



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**School Administration Officer,
Faculty of Engineering and Physical Sciences**



Salary: Grade 5 (£26,444 – £30,487 p.a.)

Reference: EPSPA1118

Location: Leeds campus

Closing date: Wednesday 11 September 2024

Full-time, ongoing

We are open to discussing flexible working arrangements

School Administration Officer, School of Physics and Astronomy.

Overview of the role

Are you looking for a varied role in a busy office environment? Do you have excellent communication skills and the ability to work with discretion and a high level of attention to detail? Can you work independently and proactively as part of a supportive and friendly team?

We are looking for an enthusiastic individual to provide comprehensive administrative support to the School of Physics and Astronomy. You will provide high level administrative support to the Head of the School of Physics and Astronomy, with responsibility for the smooth running of the Head of School's Office, diary management, servicing meetings and providing administrative support. You will have responsibility for day-to-day operational HR processes, including recruitment and selection, induction and the management of fixed-term contracts.

You will have extensive administrative experience, including diary management, the ability to manage your own workload and strong organisational skills. You will also have excellent communication and teamworking skills, as well as the ability to use your initiative to handle and solve problems efficiently and professionally.

Main duties and responsibilities

- Providing proactive support to the Head of School and implementing effective ways of working to ensure the efficient operation of their office, drafting communications as required, responding professionally to enquiries and using discretion and judgement to deal with urgent matters;
- Organising and planning all aspects of the Head of School's diary (relating to both their School management and personal research activities), including travel arrangements and ensuring they are prepared and briefed for meetings;
- Providing support for a broad range of events, committee meetings and working groups, including agenda preparation, coordination of administrative arrangements, minutes and follow-up actions, ensuring that the Head of School is fully briefed for all meetings;
- Providing administrative support to the Deputy Head of School as required, including diary management;



- Liaising with colleagues from across the School to coordinate and publish the School's annual events calendar;
- Using University systems to raise orders for goods and services, and providing guidance on financial procedures;
- Responsibility for day-to-day operational HR processes, including recruitment and selection activities, visas, right to work, induction, probation, management of fixed term contracts, academic visitor processes and short-term contracts;
- Providing guidance on general HR queries, including explaining policies and procedures (including visa and ATAS processes) to others and ensuring understanding of these; maintaining the currency of local HR information on the School SharePoint;
- Creating and maintaining HR records including emergency contact details, administering leavers, dealing with absence (sickness and annual leave), organising and recording Annual Academic Meetings and the Staff Review and Development Scheme meetings;
- Contributing to the ongoing improvement and development of School induction materials
- Providing general administrative support to Heads of Research groups and other members of the School, as required. which may include dealing with purchasing, travel bookings, room bookings, catering requests and arranging meetings and events;
- Working as part of the wider School Administration Team, providing cross team cover as required, including occasional reception cover, sharing good practice and developing common procedures, and working with the School Administrator to actively review and improve the service where 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.



Qualifications and skills

Essential

- Experience of working in a busy office, providing high level administrative support, including diary management, to a senior member of staff;
- Experience of HR administration, including coordination of staff recruitment exercises;
- A proven ability to work with a high level of diplomacy, discretion and confidentiality with an excellent attention to detail and the ability to maintain a high level of accuracy;
- Excellent verbal and written communication skills, with the ability to explain policies and procedures in a clear and concise manner;
- A high level of ability to plan, prioritise and manage your own work, and to manage several projects simultaneously, demonstrating excellent organisational skills with the ability to establish priorities and balance competing workloads;
- Excellent interpersonal skills, including the ability to maintain strong working relationships with colleagues at all levels and work effectively in a team environment;
- A high degree of confidence and ability in the use of IT, including Microsoft Office;
- Experience of servicing committee meetings, including organisation of agendas, minute taking and reporting;
- A proven ability to work proactively and independently and to handle problems efficiently and professionally using initiative to find solutions and respond to unexpected demands and priorities.

Desirable

- Experience of working within UK Higher Education;
- Experience of using purchasing and/or HR recruitment IT systems.

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:

Emma Graham, School Administrator

Email: E.J.Graham@leeds.ac.uk

OR

Faith Bonner, School Administration Officer

Email: F.R.C.Bonner@leeds.ac.uk

Additional information

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>

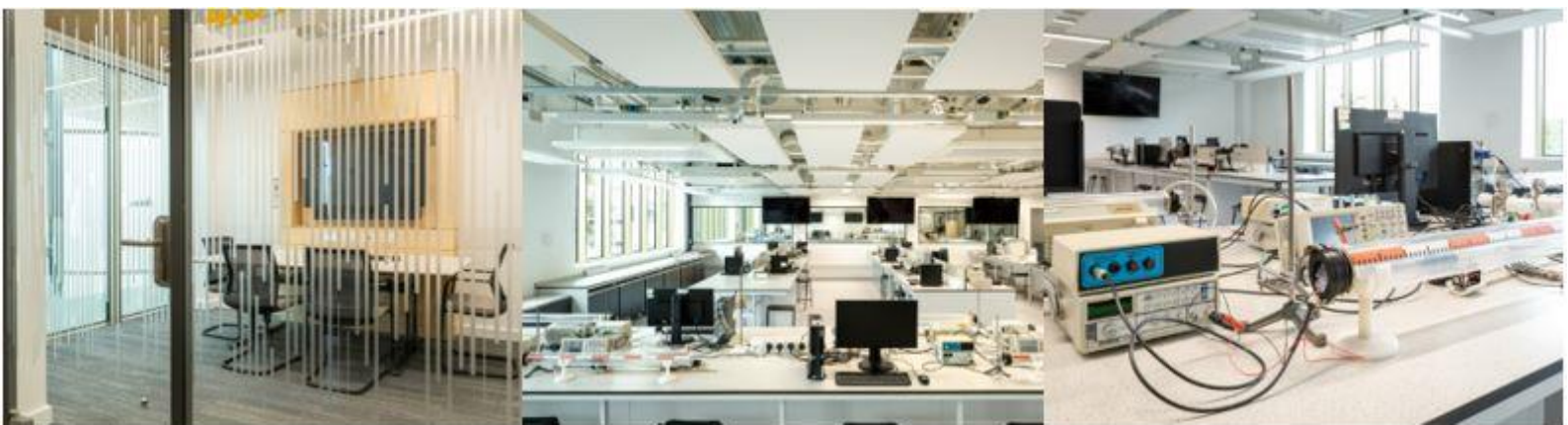
Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#) and [School of Physics and Astronomy](#).

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 welcome the unique contributions individuals can bring. We particularly encourage applications from, but not limited to, Black, Asian and ethnically diverse 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 contacting 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 must 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.

