

**CANDIDATE BRIEF**

**Administrative Support Officer, (National Alternative Protein Innovation Centre, NAPIC), Faculty of Environment**



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

**Reference: ENVFS1120**

**Fixed term until 11<sup>th</sup> August 2029**

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

# Administrative Support Officer, National Alternative Protein Innovation Centre (NAPIC), Faculty of Environment

## Overview of the Role

**Are you enthusiastic, highly organised and versatile, with a strong customer service orientation? Do you have excellent communication, numeracy and problem-solving skills? Do you want to be part of a proactive administrative team, providing support to the Executive Management Board, Operational Team and academic staff within a dynamic centre?**

We are looking for a Centre Administrative Support Officer to join the National Alternative Protein Innovation Centre (NAPIC). NAPIC is a £38m entity (including a £15m UKRI investment) to lead the UK's alternative protein knowledge and Innovation ecosystem. NAPIC's vision is to make alternative proteins mainstream for a sustainable planet. The centre is led by the Universities of Leeds, Sheffield, Imperial College London and the James Hutton Institute, in collaboration with over 100 national and international partners. NAPIC is a cohesive pan-UK centre poised to revolutionise the UK's agri-food sector by harnessing our world-leading science base through a co-created alternative protein strategy across the Discovery → Innovation → Commercialisation pipeline to support the transition to a sustainable, high growth, blended protein bioeconomy. NAPIC features four integrated activity streams: research to address innovation challenges; a national alternative protein knowledge base; workforce of the future; and accessible Innovation facilities.

NAPIC is currently undergoing an exciting investment in a number of operational roles across the four leading organisations. As the Centre Administrative Support Officer located at the University of Leeds you will provide comprehensive high level administrative support to the Executive Management Board, Operational Management Team and all staff across the Centre.

With significant experience of providing varied high level administrative support in a busy office environment, you will have the ability to develop and maintain effective working relationships with colleagues at all levels. You will also have experience of organising and supporting meetings and events, and the ability to handle problems efficiently and professionally, using your initiative to find solutions. In addition, you'll have excellent numeracy skills and the ability to work accurately under pressure.



## Main duties and responsibilities

As an Administrative Support Officer, your main duties will include:

- Providing high level administrative support to the Executive Management Board Members and Operational Management Team in strategic initiatives, monitoring outstanding actions alongside identifying and prioritising items for attention;
- Acting as the first point of contact and providing a professional customer service to all visitors and queries on behalf of the Executive Management Board, signposting where necessary;
- Overseeing the smooth operation of the NAPIC Reception, ensuring adequate resources to enable a professional excellent customer service to all staff, industry and other partners;
- Proactively planning, organising and providing full administrative support for a variety of Committees, meetings and focus groups, including taking ownership, scheduling of meetings, preparing agendas, minute-taking and ensuring follow-up actions are completed
- Managing and organising NAPIC events including internal meetings, stakeholder meetings, industrial visits, away days/sandpit events and conferences;
- Providing administrative support to NAPIC staff i.e., scheduling of meetings, arranging travel, car parking, preparing audio visual equipment and hospitality; clearly communicating the arrangements made with all relevant parties.
- Responsible for travel and accommodation arrangements via Key Travel, and planning travel schedules
- Providing support in the data gathering for the successful implementation of the annual report;
- Liaising with the School Manager to ensure timely allocation of office space for all staff, postgraduate researchers and academic visitors.
- Providing data analysis and supporting Equality and Inclusion and Athena SWAN activities;
- Proactively contributing to the efficiency and effectiveness of all administrative processes, systems and procedures.



- Being an active member of the NAPIC Operations Team and supporting a variety of NAPIC initiatives and projects within and beyond University of Leeds.

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

As an Administrative Support Officer you will have:

- Experience of providing high level administrative support in a busy office environment
- Excellent organisational skills, with a proven ability to prioritise and plan your work independently to tight deadlines, and to manage conflicting priorities;
- Excellent organisational skills, with experience of organising large-scale strategic meetings and events that require complex arrangements including preparing agendas, writing minutes and reports
- Excellent interpersonal skills, including the ability to maintain strong working relationships with colleagues at all levels;
- Excellent verbal and written communication skills with the ability to present information clearly and concisely;
- A proven ability to work with a high level of diplomacy, discretion and confidentiality;
- Excellent numeracy skills, with the ability to work accurately and carefully with excellent attention to detail;
- A proven ability to handle problems efficiently and professionally, using your initiative to find solutions and to respond to unexpected demands and priorities;
- Experience of working proactively and effectively, both independently and as part of a team;
- Excellent IT skills including experience of Microsoft Outlook, Word, Excel, Access and Teams;
- A willingness to develop within the role, proactively identifying appropriate training in personal and professional development.

You may also have:

- Experience of working in a research support role;



- Previous experience of working in an academic department within Higher Education;
- Experience of University administrative and financial procedures.

## 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:

**Professor Anwasha Sarkar, Professor of Colloids and Surfaces**

Email: [A.Sarkar@leeds.ac.uk](mailto:A.Sarkar@leeds.ac.uk)

**Mrs Catherine Roberts, School Manager**

Email: [c.roberts@leeds.ac.uk](mailto:c.roberts@leeds.ac.uk)

## Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 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.

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>

Find out more about the [Faculty of Environment](#)

Find out more about the [School of Food Science and Nutrition](#)

Find out more about [Equality and Inclusion](#) in the Faculty



### **A diverse workforce**

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

### **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.

### **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.

