



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Elevate Project Administrator, Faculty of Environment



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

Reporting to: Ian Philips

Reference: ENVTR1211

Part time: 40% FTE (14 hours per week)

Fixed term until 31 March 2026 to complete specific time limited work

Location: University of Leeds (with scope for hybrid working)

We are open to discussing flexible working arrangements

Elevate Project Administrator, Faculty of Environment

Overview of the Role

The Institute for Transport Studies is seeking a dynamic individual to provide high quality administrative support for a research project on micro-mobility funded by the Engineering and Physical Sciences Research Council (EPSRC). The [Elevate project](#) is investigating the decarbonisation potential of electric micro-mobility (e-bikes , e-scooters and e-cargo bikes).

Your role will include dealing with administrative elements of the project, including internal and financial administration, external partner and stakeholder management, liaising across academic partners (Leeds, Oxford and Brighton).

You will have excellent organisational and communication skills, the ability to work independently and to plan and prioritise your own workload. You will be a team player who can build effective working relationships with staff at both Leeds and with our partner organisations. Your role will involve a high degree of autonomy, so it is essential that you have an independent and proactive approach to decision making and exceptional attention to detail. You will be based within the Institute for Transport Studies which is one of the world's leading centres for transport research and education.

Main duties and responsibilities

- Providing high level administrative support to the Project lead/director and acting as a principal point of contact through effective management of the project inbox;
- Coordinating the planning, organisation, promotion and delivery of project specific meetings, plus external workshops, impact engagement and dissemination events and internal seminars as required. This will include making logistical arrangements including arranging video conferencing when required, corresponding with attendees or participants, preparing agendas, taking minutes, following up and tracking actions and tasks arising;



- Liaising with external partners to facilitate the drawing up of contracts as needed, and other communications with external stakeholders;
- Dealing with purchase orders, expenses and other finance administration tasks;
- Collation of expenditure data using spreadsheets and the university's finance software;
- Liaison with internal university teams such as HR, Purchasing, Finance, etc.;
- Managing and updating the communications database and email lists and managing the discussion forum in order to facilitate the dissemination of accurate and timely information about the project;
- Assisting with project communications;
- Assisting with project events such as workshops dissemination and impact activities.

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

- Excellent organisational skills, with a proven ability to prioritise and plan your work independently to tight deadlines, and to manage conflicting priorities;
- Experience of working proactively and effectively, both independently and as part of a team;
- Strong MS office skills, particularly for correspondence (Word, Outlook), file management (Sharepoint / Onedrive), management of meetings (Teams), event planning (MS Forms), finance tasks (excel), and ability to use other software and productivity tools such as Zoom, Doodlepoll, etc.;
- Ability to carry out finance administration tasks such as dealing with finance and expenditure data.

Desirable

- Experience of using the university of Leeds purchasing system and the University of Leeds finance system;
- Assisting with project events such as workshops dissemination, and impact activities;



- Due to the project owning a fleet of electric cargo bikes, some events may involve the movement and use of e-cargo bikes, so an ability to confidently ride a bicycle on roads in Leeds would be advantageous.

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 [Institute for Transport Studies](#)

Find out more about our [Research and associated facilities](#).

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

Our University

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 Environment 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.

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.

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.

