



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Personal Assistant (PA), Facilities Directorate



Salary: Grade 5 (£22,214 – £25,728 p.a.)

Reference: FDEST1107

Closing date: 1 January 2018

Personal Assistant (PA) Estate Services, Facilities Directorate

Do you have significant experience of working as a Personal Assistant or Secretary to senior management? Do you have excellent communication skills with the ability to maintain effective working relationships? Do you have excellent attention to detail?

We are seeking a highly motivated and experienced individual to provide professional high level administrative and secretarial support to the Deputy Directors for Estate Services. Your duties will include; the effective management and maintenance of complex electronic diaries, arranging and servicing meetings, making travel and accommodation bookings, and processing claims for expenses.

You will be required to confidently liaise with staff across the Facilities Directorate and the University, external customers and clients. You will also be responsible for undertaking the role of secretary for management team meetings and various committee groups across the service.

You will have excellent written skills and extensive experience of organising meetings, writing minutes and electronic diary management. Previous experience of working in Higher Education would be desirable. You will also possess excellent IT skills and have a strong working knowledge of Microsoft Word, Excel and PowerPoint. You will have excellent communication and organisation skills and will be able to work independently and use your own initiative and judgement in order to make decisions.

What does the role entail?

As a Personal Assistant your main duties will include:

- Effectively managing and maintaining complex electronic diaries, arranging meetings, communicating arrangements, making travel and accommodation bookings and processing claims for expenses;
- Liaising confidently with staff at all levels as well as representatives from external agencies, companies and services;
- Word processing correspondence, memos and reports from written copy or audio tape, preparing presentations and manipulating spreadsheet data;



- Acting as a meeting secretary, including servicing and taking formal minutes for management team meetings, various committees and communication groups across the service;
- Dealing with important, complex, confidential and non-standard enquiries by telephone, email or letter, undertaking background research and using your own initiative and judgement to resolve issues;
- Supporting senior management by gathering and analysing data from a variety of different sources and presenting results and conclusions as required;
- Undertaking projects for and on behalf of the Deputy Director's of Estates;
- Co-ordinating and communicating information within the Service, including gathering and preparing information for inclusion in staff briefings;
- Organising and co-ordinating visits to the Service from outside bodies and persons/groups within the University;
- Providing work cover and support to other PAs within the Facilities Directorate as and when required;
- Respecting and maintaining confidentiality and treating any sensitive issues with appropriate tact and diplomacy;
- Meeting and greeting visitors, as necessary, in a polite and professional manner.

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 Personal Assistant you will have:

- Significant experience of working as Personal Assistant/Secretary to senior management including experience of electronic diary management, organising meetings and minute writing;
- Strong interpersonal and verbal communication skills with an ability to communicate with people at all levels and establish and maintain effective working relationships;
- GCSE grade C or above (or equivalent) qualifications in English Language and Mathematics;
- Excellent IT skills including a strong working knowledge of Microsoft Word, Excel and PowerPoint;



- Excellent written communication skills with the ability to produce letters, emails and reports, and draft correspondence on behalf of the Deputy Directors;
- Excellent attention to detail, including proof reading skills, with the ability to maintain a high level of accuracy;
- Excellent team working skills with the ability to work collaboratively and co-operatively;
- The ability to work independently and use own initiative and judgement in order to make decisions;
- Excellent organisational skills with an ability to prioritise competing demands and work under pressure in a busy environment to meet strict deadlines;
- The ability to exercise tact and diplomacy and deal with sensitive information and maintain confidentiality at all times;
- Self-motivated with a commitment to ongoing personal development and training;
- The ability to demonstrate behaviours in line with Estate Services and University values.

You may also have:

- Experience of working in Higher Education

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:

Matthew Tidmarsh, Deputy Director

Tel: +44 (0)113 343 5999

Email M.Tidmarsh@leeds.ac.uk

Leonard Wilson, Deputy Director

Tel: +44 (0)113 343 5984

Email: L.Wilson1@leeds.ac.uk



Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on 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 on 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 page.

