



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

School Administrator,

Faculty of Engineering and Physical Sciences



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

Reference: EPSCV1145

Location: Leeds campus (with scope for hybrid working)

Closing date: Tuesday 27 August 2024

Full time, ongoing

We are open to discussing flexible working arrangements

School Administrator, School of Civil Engineering.

Are you an enthusiastic, highly motivated individual with excellent administrative, communication and organisational skills? Do you have experience of working in a busy office environment in an administrative role? Can you make a positive contribution to our team?

We are looking for a proactive individual who will provide professional support to key School meetings, manage aspects of our School estate and IT provision, and assist academic staff in booking travel, making purchases, and raising orders. You will work closely with the School Manager on projects including the planning and oversight of the School's SharePoint intranet site.

You will play a vital role within the School of Civil Engineering's busy administration service. Working as part of a team you will be flexible with good communication and interpersonal skills. 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 work under pressure to tight timescales.

You will have the opportunity to experience varied administrative duties working alongside the School Manager and other members of the team to provide assistance and cover to administrative functions within the School.

What does the role entail?

As School Administrator, your duties will include:

- Proactively supporting the planning and management of meetings and events including School Staff Meetings and Health and Safety Committee – planning and scheduling the meetings including room and IT bookings, confirming agendas, taking minutes and following up actions as required;
- Working closely with the School Manager in space management processes, including office allocations, maintaining records and suggesting solutions as appropriate;
- Proactively managing the School's single occupancy and shared staff offices, meeting rooms, teaching spaces and communal areas, taking appropriate



action where any issues arise and liaising with the relevant Faculty and central services;

- Manage the logistics of office moves, refurbishments and any other Estates projects/issues liaising with all relevant University departments and external contractors;
- Proactively managing School IT assets; creating and maintaining an inventory of IT equipment across the School and being the first point of contact within the School for IT peripheral provision and queries; supporting the management of the IT budget;
- Overseeing the development and ongoing refinement of the School's SharePoint content, ensuring it is comprehensive, coherent, and seamlessly integrated with University-wide resources, while maintaining a consistent update schedule;
- Managing financial and purchasing systems/processes for the School and providing guidance on financial procedures. Maintaining effective electronic systems, ensuring necessary action is taken as appropriate and enquiries followed up on in a timely and appropriate manner;
- Working as part of a wider administrative team within the School sharing good practices and developing common procedures, working with the School Manager to actively review and improve service delivery within the School's administrative team, where appropriate;
- Collecting and analysing data on budget expenditure, room usage and IT inventories and preparing reports / recommendations for the School Manager;
- Developing contacts and building effective working relationships internally and externally, liaising and networking with colleagues and external individuals and organisations as appropriate;
- Overseeing the issuing of fobs to all staff and academic visitors, keeping a database and ensuring colleagues have relevant access rights;
- Drafting and distributing internal communications, which includes the plasma screens and physical spaces/entrances;
- Overseeing essential administration services, including School printers in the buildings, reporting issues to IT as necessary; maintaining and ordering School stationery stock; managing meeting room booking requests and dealing with incoming and outgoing post.

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 School Administrator, you will have:

- Experience of working in an administrative role and delivering an excellent customer service;
- Excellent interpersonal and networking skills, able to work positively with a range of staff and stakeholders and to communicate complex information to a range of people;
- A high level of ability to plan, prioritise and manage your own work, and to manage several projects simultaneously, demonstrating excellent organisation skills with the ability to establish priorities and to balance competing workloads;
- A proactive and positive approach to problem-solving, using initiative to make own judgements and taking account of a wide range of information and data;
- Strong IT skills, proficient in MS Office applications with a good standard of Word, Excel, PowerPoint and Outlook;
- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues;
- The ability to maintain confidentiality and handle sensitive information with discretion;
- Experience of organising meetings and events including the production of agendas and minutes;
- A willingness to learn new skills, undertake further training and accept new responsibilities;
- Experience of budgeting and financial processes.

You may also have:

- A working knowledge of University systems including SAP, SIPR and Science Warehouse;
- Experience of working in Higher Education.

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:

Tim Nadin, School Manager

Email: T.J.Nadin@leeds.ac.uk

Additional information

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 Civil 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

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.

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

Salary Requirements of the Skilled Worker Visa Route

Please note that due to Home Office visa requirements, this role is not suitable for first-time Skilled Worker visa applicants. Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>.

