



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Secretary/Administrative Assistant, School of Medicine



Salary: Grade 4 (£19,202 - £22,017 per annum)

Reference: MHMED1042

Closing date: 18 July 2019

100% FTE for 12 months

Secretary/Administrative Assistant

School of Medicine

Leeds Institute of Medical Research at St James's

Do you have good administrative experience and exceptional organisational skills? Do you have a positive approach and the ability to multi-task? Would you like to join a team supporting senior academic staff?

We are looking for a professional and proactive individual to join our Secretarial Team who can bring their excellent organisational skills to the support of senior academics at SJUH.

You will have exceptional office and administrative experience of a busy office environment. Strong administrative, communication and interpersonal skills with the ability to multi-task and work to a high level of accuracy are essential requirements of the role.

The post will be based on the St James's University Hospital site.

What does the role entail?

As a Secretary/Administrative Assistant, your main duties will include:

- Providing a full range of secretarial services, including preparation of correspondence, reports, research papers, bids, production of information and guidance documents, agendas, minutes, diary management, meeting organisation, photocopying, faxing;
- Acting as first point of contact, providing an effective interface between Academic colleagues and their internal/external contacts and dealing with routine enquires on their behalf;
- Maintaining diary commitments using an electronic diary and email;
- Arranging meetings and organise national and international travel, conference registrations, including hotel bookings etc;
- Raising purchase orders for goods and services, processing travel claim forms in accordance with the University's financial regulations;
- Providing administration and support for the organisation of meetings;
- Coordinating probation and SRDS meetings;



- Acting as a point of contact for room bookings;
- Receiving and dealing with incoming telephone calls in a polite and professional manner;
- Typing correspondence, memos, reports and other documents from audio type or digital sources, written copy, dictation or verbal instructions;
- Maintaining office and stationery supplies;
- Maintaining paper and electronic filing systems;
- Sorting, distributing and handling incoming mail (including email) and other relevant documentation in a timely and efficient manner;
- Preparing presentations for Academic colleagues using PowerPoint or other media as appropriate;
- Dealing with requests for library material including ordering journals and photocopying references;
- Liaising with all levels of staff within the School of Medicine, Faculty of Medicine & Health, the University and external agencies;
- Establishing and maintaining effective working relationships with other clerical, technical, academic, and academic related staff within the School of Medicine;
- Supporting and providing cross-cover for senior University staff at times of peaks in workload, and absence/annual leave;
- Acting as proxy for e expenses;
- Using Symplectic to update publication records;
- Contributing as an active member of the Secretarial Team by respecting the work of other team members, contributing to building team morale and motivation; and upholding the values of the University.

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 Secretary/Administrative you will have:

- Relevant secretarial experience working in a busy office environment;
- A good general education (with GCSE English Language or equivalent at Grade C or above);



- Excellent IT skills with a working knowledge of Microsoft office suite (Word, Excel and outlook) and the ability to use these to create professionally formatted documents, process data and organise information;
- Experience of preparing presentations (slides) and hand-outs using Microsoft PowerPoint;
- Ability to work well under pressure, using initiative to prioritise and meet conflicting deadlines;
- Excellent interpersonal and communication skills with proven ability to liaise with people at a variety of levels;
- Good motivation with evidence of an ability to work without direct supervision and to use own initiative;
- Evidence of an ability to organise meetings, draft straightforward text and produce minutes;
- Evidence of efficient audio transcription skills;
- Excellent attention to detail, including proof reading skills, with the ability to maintain a high level of accuracy;
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times;
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues;
- A flexible, pro-active approach to work including the ability to prioritise and re-prioritise to achieve successful outcomes.

You may also have:

- Familiarity with medical, scientific and/or research methodology;
- Minimum of RSA Stage I (or equivalent) shorthand;
- Evidence of an ability to establish and maintain databases in access, excel e.g. student information, review of abstracts/papers etc;
- Experience of University and/or NHS administrative procedures;
- Working knowledge of organising national/international travel.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Cheryl Carr, Operational Team Manager

Tel: +44 (0)113 2064520 or (0)113 3438649

Email: c.a.carr@leeds.ac.uk

Additional information

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

Find out more about [Leeds Institute of Medical Research at St James's](#).

Find out more about [Athena Swan](#) in the Faculty of Medicine and Health.

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.

Candidates with disabilities

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

Criminal record information

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 accordance with our [Criminal Records policy](#). You can find out more about required checks and declarations in our [Criminal Records information](#).

