



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Management Support Assistant, School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures**



**Salary: Grade 4 (£24,248-£25,742 p.a. depending on experience)**

**Reporting to: Leah Patel, Deputy School Manager**

**Reference: AHCLC1225**

**Available on a fixed term basis for 12 months cover is required for a member of staff on leave**

**Location: Main campus (with scope for hybrid working)**

**We are open to discussing flexible working arrangements.**

## Overview of the Role

**Are you looking for a varied role in a busy office environment? Do you have excellent communication and interpersonal skills? Would you like to be part of a supportive and friendly team?**

As Management Support Assistant, you will provide professional support to all levels of staff across the School and will be involved in a variety of duties undertaken by the School's Management and Administrative Support Service (MASS) team. You will work closely with members of the MASS team to support operational internal processes relating to Human Resources, IT, Estates and Purchasing.

With experience of working in a busy office environment, you will be a team player with a flexible approach to work. You will be well-organised and able to multi-task and move between tasks within the School to meet deadlines. You'll also have excellent attention to detail and use discretion as you will deal with confidential matters on a daily basis.

### What we offer in return

- 26 days holiday plus 16 Bank Holidays/days that the University is closed by custom (including Christmas) – That is over 40 days a year!
- Generous pension scheme – the University contributes 21.6% of salary
- Health and Wellbeing: Discounted staff membership options at The Edge, our state-of-the-art Campus gym, with a pool, sauna, climbing wall, cycle circuit, and sports halls.
- Personal Development: Access to courses run by our Organisational Development & Professional Learning team, and self-development courses including languages, Creative Writing, Wellbeing Therapies and much more.
- Access to on-site childcare, shopping discounts and travel schemes are also available.

And much more!

If you are looking for a role that will be challenging and fast paced apply today. To explore the post further or for any queries you may have, please contact:

**Leah Patel – Deputy School Manager**

Email: [l.j.patel@leeds.ac.uk](mailto:l.j.patel@leeds.ac.uk)





## Main duties and responsibilities

As a Management Support Assistant, your main duties will include:

- Participating in the work of the wider Management and Administrative Support Service (MASS) team, providing cover for School staff support functions including Human Resources, H&S, Purchasing, Estates and general enquiries and ensuring training and access is up-to-date for relevant systems such as raising a SIPR, booking travel via Key Travel, ordering stationery via Science Warehouse;
- Supporting Human Resources processes, including maintaining staff records, recording staff absences, generating staff leave quotas, weekly timesheet submissions, recruitment support;
- Supporting the wider team with purchasing procedures in particular Goods Receipting and the submission of expense claims from PGR's and Visitors to the School;
- Taking ownership for the logging and reporting of Estates jobs ensuring jobs are completed in a timely manner or escalated to management where necessary;
- Managing the Central Hub ensuring all incoming and outgoing mail/deliveries are processed in a timely manner, communicating with colleagues where appropriate;
- Providing Deputy IT rep cover on behalf of the School Manager - attending any meetings, being part of IT Communication Rep Team, circulating appropriate communications to the School;
- Supporting the wider team by providing colleagues and PGRs in LCS with guidance on the Key Travel system for travel bookings and acting as a booker on the online system;
- Assisting with data entry into the Faculty Workload Model during peak periods and where cover is required;

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

- A flexible approach, with excellent organisational and planning skills, and the ability to complete tasks concisely and accurately to agreed deadlines, with little supervision;
- Experience of working collaboratively as part of a team and supporting colleagues to deliver their priorities;
- The ability to resolve straightforward or routine problems, following guidelines and procedures;
- The ability to deal with confidential and sensitive information;
- An interest in self-development and a willingness to learn new skills.

### Desirable

- Knowledge or experience of working in the Higher Education sector;
- Experience of working with systems in a large organisation (in particular, Purchasing, HR, Finance systems)
- Experience of working in a busy and fast-paced office environment.

### Key Attributes

- Excellent communication and interpersonal skills, with a focus on maintaining effective working relationships at all levels and providing exceptional customer service;
- Excellent I.T. skills, with a sound knowledge of Microsoft suite packages and the ability to use these to create professionally formatted documents, process data and organise information;
- An enthusiastic, positive and adaptable approach;

### **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.

This role is not eligible for Skilled Worker visa sponsorship. Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>



## Contact information

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### Leah Patel – Deputy School Manager

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*Please note: If you are not a British or Irish citizen, 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, this may be your status under the EU Settlement Scheme.*

## Additional 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.

### Our University

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. Within the LCS 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.

### 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](mailto: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.

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.

