



**Leeds University Business School
The Confucius Institute**

Confucius Institute Administrator

35 hours per week, 18 month fixed term contract

Leeds University Business School is an international business school with over 2000 students from around the world. The School is accredited by AMBA and EQUIS and is ranked in the world's top 100 Business Schools.

The Leeds International Business Confucius Institute (LIBCI) is one of just 11 Confucius Institutes in the UK and its specialism in business and commerce is extremely rare. The Institute promotes the understanding of Chinese culture and the teaching of Mandarin in the UK. It boosts trade by running short training courses in Chinese culture and etiquette for multinational and regional companies hoping to invest in China and orientation courses for Chinese businesses hoping to invest in the UK. Activities in the Leeds International Business Confucius Institute compliment work already underway at the White Rose East Asian Centre (WREAC), which is associated with Leeds University Business School and the School of Modern Languages and Cultures at Leeds.

The role is to provide the Institute manager with administrative support, ranging from diary management to organisation of events, in order to facilitate the effective functioning of the Institute. As the first point of contact for external and internal stakeholders a high level of professionalism, excellent interpersonal and communication skills together with a high level of discretion and a respect for confidentiality is integral to this role. This newly created post will appeal to a highly motivated and pro-active person with excellent organisational and interpersonal skills and marketing experience. This role requires working occasional late nights and weekends due to scheduled events within the institute.

For more information about the Confucius Institute please see:

<http://lubswww.leeds.ac.uk/confucius/home/>

University Grade 4 (£18,031 - £20,781 p.a.)

Informal enquiries may be made to Ellen Wang, tel +44 (0)113 343 6726, email E.Wang@leeds.ac.uk

Closing Date: 10 November 2014

Ref: LUBSC1012

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

Job Description

Responsible to: Professor of International Business and Director of CIBUL
Reports to: Confucius Institute Support Officer

Main duties and responsibilities

Administration Role

- Provide high quality and pro-active administrative and operational support across a full range of activities within the Institute
- Organising international and UK travel arrangements and accommodation for the internal staff and external stakeholders
- Organising regular meetings as required, this will include booking rooms, organising catering, co-ordinating diaries, and servicing the meetings by providing agendas, distributing information and taking and distributing minutes
- Support the Institute manager with matters relating to office facilities and space
- Support the Institute manager to facilitate the processing of expenses and administration of the Institute financial accounts, this may include reconciling expenditure
- Acting as first point of contact for student queries, passing them to the Manager/academic staff as required
- To raise purchase orders for the payment of external services in line with University and Faculty procedures

Marketing role

- To engage with individual projects and initiatives in order to facilitate the smooth running of events
- Maintaining a database of professional contacts for the institute and ensure the database is up-to-date
- Assist the Institute Manager to identify the relevant group for marketing campaigns
- Fully support all events planned within the institute. Contribute to the project plan, and implement the project check list including booking venues, catering, speaker liaison, dealing with attendees' enquires
- Prepare supporting materials (literature packs, delegate lists, name badges, place names, table plans etc.)
- Event setting up and clearing away
- Prepare safety information for speaker and staff. Greet and manage delegates
- Ensure all website material is well maintained, accurate and up-to-date using the Content Management System

- Edit and/or draft articles for the news as required. Upload articles to the website using the Content Management System
- Working closely with the faculty marketing team to promote BCIUL via website, social media
- Manage institute's social media platform on a daily basis and improve the institute's visibility over time

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. The scope for this job may grow over time, allowing possible progression should the post holder demonstrate the skills and a wish to develop and increase their responsibilities.

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

- Experience of, and a high commitment to, providing a high quality customer service
- Proven track record in brokering relationships and developing networks that add value and advance organisational goals
- Ability to organise, prioritise and manage own workload and able to work independently and unsupervised
- Confident, with a high standard of professionalism
- Effective interpersonal and communication skills with the ability to work with people from a wide variety of cultures and effectively as part of a team
- Experience of managing short courses, conferences and/or events
- Ability to maintain a high level of accuracy and attention to detail
- Ability to prioritise, identify and resolve issues and find creative and practical solutions to problems
- Ability to work independently and as part of a collaborative team
- Ability to work under pressure and to meet deadlines
- Willing to work out of hours on occasional evenings and weekend
- Confident IT user with Office applications - Excel, PowerPoint, Word
- Knowledge of using social media tools such as LinkedIn and Twitter
- Experience of using content Management systems to update and maintain websites

Desirable

- Good knowledge of Mandarin language
- Knowledge of Chinese culture
- Marketing Qualification or equivalent experience

Additional Information

Details of the terms and conditions of employment for all staff at the University, including information on pensions and benefits, are available on the Human Resources web pages accessible at <http://hr.leeds.ac.uk/>

The Partnership

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions 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 «location». 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.

About the Faculty and its Mission and Strategy

Leeds University Business School (LUBS) has become recognised as one of the UK's premier business schools as a result of its momentum as a research-intensive centre of educational excellence. Having achieved prominence in research and accreditation as a school of international calibre, LUBS is now poised to play a key role in enabling the wider University to achieve its vision of becoming one of the leading 50 institutions in the world.

The University of Leeds was formed with its own Royal Charter in 1904, the first university to be founded in the Yorkshire and Humber region and retains its regional primacy today. It has a long and distinguished tradition in Economics, within which Accounting and Industrial Studies also developed, but the University's emergence as a force in Business and Management began in 1994, and then gained further momentum when the Business School was formed from the School of Business and Economic Studies in 1997.

LUBS was brought together physically by its move to its present site, the Maurice Keyworth Building, in 1999. This £10.7 million project was the culmination of a fund-raising campaign and extensive conversion of a Grade 2 listed building to its modern, purpose-design. Since that time, research funding has been achieved to convert nearby facilities to facilitate expansion.

Led by its present Dean, Professor Peter Moizer, who took up his appointment in 2008, the Business School is one of the nine Faculties of the University in its own right.

The Dean of the School is a member of the University's Faculty Management Group, participating fully in the major strategic decisions of the University.

LUBS' vision is to be, and to be recognised as, 'a full-service, research-intensive business school internationally recognised as world-class; differentiated by excellent links to other academic disciplines at Leeds, its global focus, and leading-edge, practice-based education producing outstanding alumni.'

LUBS shares the University's aspiration to achieve the status of top 50 in the world by 2015 and has made substantial progress towards this goal. In the next stage of its development, the Faculty will review where to place its priorities within the context of remaining a full-service school and through what means it will achieve those priorities.