



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**School Operations Officer School of Sociology & Social Policy,  
Faculty of Social Sciences**



**Salary: Grade 5 (£27,644 – £31,637 p.a. depending on experience)**

**Reporting to: School Operations Manager**

**Reference: ESLSS1130**

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

**1FTE, 35 hours per week.**

**Fixed term until 31 July 2026 to cover a secondment**



# **School Operations Officer**

## **School of Sociology and Social Policy,**

### **Faculty of Social Sciences**

This role will be based on the university campus, with scope for it to be undertaken in a hybrid manner. We are also open to discussing flexible working arrangements.

**Are you an enthusiastic, highly motivated individual with excellent, communication and organisational skills? Do you have experience of working in a busy office environment in an administrative role? Would you like to be part of a supportive and friendly team?**

As part of the School's Operations Team, you will play a vital role in providing support across a range of general School administrative activities.

Working as part of a small team you will have effective communication and interpersonal skills and the ability to work to an elevated level of accuracy together with drive, enthusiasm and a proactive approach are essential requirements for the role. You should also have excellent organisational skills and the ability to manage your own workload to set deadlines. Experience of Microsoft Office or equivalent IT Software is essential.

You will have a proactive focus with the ability to handle a busy workload efficiently and professionally. You should be able to demonstrate excellent communication and be able to establish effective working relationships, dealing diplomatically with a wide range of people and maintaining confidentiality. You will also provide support on school projects and initiatives, as directed by the Head of School and School Operations Manager.

## **What does the role entail?**

As a School Operations Officer, your main duties will include:

- In liaison with the School Operations Manager coordinate the processing of weekly timesheets for PGR Teaching Assistants and casual workers



- Be responsible for the School's prior auth process for casual workers and payments to companies and co-ordinate the subsequent payment forms in a timely manner
- Act as the School's Health and Safety Coordinator involving being responsible for, under the direction from the Head of School, for Health and Safety inspections/audits, provide advice on risk assessments and lead on accident reporting, service and report to the joint SSP/ Polis Health and Safety Committee, Organise PAT testing and organise PEEP's (Personal Emergency Evacuation Plans) for staff and students with access needs. Undertake additional Health and Safety roles where agreed - eg Fire Warden, First Aider
- Be responsible for the School induction process of new staff and visitor's
- Providing efficient and effective administrative support to a range of school processes, and providing staff with advice and guidance on these processes;
- Servicing other School committee meetings including scheduling meetings; booking venues; preparing agendas; producing minutes; circulating papers and following up on actions;
- Administrative support for the processing of HR paperwork, including managing fixed term contracts, timesheets submission, maintenance of SAP staff records and recruitment;
- Supporting the wider team with purchasing and finance processes in accordance with University policies and procedures;
- Providing support to team members in the School's refurbishment project, liaising with Estates, School staff, external companies and the maintenance of the project documentation;
- Contributing to the development of efficient office systems, making recommendations for improvement and support implementation of agreed changes;
- Working flexibly within the Operations team to ensure that all areas of are supported, and providing cover for other Operations team members as 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

- Experience of working in a busy office environment, in an administrative (or similar) role, within a large and complex organisation;
- Excellent organisational skills, with a proven ability to prioritise and plan your work independently to tight deadlines, and to manage conflicting priorities;
- Excellent team working skills with the ability to work collaboratively and cooperatively;
- Experience of dealing with confidential and sensitive information and understanding of GDPR regulations
- The ability to work as part of a team to deliver exceptional service to a variety of colleagues, visitors and students;
- Effective communication and interpersonal skills, with the ability to build effective working relationships with colleagues at all levels and communicate both verbal and written information confidently;
- Excellent attention to detail, including proof-reading skills, with the ability to maintain a high level of accuracy;
- Excellent IT skills including a strong working knowledge of Microsoft Teams, Outlook, Word, Excel and PowerPoint.
- 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 SAP, SIPR, Science Warehouse or other database / purchasing systems.

## 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:

**John Balfour, Faculty Operations Director**

**School of Sociology and Social Policy**

Email: [J.P.Balfour@leeds.ac.uk](mailto:J.P.Balfour@leeds.ac.uk)





## Additional information

### About the job

You will be responsible to the Dean of Faculty and report to the School Manager.

Find out more about our [Faculty of Education, Social Sciences and Law](#).

### 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 of Social Sciences 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 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](mailto: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.

### **Salary Requirements of the Skilled Worker Visa Route**

This role is not eligible for Skilled Worker Visa sponsorship due to not meeting sponsorship criteria set by UKVI. Information on other visa options is available via the [the Government's Work in the UK page](#). For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

