

Leeds Beckett University – Job Description

Ref:

School/Service	Library and Learning Services
Section	Business Support and Administration
Post Designation	Business Support Administrator
Grade	3
Post to which directly responsible	Business Support Officer
Posts for which directly responsible	None
Purpose of Job	
<p>To provide a full range of administrative support that ensures operational effectiveness in relation to quality and planning, HR and financial processing requirements, workforce development, internal communications and work to improve business effectiveness.</p> <p>To provide day to day, professional and confidential administrative support to the Director and Leadership team, anticipating their needs and using initiative to ensure that the day and week runs efficiently.</p>	
Responsibilities	
<ol style="list-style-type: none">1. To undertake administrative work for the wider service when required, including for example, maintaining confidential and sensitive records, providing information to internal and external bodies where required, carrying out benchmarking activities, tracking budgets and raising purchase orders, and maintaining booking systems, reliably and with accuracy and attention to detail2. To provide support for workforce development and related initiatives, including for example co-ordinating internal training, supporting the annual staff conference, prepare internal communications3. To provide professional administrative support for senior managers, working in a proactive way to anticipate their needs and delivering adaptable support in a timely way, including for example preparing presentations and reports for a range of audiences4. To arrange, prepare for and service key governance meetings, providing the relevant information and documentation in a timely and proactive way, liaising with stakeholders, and following up within agreed timescales5. To organise diaries and appointments making appropriate decisions to avoid clashes of commitment, using judgement, discretion, and knowledge of the service6. To act as one of the main contact points for senior managers and the service, filtering work and responding with appropriate prioritisation and discretion, and providing an excellent, responsive customer service to internal and external stakeholders7. To work collaboratively with others to deliver support seamlessly across the week, and to develop good working relationships with other administrative and secretarial colleagues8. To maintain an awareness of service and university business and undertake relevant development for the role9. Comply with relevant financial, data protection and other legislation and university guidelines, policies and procedures.	

10. To represent Library and Learning Services in a positive and professional way, participating in library and university activities such as clearing, open days, welcome, graduation and other relevant events.

11. Any other duties commensurate with the grade of the post as directed by a senior manager.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.

Safety, Health and Wellbeing

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

Physical Conditions

The postholder will work on a hybrid basis, with home working and on campus working (City Campus and Headingley Campus).

Relationships

The post holder will have direct responsibilities to the Director and Business Support Officer. They will work with staff at all levels within the service and the wider University.

Terms & Conditions

Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors) and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.

Salary is currently within Grade 3, (£) On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Annual leave entitlement begins at 26 days.

Hours of work per week = 37 hours

Probationary Period

Appointment to this position may be subject to a probationary period of up to 6 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.

Pre-employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Closing Date

xxx (midnight)

Please complete an online application. If you are unable to complete an online application, please contact the HR Recruitment Team on either 0113 8121821 or HRrecruitment@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.

Leeds Beckett University – Employee Specification

Ref:

Post Title	Business Support Administrator	Grade: 3
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/ Interview/Test/Other)
1. Demonstrable experience of administrative, and organisational support to senior colleagues, with an understanding of the HE sector	✓	Application/Interview
2. Experience of general administrative work including, for example, maintaining confidential records, providing information to internal and external bodies, monitoring budgets, and raising purchase orders, benchmarking activities, preparing internal communications	✓	Application/Interview/Test
3. Ability to demonstrate a high level of IT skills in using a range of software packages including Microsoft products such as Office applications, Teams to produce high quality work	✓	Application/Interview/Test
Performance Attributes Please note that all the following criteria are essential .		Method of Assessment (Application/ Interview/Test/Other)
PLANNING & ORGANISATION		
4. Organised and adaptable approach to managing own workload, meeting deadlines, and working within agreed timescales		Application/Interview
SERVICE DELIVERY		
5. Evidence of ability to deal with a wide range of administrative requests whilst maintaining confidentiality, accuracy, and attention to detail		Application/Interview
TEAMWORK		
6. Evidence of ability to work collaboratively and effectively as part of a team and to develop good working relationships with other colleagues		Application/Interview
COMMUNICATION		
7. Well-developed communication and interpersonal skills including a proven ability to communicate clearly, effectively, and professionally through a variety of media		Application/Interview
CREATIVITY & INNOVATION		
8. Evidence of ability to use own initiative and proactively anticipate needs, using judgement and discretion		Application/ Interview
LEARNING & DEVELOPMENT		
9. Evidence of commitment to training and continuing professional development, ensuring up to date knowledge of the University.		Application/ Interview

Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Please [click here](#) for further details.

