



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Administrative Support Assistant, School of Food Science and Nutrition



Salary: Grade 4 (£26,707 - £28,778 p.a.)

Reference: ENVFS1146

Fixed term available immediately until 14th December 2027 to complete specific time limited work.

We will consider job share/flexible working arrangements

Research Administrative Support Assistant

School of Food Science and Nutrition, Faculty of Environment

Are you enthusiastic, well organised, versatile with excellent administrative skills? Are you able to work with high levels of accuracy and attention to detail? Do you have experience of providing support to research projects? Do you want to work in a team providing support to research projects looking at what young children are eating?

We have an opportunity for an enthusiastic and proactive individual to support two of our prestigious research projects. These are the Growing Well Study, looking at pre-school children and how what they eat can affect growth and dental health; and the Evaluation of the Free School Fruit Scheme – in KS1 children. You will provide comprehensive administrative support to the Project Research Fellows and Principal Investigator.

You will support the projects through helping to recruit study participants and schools. Liaising with Children's Centres and Nurseries in Leeds for the Growing Well Study; and Primary Schools in Yorkshire/Humber and Northeast for the School Fruit and Vegetable project. Arranging room bookings for clinics/measurements. Supporting data collection with the team as required. **The post-holder will be based on campus though some travel to clinics/schools may be required.**

Additionally, you will provide administrative support for the projects across a range of areas including goods receipting, arranging car parking, booking meeting rooms, arranging travel, accommodation and catering, processing expenses forms, arranging meetings, maintaining the generic email inboxes/mobile phone enquiries and general administrative duties.

You will have a proven track record of providing professional administrative support. You will have the ability to deal with a wide range of people and possess excellent interpersonal, organisational, communication and IT skills, a flexible approach to work and attention to detail. You will have the ability to work independently and as part of a team, with experience of prioritising, working to tight deadlines and managing your day-to-day workload effectively without close supervision.



Main duties and responsibilities

- Providing daily support to the project research teams for the two studies.
- Liaising with Children's Centres, Nurseries and Primary Schools to identify suitable rooms and times for data collection. Booking rooms and communicating clearly to key individuals in each location.
- Attending data collection training activities and sessions in Leeds/Doncaster and wider Yorkshire/Humberside, as required by the research team.
- Acting as a fieldworker, along with others in the team, to collect observational data in primary schools.
- Assisting in basic data collection/recording following communications with study participants and ensuring that vouchers are delivered for completing different stages of the Growing Well Study.
- Assisting in day-to-day contact with study participants i.e. following up via e-mail or phone to invite and remind them of ongoing study participation.
- Arranging payments to Schools for the Evaluation of the School Fruit and Vegetable Scheme Project.
- Supporting the researchers in liaison with the Public Involvement Groups for each study.
- Providing administrative support i.e., scheduling of meetings, arranging travel and accommodation via Key Travel, travel schedules, car parking, conference registrations, booking hospitality, reimbursing travel expenses; clearly communicating the arrangements made with all relevant parties.
- Managing the generic email inboxes and mobile phones, actioning responses and forwarding emails as appropriate.
- Supporting the preparation and editing of study participant and study management group newsletters/information.
- Raising SIPR and Science Warehouse purchase requisitions in line with University purchasing procedures as required; checking all expenses forms have appropriate receipts and account information provided.
- Proactively contributing to the efficiency and effectiveness of all administrative processes, systems and procedures.
- Being a member of the School Administrative team

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

- Experience of working in a varied administrative support role.
- An ability to work concisely and to a high level of accuracy.
- Excellent written and verbal communication skills, with the ability to build effective working relationships and modify your approach to suit different audiences and contexts.
- Experience of organising meetings and events.
- Ability to work collaboratively and effectively in a team setting.
- Excellent IT skills using the Microsoft Office suite, especially Word, Excel, PowerPoint and Outlook along with a working knowledge of SharePoint.
- Evidence of ability to work independently, using own initiative to make decisions and work with a high level of integrity, discretion and confidentiality
- A flexible, pro-active approach with excellent organisational and time-management skills and the ability to prioritise and plan own workload.
- An interest in self-development and a willingness to learn new skills.
- A willingness and ability to travel to schools and clinics in the Yorkshire/Humber and North-East regions to support data collection on-site as required.

You may also have:

- Knowledge or experience of working with children
- Knowledge or experience of working in a research context.

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:



Professor Janet Cade, Professor in Nutritional Epidemiology

Email: j.e.cade@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 [Equality and Inclusion](#) in the Faculty

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on 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 School of Food Science and Nutrition 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, 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.



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.

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

This post requires a basic criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status and all applicants must 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.

