



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Research Administrator: Energy, Climate Change and Sustainability,
School of Earth and Environment**



Salary: Grade 5 (£21,843 - £25,298 p.a. pro-rata)

Reference: ENVEE1161

Closing Date: 15 June 2017

Part Time: 70% of Full Time Equivalent, 24.5 hours per week

Fixed term until 29 June 2018 due to external funding

Research Administrator: Energy, Climate Change and Sustainability

School of Earth and Environment, Faculty of Environment

Are you an enthusiastic individual with excellent administrative skills? Do you have experience of providing support to major research projects? Do you want to work in a team providing support to a portfolio of energy, climate change and sustainability centres and projects?

As a highly motivated and skilled administrator you will join our research support team in the [School of Earth and Environment](#) to provide effective administration support for the [ESRC Centre for Climate Change Economics and Policy \(CCCEP\)](#), the [Centre for Industrial Energy, Materials and Products \(CIEM-MAP\)](#) and related energy, climate and sustainability related projects in the [Sustainability Research Institute](#). You will act as the first point of contact for collaborators, assisting and advising on administration matters. You will arrange and deliver events, collate and disseminate information and documentation, coordinate recruitment activities and monitor budgets.

You will work closely with key managerial, academic and research staff and PhD students so you will have excellent communications skills, with the ability to show tact, discretion and diplomacy as necessary. You will have experience of project administration, of organising meeting and events and of working with financial information. You will have a proactive and positive approach to work, be highly organised and able to work on a variety of tasks simultaneously and adapt rapidly to different ways of working.

What does the role entail?

As a Research Administrator, your main duties will include:

- Providing high level administrative support to the Centre Directors and the Research Manager and acting as a principal point of contact for each centre;
- Supporting the planning, organisation, promotion and delivery of events including meetings, seminars, workshops and public debates;
- Collating output and performance measures for each centre and liaising directly with project staff to collect broader indicators of success and impact;



- Assisting with the collation, formatting and publication of annual reports and other documents;
- Co-ordinating the publishing of working papers on the Sustainability Research Institute and CCCEP websites;
- Supporting the Research Manager in coordinating staff recruitment and dealing with contracts for postdoctoral staff, visiting staff, temporary staff and consultants;
- Supporting the Research Manager in reviewing and monitoring of budgets and liaising with staff in the Faculty Finance Office/Faculty Research Office 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.

What will you bring to the role?

As a Research Administrator you will have:

- The ability to work on own initiative to organise, prioritise and plan work independently and effectively to meet tight deadlines;
- Experience of project administration and support, with demonstrable experience of organising meetings and events;
- Excellent verbal and written communication skills, including the ability to synthesise and summarise information for various written communications;
- Excellent IT skills, including word processing, spreadsheets, databases, email and internet use, preferably with Microsoft tools;
- Experience of working with financial information and budgets;
- Excellent attention to detail, with the ability to deal with sensitive information with discretion and to maintain confidentiality at all times;
- An enthusiastic, positive and adaptable approach to working.

You may also have:

- Experience of project administration or support within a university or other research organisation;
- Experience of providing secretariat support for committee and other meetings, including producing minutes for circulation;
- Experience as a Personal Assistant or similar role.



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:

Margo Hanson, Research Manager: Energy, Climate Change and Sustainability

Tel: +44 (0) 113 343 6817

Email: M.Hanson@leeds.ac.uk

Additional information

Find out more about the [Faculty of Environment](#).

Find out more about [Athena Swan](#) in the Faculty.

Find out more about our [School](#).

Find out more about our [Research and associated facilities](#).

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information page or by getting in touch with us at 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.

