Faculty of Engineering
School of Electronic and Electrical Engineering

Institute Administrator

Internal only: this post is open to current employees of the University of Leeds only.

Within this interesting and diverse role, your interpersonal and organisational skills will enable you to contribute to the smooth running of one of the Institutes within the School of Electronic and Electrical Engineering. You will be responsible for providing administrative support to the Director of the Institute and a number of academic staff within the Institute and you will co-ordinate Institute activities, such as meetings and training events.

As the person responsible for administration within the Institute and the first point of contact for the Institute, you will have excellent interpersonal and communication skills, a willingness to learn new skills and accept new responsibilities and the ability to work both as part of a team and independently. You will have previous experience of working in an office environment, providing administrative support and dealing with a wide range of issues, and will have a sound understanding of office systems and processes, including diary management. Previous experience in a research environment and/or Higher Education is an advantage.

The University of Leeds' commitment to women in science has been recognised with a national accolade. The Faculty of Engineering has been awarded the Athena SWAN Silver Award and the University holds the Bronze Award in recognition of our success in recruiting, retaining and developing/promoting women in Science, Engineering and Technology (SET).

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr/index.htm

University Grade 5 (£21,605 - £25,023 p.a.)

Informal enquiries may be made to Clair Atkinson, tel +44 (0)113 343 7072, email c.atkinson@leeds.ac.uk

Closing Date: 22 May 2016

Ref: ENGEE1039

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs

Job Description

Responsible to: Director of the Institute
Reports to: School Administrator

Job summary

You will be responsible for the administrative function within one of the Institute's within the School of Electronic and Electrical Engineering. This will involve acting very independently to support the Director of the Institute and a number of academic staff within the Institute, for example by monitoring Institute financial accounts, corresponding with individuals internal and external to the University on behalf of academic staff within the Institute, and providing the first point of contact for Postgraduates within the Institute. Additionally, you will co-ordinate Institute activities, such as meetings and training events.

Main duties and responsibilities

- To interface with external organisations and customers, including other academic institutions and industry, for example to organise meetings and maintain good working relationships between organisations.

- To liaise with other University of Leeds Schools and Faculties to raise the awareness of the Institute and facilitate and improve communication and co-ordination across the wider University community. This will involve playing an active role in cross-Faculty meetings, as cover for the School Administrator, when required.

- To assist in the coordination of the Industrial Training Programme and to interface with the Keyworth Institute on Industrial Placements including finance and local arrangements.

- To assist in the coordination of Institute PhD student placements where applicable.

- To assist new staff and students joining the Institute, for example by advising them about the Institute's facilities.

General Duties

- Managing the weekly schedules of the Director and other senior members of the Institute and supporting other members of academic staff as required, for example arranging meetings and appointments, including with internal and external visitors, clarifying arrangements, collecting and collating all supporting paperwork, making national and international travel arrangements, and ensuring accurate records are kept.

- Arranging and servicing any other meetings and events as required, including booking the venues and catering, and preparing the agenda, papers and minutes, which will involve comprehension of some complex technical language, and ensuring meeting outcomes are followed up by setting and reviewing milestones.

- Generating own correspondence on behalf of the Director and other members of the Institute.

- Typing correspondence, memos, reports and other documents from digital sources, written copy, dictation or verbal instructions. This will involve editing and proof reading work that contains scientific/technical language and liaising with academic/research staff about this work, using scientific/technical language.

- Preparing slides and presentations using PowerPoint.

- Maintaining Institute web pages.

- Monitoring expenditures for the Institute Running Cost Account and research accounts in liaison with Finance Office and authorising expenditure on named accounts of amounts of up to £2k.

- Co-coordinating the interview assessment of potential PhD students with the Faculty Graduate Office.

- Purchasing goods using the SIPR and Science Warehouse systems and assisting other staff members/students to do the same.

- Registration for conferences, travel and accommodation bookings using a University credit card.

- Reporting building faults to Reception or Estates Office.

- Assistance in gathering and collating application forms and any other paperwork for grant applications in liaison with the Finance Office.

- Processing expense claims for the Institute Director and other Professors in the Institute, prior to submission to Faculty Finance.

- Arranging travel insurance for staff and students.

- Organising seminar series, which will include monitoring payments and expenditure for external speakers, updating the Institute Event's website, producing posters and advertising at School level, via email to staff and students.

- Office/desk allocation for research students and staff of the Institute using a spreadsheet system, records office/desk area for new students/staff.

- Inducting new PhD students to the Institute, including providing an explanation of School procedures, and ensuring all housekeeping issues (keys, IT access) are organised before arrival, and ensuring that health and safety induction is carried out.

- Providing first point of contact support for Postgraduate overseas and home students who may be experiencing problems, for example regarding welfare issues, referring to specialist bodies where necessary, and liaising with the Faculty Graduate Office as required.

- Receiving and dealing with incoming telephone calls, re-directing or taking messages and using initiative to deal with relatively complicated queries where appropriate.

- Development and maintenance of filing systems.

- Dealing with requests for library material including ordering journals and locating on-line publications.

- Updating publications for staff on the University Symplectic database.

- Liaising with other members of support staff to coordinate the annual calendar of events, ensuring there are no clashes between different activities.

- Providing cross-cover by supporting the other Institutes and the School more generally in varied duties, including administrative work and cover for holiday or absence periods.

- Work as part of a wider team within the School to share good practice and develop common procedures, and work with the School Administrator to actively review and improve service delivery within the School's administrative team, when appropriate.

- Assist the School Administrator with recruitment using the University's E-recruitment system, plus process paperwork to set up academic/student visitors within the Institute.

- Maintain the Institute's stationery supplies.

- Sorting, distributing and handling incoming correspondence in a timely and efficient manner.

- Any other reasonable duties that are delegated by your Line Manager and senior staff of the Institute, appropriate to the grade of the role.

It will be expected that you will be flexible with regards moving between institutes as and when required.

Key Working Relationships

You will be responsible to the Director of the Institute and will report to the School Administrator, who will be your line manager. You will also support the School's other Institute Administrators and share good practice with them.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - http://jobs.leeds.ac.uk - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we

work together. More information about the University's strategy and values is available at http://www.leeds.ac.uk/comms/strategy/.

Person Specification

Essential

- Excellent verbal and written communication skills, with the ability to pick up and use complex and unfamiliar technical language, and excellent numeracy skills, as evidenced within previous work roles or qualifications, for example by a GCSE grade C or above in English Language or Literature and Mathematics.

- Excellent word processing skills and a high level of competency in the use of Word, Outlook, Access, Excel, Powerpoint, etc.

- Previous experience of working in an office environment, providing administrative support and dealing with a wide range of issues, with a sound understanding of office systems and processes, including diary management.

- Self-motivated, with the ability to exercise initiative, carry out work effectively and responsibly and work independently.

- Evidence of effective organisational skills, including the ability to identify priorities and organise own work load effectively to meet agreed objectives and deadlines under pressure.

- Experience of organising meetings and events that require complex arrangements, including the production of agendas, minutes and reports.

- Evidence of excellent inter-personal and team-working skills, with evidence of ability to develop and maintain good working relationships with a wide range of people, from academic staff through to students.

- Ability to deal with predictable student welfare issues in a sensitive and effective manner, signposting where necessary.

- Excellent accuracy and attention to detail.

- Ability to maintain confidentiality and handle sensitive information with discretion.

- A flexible approach to work with a willingness to work outside normal working hours on occasion.

- Willingness to learn new skills, undertake further training and accept new responsibilities

Desirable

- Previous experience of working in a research environment and/or Higher Education

- An understanding of relevant University of Leeds procedures.

- Previous experience of University of Leeds systems including SIPR, SW, SAP and Stonefish.

- Previous experience of budget management.

Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at http://partnership.leeds.ac.uk

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in the **School of Electronic and Electrical Engineering**. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.

Further information about the Faculty School

Top 100 university for Engineering and Technology - Times Higher World University Rankings 2014.

The Faculty of Engineering is one of the largest engineering groupings in the UK with over 700 staff, 3,000 students and an annual turnover of around £60m.

Our focus is on providing research based teaching and supervision, inspiring our students and through this helping our students to achieve their goals and ambitions.

The range and scope of the our research is extensive and covers all of the major engineering disciplines, including cross cutting themes such as energy, materials, medical engineering and artificial intelligence, with theoretical, experimental and modelling work underpinning all areas.

This provides an ideal platform for multidisciplinary research, enabling us to undertake high-impact research in areas recognised as providing critical global challenges. Much of our research is linked to industry, with major collaborators throughout the UK and Europe. We have also aligned our Faculty with industry sectors such as digital technologies, energy, high value chemicals and medical technologies, and undertake further interdisciplinary research in areas as diverse as functional materials, robotics and water.

Teaching and research is delivered through the following five schools:

- School of Chemical and Process Engineering
- School of Civil Engineering
- School of Computing
- School of Electronic and Electrical Engineering
- School of Mechanical Engineering

There is a friendly atmosphere and student-focused approach to undergraduate and postgraduate education. We pride ourselves on the professionalism of our staff and the quality of the research environment, promoting excellence by offering a range of cutting edge programmes, many in conjunction with industrial sponsors and collaborators.

www.engineering.leeds.ac.uk

School of Electronic and Electrical Engineering

The School of Electronic and Electrical Engineering has a well-established track record in both research and teaching. Research in the School is focused around two research institutes: the Institute of Microwaves and Photonics and the Institute of Integrated Information Systems. The School was rated top in its field in the UK's RAE 2008 Research Assessment Exercise. This followed its previous success in the 2001 RAE, where the School gained the highest 5* rating.

The School is one of the most successful undergraduate and postgraduate EEE departments in the UK, with all of its undergraduate engineering courses having received professional body accreditation from the IEE. All Institute staff are committed to research excellence through the securing of large scale funding support for research and a commitment to dissemination through publication and knowledge transfer outreach. Both Institutes enjoy substantial support from industry and funding bodies such as EPSRC. The School has an annual turnover approaching £7 million with over £2 million of research external grant and contract expenditure. The School has very strong links with the UK and international industry, which benefits both its research and taught courses. The School has approximately 400 undergraduate students, 100 postgraduate students, 34 Academic and Academic related staff and approximately 55 Administrative, Clerical, Technical and Research staff, all of whom work in a well-equipped self contained building.

Extensive computer facilities are available including several clusters of workstations, plus up-to-date networked personal computer systems. All staff have access to networked computer facilities with full email and internet access; the University has a direct Super-Janet access. The University subscribes to IEEE Explore, which offers extensive on-line electronic access to a wide collection of key research sources. The University Library at Leeds is one of the largest in the UK and offers a high level of support for research including a very high level of electronic access.

The School has a management board, which meets on a regular basis to guide strategy and monitor developments in all aspects of the School. The School also has an Industrial Advisory Panel to guide its taught courses. A dedicated team provides administrative and clerical support and each Institute additionally has its own Secretary. Routine administrative tasks such as timetabling, examination entry and data collection, quality monitoring and finance are handled by the School Administration.

- Top 10 for Electronic and Electrical Engineering in all the major UK university league tables.
- 5th in The Times and Sunday Times University League Table 2015, 8th in The Complete University Guide 2015 and 5th in The Guardian 2015.
- Ranked 2nd in the UK for Electronic and Electrical Engineering, and in the top 5 in the UK in a combined unit of assessment, according to the Research Excellence Framework 2014. 100% of all research activity rated as either 'world-leading' or 'internationally excellent', which is sector-leading across all subjects and all universities. (UoA: Electrical and Electronic Engineering, Metallurgy and Materials).
- 93% for overall student satisfaction (National Student Survey).
- 50 academic and research staff.
- Over 450 students from 50 countries.

www.engineering.leeds.ac.uk/electronic

The School comprises two internationally leading research institutes: the *Institute of Integrated Information Systems* (I3S) and the *Institute of Microwaves and Photonics* (IMP):

The Institute of Integrated Information Systems (I3S) has an established international reputation for excellence across a broad range of research, with substantial funding from a wide variety of sources and strong industrial collaboration. Our current activities include signal processing for communications, communications theory, sensor networks, ultrasonics, optical communication, and communication networks.

I3S is internationally recognised for its leading reputation in the following areas below:

- Communication networks and systems
- Signal processing for communications
- Wireless Sensor Networks
- Ultrasonics and Instrumentation
- Power applications

The Institute of Microwaves and Photonics (IMP) carries out research into microwave and terahertz technology, photonics, nanotechnology and quantum electronics. The School has a long established expertise in microwave engineering, which has been built over the last decade to develop world-leading positions in THz frequency science and technology, in addition to semiconductor, biological and quantum electronic nanotechnology.