



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

School Administrative Support Officer, School of Food Science and Nutrition



Salary: Grade 5 (£27,344 – £31,387 p.a.)

Reference: ENVFS1130

We will consider job share/flexible working arrangements

School Administrative Support Officer

School of Food Science and Nutrition, Faculty of Environment

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 School Administrative Management Team and academic staff within a dynamic School?

The School of Food Science and Nutrition is currently undergoing an exciting investment in staff and facilities refurbishment, and we are looking for an experienced Administrative Support Officer to join the team. You will provide comprehensive high level administrative support to the School Directors of Student Education, Research and Innovation and International Activities, and provide administrative and operational support in a wide range of areas including recruitment and selection activities, facilitating the arrangements for academic visitors and work placement students, facilitating the Wellbeing, Health and Safety meetings, conducting data analysis, facilitating School events and ensuring an excellent professional service is offered to all staff and visitors to the School Support Office.

With significant experience of providing varied high level administrative support to senior managers 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 will have excellent numeracy skills, the ability to work accurately under pressure with a high level of diplomacy, discretion and confidentiality.

What does the role entail?

As an Administrative Support Officer your main duties will include:

- Providing high level comprehensive administrative support to the School Directors in strategic initiatives, monitoring outstanding actions, identifying and prioritising outstanding actions and arranging and facilitating meetings and arranging business visits, schedules and associated travel;



- Providing support for operational HR processes, including recruitment and selection activities, conducting right to work checks, maintaining HR records, and providing guidance on general HR queries;
- Facilitating the arrangements for academic visitors and work placement students from invitation to induction;
- Providing a professional customer service to all visitors to the School Support Office, sign-posting where necessary;
- Proactively planning, organising and providing high level administrative support to the School and Faculty Wellbeing, Health and Safety Meetings including arranging all logistical aspects for meetings; supporting the Chairs with agenda setting, ensuring all documentation is compiled and distributed to members in a timely way; taking minutes and tracking progress of actions.
- Providing data analysis and supporting Athena SWAN and equality and inclusion activities;
- Proactively providing full administrative support for a variety of School Committees, meetings and focus groups, including taking ownership and ensuring follow-up actions are completed.
- Using University systems to raise orders for goods and services, and book travel;
- Supporting the organising and facilitating of School events including Alumni visits;
- Contributing to the efficiency and effectiveness of all administrative processes, systems and procedures ensuring that the School SharePoint site reflects up to date practices;
- Being an active member of the School Administrative team and supporting a variety of School, Faculty and University initiatives and projects.

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 an Administrative Support Officer you will have:

- Experience of providing high level administrative support to Senior Managers in a busy office environment;



- Experience of organising and supporting meetings and events that require complex arrangements, including preparing agendas, writing minutes and reports, ensuring follow-up actions are completed;
- Excellent organisational skills, with a proven ability to prioritise and plan your work independently to tight deadlines, and to manage conflicting priorities;
- 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, Teams, Word, Excel, Access and SharePoint;
- A willingness to develop within the role, proactively identifying appropriate training in personal and professional development.

You may also have:

- Experience of HR administration, including recruitment;
- Previous experience of using any of the following systems: SIPR, Science Warehouse, SAP, and Key Travel.

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:



Mrs Catherine Roberts, School Manager

Email: 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 our [Research and associated facilities](#)

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

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.

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. Our [equality and inclusion webpage](#) provides more information.

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.

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.

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 via [the Government's Work in the UK page](#)

