CANDIDATE BRIEF

Project Support Assistant, Faculty of Engineering and Physical Sciences, School of Physics and Astronomy

Salary: Grade 3 (£17,682 - £19,133 p.a. pro rata)

Reference: EPSPA1002

Closing date: 20 November 2019

Part time, 60% of full time

Fixed-term until 31st March 2021

We will consider job share / flexible working arrangements

Project Support Assistant
School of Physics and Astronomy
Faculty of Engineering and Physical Sciences

Are you an enthusiastic and highly organised person with excellent interpersonal, organisational, communication and IT skills? Do you possess a professional manner and a high level of personal integrity? This role will appeal if you are looking for a busy and varied job in an international project and event environment.

We are seeking an enthusiastic and highly organised person to undertake office administrative duties, help organise events and provide support to the project manager.

You will be educated to at least GCSE level or equivalent and possess excellent IT, interpersonal, organisational and communication skills.

What does the role entail?

As a Project Support Assistant, your main duties will include:

- Providing effective and efficient administrative support to the project manager with a range of general administrative and clerical duties;
- Helping to organise three international conferences, including arranging venue/catering bookings and payments, inviting delegates, making arrangements for invited speakers, arranging transport, creating and distributing event material, updating the website, and providing support at the events;
- Making international travel and accommodation arrangements for UK and international partners and students, using University systems (e.g. Key Travel);
- Processing of partners and students UK and International expense claims in accordance to the university's travel and subsistence policy;
- Assisting with financial reconciliation of partner accounts and collate all evidence of expenditure;
- Proof reading, editing and uploading new content to the projects websites;
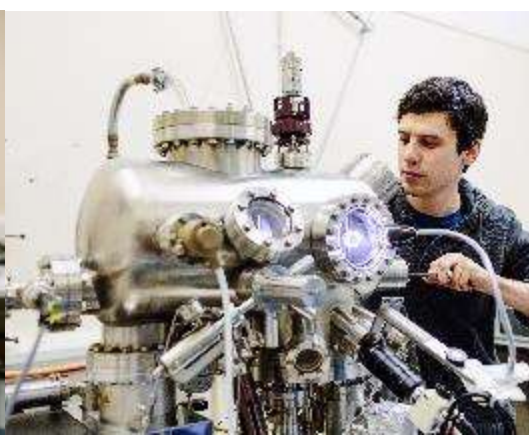
- Actively updating, monitoring and reviewing the project's social media accounts, including Facebook and Twitter;
- Collating and analysing project alumni – submitting to project manager in report format;
- Working with minimum supervision to manage own workload but also work collaboratively to provide effective administrative support;
- Undertaking any other related duties as may be required by the project manager.

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 Project Support Assistant you will have:

- A minimum of GCSE level education or equivalent (with GCSE English at C level or above);
- Excellent interpersonal and communication skills;
- Excellent IT skills, with knowledge of Microsoft Word and Excel, in order to process data and organise information;
- Experience of using web authoring software for creating new web pages and uploading content;
- Good written presentation skills, with the ability to produce/proof professionally formatted documents including agendas, event programmes, minutes and reports;
- The ability to work under pressure, using initiative to prioritise/meet conflicting deadlines;
- Excellent organisational skills and the ability to cover a range of tasks and duties simultaneously, working to tight deadlines and high standards;
- An ability and willingness to work proactively and methodically, using own initiative to prioritise complete tasks promptly and effectively;
- A professional manner and a high level of personal integrity;
- Motivation and willingness to achieve work/personal goals.

You may also have:
- Familiarity with the University's financial travel and subsistence procedures;
- Experience of helping organise events/conferences.

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:

Patricia Grant, DARA Project Manager
Tel: +44 (0)113 343 3811
Email: p.grant@leeds.ac.uk

Additional information

Faculty and School Information
Find out more about our projects: DARA, StarFormMapper and STARRY

Find out more about our School: Physics and Astronomy

A diverse workforce
The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN Bronze or Silver Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our equality and inclusion webpage provides more 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.
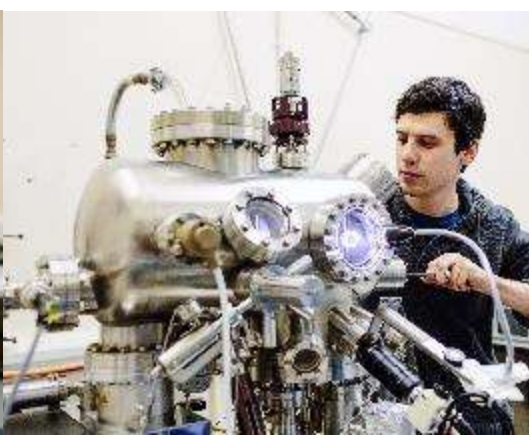
Candidates with disabilities

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.