



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Assistant, Faculty of Medicine and Health



Salary: Grade 4 (£19,202 – £22,017 p.a.)

Reference: MHFAC1090

Closing date: 20 June 2019

Fixed-term for one year from start date.

We are happy to consider job share applications and are committed to flexible working for all our employees.

Project Assistant

Faculty of Medicine and Health

Are you an experienced administrator with experience of project management along with providing excellent PA support? Are you an excellent communicator who is adaptable and organised? If so, we would like to hear from you for the post of Project Assistant.

We are seeking an enthusiastic and highly organised person to undertake a Project Assistant role in a research based team within the Faculty of Medicine and Health. As Project Assistant, you will provide administrative support to project leads by effective diary management and supporting key project activities. You will play a crucial role in supporting the delivery of research by supporting operational activities to ensure that project milestones are met.

You will have experience of providing a high level of administrative support in either a project management or PA capacity. You will possess excellent IT, organisational and communication skills and have a professional manner. You will be comfortable with a significant degree of autonomy, independent working and pro-activity.

What does the role entail?

As a Project Assistant your main duties will include:

- Provide administrative support to the wider team with diary/email management and oversee the booking of travel arrangements;
- Organise meetings and schedule workshops including; liaising with external speakers, booking rooms, organising catering and setting up equipment;
- Support the delivery and co-ordination of projects through the management of project related emails and data activities;



- Proactively support academic/related staff in their project management of research; taking the initiative to help ensure that milestones are met;
- Act as Secretary for project meetings and working groups through meeting oversight including; preparation of agendas, minutes and the follow-up of actions;
- Support the preparation of reports and statistics to support operational and strategic decision-making including the monitoring of KPI's;
- Place purchase orders for goods and services using University systems (e.g. SIPR; Science Warehouse);
- Develop and maintain appropriate filing systems – both electronic and manual to support the collection, storage and retrieval of project information;
- Provide support for marketing activities, including assistance with the production of marketing resources and the maintenance of project information on internal/external sites and social media 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.

You will report to Claire Eckert, Research and Innovation Manager.

What will you bring to the role?

As a Project Assistant, you will have:

- Educated to a minimum of GCSE level or equivalent (with GCSE English at C level or above);
- Experience of providing a high level of administrative support in either a project management of PA activity;
- Experience of organising meetings and events;
- Excellent organisational skills, including time management and prioritisation;
- Excellent communication skills, with the ability to clearly articulate complex information;
- Experience of taking minutes and following up on actions.
- Ability to work on own initiative and as part of a team;
- Ability to effectively interpret and apply policies and procedures;
- Excellent accuracy and attention to detail;



- Strong IT skills and proficient in the use of Microsoft Office products, particularly Word and Excel;
- Experience of managing confidential and sensitive information in a discreet and professional manner and an awareness of relevant data protection legislation in this area;
- Evidence of a commitment to continuous professional development.

You may also have:

- Familiarity with University procedures;
- Experience of using SIPR and Science Warehouse software systems;

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:

Claire Eckert, Research and Innovation Manager

Tel: 0113 343 37655

Email: c.j.eckert@leeds.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about our Department. <https://personalisedhealthleeds.com/>

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



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.

