



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Divisional Assistant, Leeds University Business School



Salary: Grade 4 (£19,612 – £22,417 p.a. pro rata)

Reference: LUBSC1441

Closing date: 23 October 2019

Part time: 17.5 hours per week (0.5 Full time equivalent)

We will consider flexible working arrangements

Divisional Assistant, Work and Employment Relations Division, Leeds University Business School

Do you have previous administrative experience working with accuracy and attention to detail? Are you a well organised individual with excellent communication skills and the ability to work with a wide range of people in a busy administrative team?

We are looking to recruit an individual with excellent administrative, interpersonal and organisational skills with the ability to work effectively as part of a team. You will provide administrative support to the academic staff in the Work and Employment Relations Division. The post will appeal if you are highly motivated and pro-active and enjoy juggling a range of tasks using your excellent organisational and interpersonal skills.

You will provide a high standard of administrative support and be able to demonstrate proficiency in the use of IT software packages.

What does the role entail?

As a Divisional Assistant your main duties will include:

- Providing effective and efficient administrative support to the academic staff within the division including the organisation of meetings (agenda, minutes, follow up on actions), room bookings, photocopying / scanning, updating of spreadsheets;
- Working with academics, HR and Finance to organise guest speaker sessions, associate faculty teaching and other external work commissioned by the division;
- Supporting Programme Directors and the Professional development team in the development and delivery of a cohesive set of high quality programmes;
- Arranging travel and accommodation, receiving visitors and arranging hospitality, as required;
- Purchasing of bought-in goods and services and consequent goods receipt monitoring;
- Assisting with new starters in the division. To include the organisation of IT usernames, offices, keys, induction, tours, providing information/signposting etc;



- Taking action to resolve routine problems using available guidance and support procedures;
- Responding efficiently to requests for information or enquiries from staff and students;
- Contributing to decisions on adaptations and development of standardised administrative procedures across the WERD Division.

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 Divisional Assistant you will have:

- Experience in providing effective administrative support in a working environment;
- Excellent communication skills and experience of working with a wide range of colleagues and customers; able to build positive working relationships with staff at all levels;
- Excellent organisational skills; able to complete agreed tasks within agreed deadlines;
- Ability to achieve a high level of accuracy, with attention to detail;
- Excellent IT skills which include experience of using Microsoft Word, Outlook, Excel, Access and the internet;
- Ability to work innovatively and independently in order to prioritise and achieve the varied duties of the post;
- A flexible and adaptable approach.

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:

Caroline Cripps, Divisional Co-ordinator

Tel: +44 (0)113 343 6932

Email: C.A.Cripps@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.

