



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Faculty Facilities Assistant, Leeds University Business School, Faculty of Business



Salary: Grade 5 (£22,659 – £26,243 p.a.)

Reference: LUBSC1427

Closing date: 20 September 2019

We will consider job share and flexible working arrangements

Faculty Facilities Assistant

Leeds University Business School, Faculty of Business

Do you have experience of providing support as a PA or Facilities Assistant, preferably in Higher Education (or a large and complex organisation)? Are you an enthusiastic, highly organised and motivated person, with a strong commitment to delivering exceptional support, within a Facilities and Faculty Office team context?

This role will support the Facilities Manager in the day to day operational management of facilities working both in the Faculty Office and occasionally on Reception and also provide support to the Faculty Finance Manager.

With previous experience as a PA or Facilities Assistant preferably in Higher Education (or a large and complex organisation), you will have a high level of interpersonal, communication and organisational skills and able to work independently, proactively and enjoy working in a busy environment. You will demonstrate a high level of attention to detail and have the ability to organise, prioritise and work to tight deadlines. You will be reliable and committed to the job and have the ability to maintain a high degree of confidentiality, diplomacy and discretion. You will be skilled at managing a complex workload accurately including electronic diary and correspondence management. The ability to multi-task and ensure follow-up and completion of the tasks in a busy environment is vital.

You should be an enthusiastic and highly organised and motivated person with a strong commitment to delivering exceptional support within the Facilities and Faculty Office team. Demonstrable experience of providing effective, proactive and flexible support is essential.

Further information about the Faculty is available using the following web link:
www.business.leeds.ac.uk.

What does the role entail?

As a Faculty Facilities Assistant, your main duties will include:

- Providing an effective and efficient support service to the Faculty Finance Manager for the flow of University financial documents and the Faculty



Facilities Manager for the day to day operational management of facilities within Leeds University Business School, to be the focus through which all information flows and being aware of the significant current projects;

- On a day to day basis for the Finance Manager liaise with colleagues regarding signing of and returning of documents and the preparation of papers for meetings;
- Working with the University Estates Services to arrange maintenance of fixtures and fittings, urgent repairs and refurbishment projects;
- Project planning and meeting with external contractors to quote, plan and discuss arranged works on site;
- Co-ordinate and service the Faculty's Health and Safety Committee. This will include agenda preparation, co-ordination of administrative arrangements, minutes and follow up;
- Support the running of the Faculty Office in collaboration with other office members.
- Co-ordinate with Timetabling, and Conference and Events Office, regarding the use of Business School facilities;
- Attending meetings in the absence of the Facilities Manager, relating to the Service Level Agreement and the support of central teaching rooms;
- Provide Health and Safety Inductions to new students at all levels;
- Arrange and carry out Faculty Health and Safety inspections and portable appliance testing, monitoring follow up actions as required;
- Organising, planning and coordinating office space for new staff, moves of current staff and maintaining accurate records;
- Responsible for the Business School key system;
- To provide an effective and inclusive Reception Service.

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 Faculty Facilities Assistant, you will have:

- Previous experience as a PA, Facilities Officer in a large and complex organisation;



- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues;
- Ability to organise work, exercise initiative and work independently;
- Experience of electronic diary management, including multiple diary management;
- Experience of servicing meetings, including writing minutes and briefing reports;
- Demonstrate the ability to work under sustained pressure and to tight deadlines;
- Excellent interpersonal and communication skills including the ability to ensure effective communications with external organisations at an appropriate level;
- A flexible, pro-active approach to work;
- Ability to deal with sensitive information with discretion and maintain confidentiality at all times;
- Ability to prioritise own workload and adapt to constantly changing demands;
- Able to solve routine problems, looking for guidance as necessary;
- A high level of expertise in office skills including keyboard skills, use of Microsoft Word, Excel, PowerPoint and Outlook, PC based file management and database management and a willingness to develop new IT skills;
- The ability to interpret and provide advice relating to University regulations and guidelines;
- Commitment to ongoing staff development and training.

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:

Tamsin Barrow, Faculty Facilities Manager

Tel: +44 (0)113 343 4501

Email: T.Barrow@lubs.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.

