



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Workload Plan Assistant, Faculty of Medicine and Health



Salary: Grade 5 (£23,067– £26,715 p.a.)

Reference: MHFW1047

Closing date: 1 December 2019

Interviews to be held on 17 December 2019

This is a part time role at 50% FTE.

Workload Plan Assistant Faculty Office

Do you have the skills to support the Faculty's Workload Plan (WLP) application. Do you enjoy the challenge of working with a wide range of people and delivering to tight deadlines? Would you like to further your career in one of the UK's leading research-intensive Universities?

The Faculty of Medicine and Health is seeking an enthusiastic team player to support the WorkLoad Plan system. You will work across the various Schools and Institutes within the Faculty including Medicine, Dentistry, Psychology and Healthcare.

You will work with stakeholders ranging from Academic staff, Senior Management Teams, Finance, Human Resources and central services including Strategy and Planning and IT.

What does the role entail?

As a WLP Support Officer your main duties will include:

- Acting as the first point of contact for all Faculty queries relating to WLP; and to liaise directly with the Supplier;
- User acceptance testing prior to any upgrades or updates being applied by the supplier;
- Working with the supplier to manage the annual roll over and workloading cycle;
- Managing user permissions and local administrative duties;
- Monitoring and reporting on work stream progress;
- Assessing needs of users and Schools and contributing to effective solutions to these;
- Providing training to other users of WLP;
- Liaise with the Faculty's governance group to ensure the model reflects objectives;



- Co-ordinating WorkLoadPlan related communications between the Faculty, it's Schools, the wider university, the software providers and other universities engaging in the same processes;
- Helping establish, maintain and refine links to other university datasets and applications such as staff and module data as well as user authentication.

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 Sarah Clark, Faculty Business Lead for Workload Plan Implementation.

What will you bring to the role?

As the WLP Support Officer, you will have:

- A high degree of initiative, with excellent organisational planning and self-management skills;
- An ability to work accurately and carefully with an exceptional attention to detail;
- An ability to manage and complete projects to deadlines and deliver high quality work;
- An ability to maintain confidentiality and handle sensitive information with discretion;
- Effective communication and interpersonal skills, including written and presentational, with the ability to work and engage with a diverse range of collaborators/stakeholders at all levels and explain technical problems in non-technical language;
- A high level of competency in the use of relevant computer software, including Microsoft Outlook, Word, Excel, and PowerPoint.

You may also have:

- Experience of working collaboratively in an interdisciplinary team involving non-technical staff



- Experience of sharing knowledge, supporting or mentoring other staff to develop new skills
- An understanding of the Higher Education teaching and learning and research context
- Experience of gathering project requirements from diverse groups of stakeholders;
- Experience of writing system documentation including functional and system design specifications;

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:

Mr Abdul Kapdi, Operations Manager (14 to 22 November)

Tel: +44 (0)113 343

Email: A.Kapdi@leeds.ac.uk

Ms Jacky Hunt, Business Manager (25 to 29 November)

Tel: +44 (0)113 343

Email: J.Hunt@leeds.ac.uk

Additional information

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

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

Find out more about our [Faculty initiatives](#).



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.

