



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Executive Assistant to the Dean, Faculty of Business



**Salary: Grade 6 (£27,511 – £32,817 p.a.)**

**Reference: LUBSC1435**

**Closing date: 13 October 2019**

**Fixed term for up to one year to cover for maternity leave**

**We will consider job share or flexible working arrangements**

## **Executive Assistant to the Dean Faculty of Business**

**Are you looking for a challenging and varied role supporting a senior leader in Higher Education? Do you have substantial experience as a PA at a senior level in a complex organisation? Are you able to work with a high level of initiative and problem solving skills with the ability to effectively communicate with a range of stakeholders?**

As the first point of contact for the Dean of the Business School, you will coordinate and provide high quality, comprehensive and flexible personal assistant, administrative and secretarial support to the Dean. You will be expected to work closely with members of the Faculty Executive Group, their support staff and colleagues across the University. You will be supported by two Faculty PAs, who you will have line management responsibility for. You will be required to develop a working knowledge of the core activities of the Faculty in order to provide information, advice and guidance in respect of planning and delivering organisational objectives.

You will be a current employee at the University of Leeds and be a highly effective communicator with excellent administrative skills gained at a senior level and a self-starter who can work on their own initiative, problem solving in a challenging, busy and confidential work environment. Attention to detail and the ability to multi-task and coordinate activities effectively is essential to being successful in this role.

### **What does the role entail?**

As an Executive Assistant to the Dean your main duties will include:

- Responsible for the effective high level administrative and secretarial support to the Dean; the focus through which all information flows with an awareness of the significant current issues;
- Take overview of Faculty activities, ensure supporting work is prioritised and deadlines are met. Liaison with a wide range of internal and external groups to ensure efficient flow of communication and information;
- Be mindful of a multiplicity of projects and make appropriate connections between them;
- Electronic diary management to ensure that urgent and/or important appointments are given priority and efficient use is made of the Dean's time.



This includes using Microsoft Outlook to avoid potential clashes of arrangements and using initiative to re-prioritise changing commitments;

- Make travel arrangements including overseas and multiple-journey trips, ensuring the most effective use of time and money;
- Processing claims for expenses in line with University policies;
- Ensure that the Dean is prepared and briefed for all meetings through the provision of documentation, briefing notes and action checklists as appropriate, including thinking ahead and preparing portfolios to inform the Dean in advance of key meetings;
- Screening and prioritising incoming emails and correspondence, ensuring it is dealt with efficiently and urgent matters are dealt with promptly. This will include preparing correspondence from own initiative and from the Dean's direction, answering routine correspondence or re-routing as appropriate;
- Provide a point of contact for internal and external enquiries and personal visitors to the Dean's Office, answering complex questions and obtaining and adapting information to suit customers as appropriate. This requires a significant knowledge of University policies and procedures, and the ability to deal with a wide range of people at all levels;
- Work closely with School PA's, Faculty, Divisional and professional service teams to ensure effective communication and liaison throughout the Faculty;
- Ensure that key management meetings within the Faculty are appropriately organised and supported, i.e. minute takers assigned, agendas prepared, venues and catering arranged;
- Arrange Faculty events and provide support for ad-hoc projects and initiatives;
- Create and/or maintain an efficient filing system for storage and timely retrieval of confidential paperwork/electronic documents and suggest improvements where appropriate. Ensure the system is properly documented for ease of use by others;
- Provide professional office hospitality for visitors to the Dean's Office and meetings including organising transport, parking, hotel accommodation etc;
- Ensure all information is handled in a sensitive and confidential manner, adhering to data protection policies where relevant;
- To line manage the Faculty PA's, including carrying out the annual staff reviews and ensuring appropriate development of the team;
- Working collaboratively at all times as part of a self-managed professional team to ensure all Senior Executive Team members are supported to a high level.



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 an Executive Assistant to the Dean you will have:

- Substantial high level experience as a senior PA in a complex and large organisation;
- Experience of complex electronic diary management;
- Excellent interpersonal and communication skills including the ability to ensure diplomacy in dealing with a wide range of stakeholders up to a senior level within the University and/or in major organisations;
- Ability to master complex issues and material;
- A flexible, pro-active approach to work;
- Strong organisational skills with the ability to prioritise and adapt to constantly changing demands;
- Excellent attention to detail, including proof reading skills, with the ability to maintain a high level of accuracy;
- Able to draft correspondence for the Dean and write own correspondence;
- Excellent IT skills, with accurate keyboard skills (experience of Microsoft Office) and the ability to assess and implement new technologies appropriate for an academic office environment;
- Experience of accurate minute taking and ensuring actions are followed up, progressed and reported to subsequent meetings;
- Excellent team working skills and the ability to co-ordinate and monitor activity across a range of priorities;
- Ability to maintain confidentiality and handle sensitive information with discretion.

You may also have:

- Experience of working in Higher Education Sector;
- Experience of line management;
- Experience in audio typing/shorthand.



## 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:

**Sarah Verbickas, Faculty Planning Manager**

Tel: +44 (0)113 343 5060

Email: [S.L.Verbickas@leeds.ac.uk](mailto:S.L.Verbickas@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](mailto: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.

