



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Receptionist and Business Administrative Assistant
Faculty of Biological Sciences



Salary: Grade 4 (£25,148 - £26,642 p.a. pro rata)

Reference: FBSFO1215

This role will be based on the University campus.

Available on an ongoing, part-time basis (0.8 FTE) Monday to Thursday.

Receptionist and Business Administrative Assistant, Faculty of Biological Sciences

Do you have excellent communication and interpersonal skills? Do you have previous experience in a customer orientated role and experience of working in a busy office environment in an administrative role?

As Receptionist and Business Admin Assistant you will work within a small team providing assistance in the smooth running of business operations. You will provide a front-desk function representing the Faculty and be the first point of contact for students, staff and visitors. You will have previous administrative experience and have strong communication and interpersonal skills. You will possess the ability to work to a high level of accuracy together with drive, enthusiasm and a proactive approach, which are essential requirements for the role. You should also have excellent organisational skills and the ability to manage your own workload.

A key element of this role will be to liaise closely with key faculty functions, such as HR, purchasing and finance, to ensure compliance with university procedures, policies and employment legislation.

With a professional, customer-oriented approach and demonstrable experience of successful team working, you should be able to communicate effectively with a wide range of people. Experience of Microsoft Office (Outlook, Word, Excel) is essential to the role.

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.

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>.

What we offer in return

- 26 days holiday plus approx. 16 Bank Holidays/days that the University is closed by custom (including Christmas) – That's 42 days a year! ·
- Generous pension scheme options plus life assurance.



- 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.
- Access to on-site childcare, shopping discounts and travel schemes are also available.

And much more!

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences was awarded a Silver award in 2020. We are proud to be an inclusive Faculty that values all staff and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our [Athena SWAN webpage](#) provides more information.

Main duties and responsibilities

- Providing a first point of contact for all students, staff and visitors to the Faculty;
- Greeting and directing visitors, students, staff and contractors as appropriate;
- Dealing with general enquiries and directing as necessary to the correct team;
- Supporting administrative arrangements across the Faculty including purchasing, finance, and human resource processes, ensuring they are completed in a timely and accurate manner;
- Acting as a proactive member of the Business Admin Team, working with service and academic colleagues to share good practice, and providing cover and support for other team members as required;
- Maintaining systems to ensure the effective flow of information within the Faculty and with other areas of the University, in particular maintaining process trackers to ensure timely completion of tasks;
- Providing faculty administrative support on HR related administration on (but not exclusively), right to work checks for visitors and staff, supporting recruitment, secondments and visiting titles;



- Inputting and maintaining staff related information on the SAP system (including but not limited to sickness absence, annual leave allocations, annual review meetings) and liaising with Payroll and faculty/university HR as appropriate;
- Supporting production of documents and reports, data entry and simple data manipulation in Excel;
- Support for faculty committees, including preparing agendas, taking minutes and following up on actions;
- Providing general support for the Business Admin Coordinator to ensure effective service delivery and continuous improvement within the Business Admin Team, and when appropriate, to support a variety of faculty and university initiatives and projects;
- Ensuring all information is handled in a sensitive and confidential manner, adhering to any data protection policies;
- Taking on Fire Warden Responsibilities, including appropriate training to be able to accurately check equipment and take part in all evacuations or drills;
- Maintaining the reception areas, ensuring a professional and welcoming look and ensuring that displayed information, both literature and digital display is up to date.

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.

You will report to the local Business Admin Coordinator and, ultimately, the Faculty Director of Operations.

Qualifications and skills

Essential

- GCSE English and Maths (or equivalent) at Grade C or above;
- Experience of working in an administrative role in a busy office environment;
- Experience of business admin processes, including use of management information systems for maintaining staff records;
- Effective and efficient administrative and organisational skills, with demonstrable ability of using initiative to prioritise and meet conflicting deadlines, working with a high degree of independence;



- An ability to work concisely and to a high level of accuracy;
- Experience of working as part of a team and contributing to successful outcomes;
- Effective interpersonal skills with the ability to work with people from a wide variety of cultures, with a focus on maintaining effective working relationships at all levels and providing exceptional customer service;
- Excellent IT skills using the Microsoft Office suite, especially Word, Excel, PowerPoint and Outlook along with a working knowledge of SharePoint;
- Excellent numerical, written, and verbal communication skills, with the ability to modify your approach to suit different audiences and contexts;
- The knowledge and skills to deal with sensitive information with discretion and confidentiality;
- A flexible, pro-active approach to work;
- An interest in self-development and a willingness to learn new skills.

Desirable

- Experience of using SAP;
- Experience of working in a University or Higher Education setting;
- Experience of a customer facing role, e.g. Reception.

Contact information

To explore the post further or for any queries you may have, please contact:

[Nicola Turner](#), Business Admin Coordinator

Email: N.M.Turner@leeds.ac.uk

Additional information

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

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, those 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.

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.

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.

Security checks

Appointment to this post will be subject to appropriate security checks being carried out with your permission by a third-party company.

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.

