



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### Administrator, Cultural Institute, Faculty of Arts, Humanities and Cultures



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

**Reporting to: Erica Ramsay**

**Reference: AHCCI1024**

**Location: University Main Campus (with scope for hybrid working).**

**1FTE, 35 hours per week**

**Available on a fixed term basis for 9 months because there is a need for temporary cover.**

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

# Administrator Cultural Institute

## Overview of the Role

**Are you a proactive administrator looking for a varied, interesting, role with scope to develop your skills? This role working across many projects and events, including our annual summer celebration, could be for you!**

**Can you balance a varied and busy range workload? Do you have excellent communication and interpersonal skills, with the ability to work effectively with a wide range of people? Do you possess excellent IT and information management skills?**

You will support the CI team in the administration, production and delivery of events, documents and reporting. The role will also involve coordinating diaries and arranging and servicing meetings.

Ideally, you will also have experience of working with some University systems (Purchasing, HR, and Finance systems).

## Main duties and responsibilities

- Supporting the planning and delivery of Cultural Institute programmes and projects
- Proactively supporting the planning and management of meetings: arranging times and venues; taking and producing minutes
- Taking a leading role on aspects of planning events, workshops and conferences, including providing logistical support for their delivery
- Overseeing the development and ongoing refinement of SharePoint content, ensuring it is comprehensive and coherent,
- Managing financial and purchasing systems/processes for the Team and providing guidance on financial procedures
- Managing HR processes relating to contracting and payment of temporary workers, and overseeing corporate elements of induction for new starters



- Collecting and analysing data on budget expenditure, activity relevant to KPIs, and preparing reports / recommendations
- Developing contacts and building effective working relationships, including responding to enquiries in a timely and appropriate manner, liaising and networking with colleagues and external individuals and organisations as appropriate
- Proactively managing office assets and resources and supporting the management of associated budgets
- Working as part of a wider administrative team within the Faculty sharing good practices and developing common procedures
- Acting as Health and Safety coordinator for the team, attending relevant meetings, and undertaking First Aid and Fire Marshal training and duties

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 an administrative role and delivering an excellent customer service;
- Excellent interpersonal and networking skills, able to work positively with a range of staff and stakeholders and to communicate complex information to a range of people;
- A high level of ability to plan, prioritise and manage your own work, and to manage several projects simultaneously, demonstrating excellent organisation skills with the ability to establish priorities and to balance competing workloads;
- A proactive and positive approach to problem-solving, using initiative to make own judgements and taking account of a wide range of information and data;
- Strong IT skills, proficient in MS Office applications with a good standard of Word, Excel, PowerPoint and Outlook;
- Excellent team working and interpersonal skills with the ability to work collaboratively and cooperatively with colleagues;
- The ability to maintain confidentiality and handle sensitive information with discretion;
- Experience of organising meetings and events including the production of agendas and minutes;



- A willingness to learn new skills, undertake further training and accept new responsibilities;
- Experience of budgeting and financial processes.

### **Desirable**

- A working knowledge of University systems including SAP, SIPR and Science Warehouse
- Experience of working in Higher Education and/or the Cultural and Creative Industries

## **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:

**Erica Ramsay**

[e.ramsay@leeds.ac.uk](mailto:e.ramsay@leeds.ac.uk)

## **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 Faculty/School of arts humanities and cultures 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 under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via 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.

## **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>

