arrangements.
- Demonstrable commitment to own professional and personal development.

You may also have:

- Experience of working in the Higher Education sector;
- Experience of working with Microsoft Power BI and Microsoft Project
- Experience of supporting Health and Safety in the workplace.

## 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:

**Emily Abbey, Faculty Operations Director**

Email: [E.Abbey@leeds.ac.uk](mailto:E.Abbey@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.

### **Our commitment to inclusion**

As an international research-intensive university with a strong commitment to student education, we aim to create an inclusive environment that attracts, supports and retains the best students and staff from all backgrounds and from across the world.

In line with this vision, the Faculty of Arts, Humanities and Cultures is committed to fostering a culture of inclusion, respect and equality of opportunity. We select candidates on the basis of merit and ability, and aspire to further diversify our Faculty community. We particularly welcome and encourage applications from candidates belonging to groups that have been under-represented in the University including, but not limited to: Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities.

### **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](mailto: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.

