



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Deputy School Manager, School of Philosophy, Religion, and History of Science, Faculty of Arts, Humanities and Cultures



Salary: Grade 6 (£33,951– £39,906 p.a. depending on experience)

Part-time (50%), fixed term

Reporting to: School Manager (Alice Burn)

Reference: AH CPR1089

Fixed term for 12 months because there is a need for temporary cover.

Location: University of Leeds Main Campus (with scope for hybrid working)

We are open to discussing flexible working arrangements.

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Overview of the Role

Are you an efficient and effective person who can combine operational efficiency with the ability to think strategically? Are you motivated to support academic excellence in a busy and successful Faculty, in a highly rated Russell Group university where change is a fact of life?

As Deputy School Manager, you will provide support alongside the School Manager, Head of School and other senior role holders, managing the School's Management and Administration Support Service (MASS) and taking day to day responsibility for the smooth running of administrative matters.

You will act as a main point of administrative contact for the School, regularly liaising with Faculty and University service colleagues, and will work with the School Manager and Head of School to ensure that internal processes relating to, for example, human resources, recruitment, and work loading are all carried out effectively.

As Deputy School Manager, you will have strong reasoning and analytical skills, demonstrated either through education or through equivalent professional and managerial experience. Administrative experience in a Higher Education institution is also essential, along with strong leadership skills and the ability to effect and manage change. You will also possess excellent communication and interpersonal skills, with the ability to deal diplomatically and effectively with a range of staff.

Main duties and responsibilities

As a Deputy School Manager, your main duties will include:

- Providing high level support to the School Manager (SM) and Head of School (HoS) in the overall management of the School; and deputising for the SM where appropriate;
- Supporting the SM in the management of workforce planning, reviewing, developing and operating the workload model, being a key operative in Simitive and liaising with Faculty colleagues;



- Overseeing HR functions in the School (both domestic and international) including recruitment, working with Deputy Heads and Head of School to analyse work loading;
- Taking a leading role in the creation of staffing requests for all roles, liaising with senior management, hiring managers, Faculty Finance and HR;
- Line management of the School's MASS (Management Administration Support Service) team to ensure robust, efficient and transparent mechanisms are in place that align with the business needs of the School;
- Development of management administration activities in the School, ensuring the operational elements of MASS align with the wider objectives of the service and the Faculty, as well as the needs of the School as a whole.
- Identifying opportunities for improving administrative processes, systems and procedures, making suggestions (in consultation with the School Manager), and implementing such improvements, where appropriate;
- Acting as a secondary point of contact/liaison with the Faculty Finance team, having oversight of School-based financial processes in order to authorise expenses, Key Travel bookings and other requests.
- Working closely with the SM to develop continuous improvement within the management support team ensuring School processes are up to date and available in the School SharePoint.
- Supporting the SM in checking data from University sources that drive the TRAC (for example: student load and staff time data, ASQ, etc.) and for any management information exercises required by the University.

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

Essential:

- Educated to degree level or equivalent professional and managerial experience;
- Strong line management skills , with the ability to vary the leadership style to suit the situation, to effectively manage change, supervise and train staff, working with staff development and review processes;
- Experience of working in a busy administrative role, with excellent organisation and prioritisation skills and the ability to work flexibly to competing deadlines;



- Excellent interpersonal skills, with the ability to build positive working relationships with a wide range of people, including outside of your immediate team;
- Excellent communication skills, including the capacity to provide complex information to a range of different audiences;
- Experience of creative problem solving and a proven ability to take a proactive approach to identifying problems and implementing innovative, operationally sound solutions;
- An ability to work accurately, with attention to detail, and with a methodological approach that will enable you to identify errors and inconsistencies;
- Experience of organising and supporting meetings, including drawing up agendas, and writing minutes and reports;
- Demonstrable commitment to own professional and personal development.

You may also have:

- Administrative experience in a Higher Education institution and experience of dealing with the wide range of issues which arise in such institutions;
- Strong experience in working with staff development, mentoring and review processes;
- Experience of using SAP HR or other equivalent database systems.
- Experience of the development and/or use of workload models ;

Contact information

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

Lucy Walshaw, Faculty Operations Manager

Email: L.A.Walshaw@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 School of PRHS 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.

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.

