



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Programme Administrator, Faculty of Medicine and Health



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

Reference: MHIHS1242

Closing date: 8 December 2019

Interviews are scheduled to take place on 18 December 2019

40% FTE, Fixed-term until 31st July 2020.

We are happy to consider job share applications and are committed to flexible working for all our employees.

Programme Administrator Public Health Practitioner Development Programme, Yorkshire & Humber Leeds Institute of Health Sciences

Are you customer focussed and enthusiastic about delivering an outstanding service to customers? Do you have excellent administrative and organisational skills? Do you want to join a team that is committed to making a significant contribution to public health workforce development?

The Public Health Practitioner Development Programme, Yorkshire and the Humber (PHPP Y&H), School of Medicine, University of Leeds, is committed to making a significant contribution to public health workforce development in the region.

The programme offers an open access CPD and Masterclass programme for public health practitioners in Y&H and a limited number of places for public health practitioners to undertake a programme of structured support designed to enable registration with the UK Public Health Register (UKPHR).

The UKPHR is the regulator for public health professionals in the United Kingdom, providing professional regulation to public health specialists and public health practitioners from a variety of backgrounds, all of whom have a common core of knowledge and skills.

What does the role entail?

As a Programme Administrator your main duties will include:

- Providing administrative and project support to the Programme Coordinator;
- Servicing CPD, Masterclass and Practitioner Support Group sessions by booking rooms, organising catering, drafting agendas, distributing information, producing sign in sheets and badges;
- Providing support for meetings (including agenda preparation, minutes and follow up actions);



- Responding to telephone and email enquiries from internal and external stakeholders;
- Co-ordinating outgoing and incoming mail, photocopying and scanning project documents;
- Entering data from Programme activity into excel spreadsheets (e.g. registrant details for CPD and Masterclass sessions);
- Monitoring recruitment and data (e.g. documenting the number of practitioners attending CPD and Masterclass sessions);
- Maintaining Programme filing systems and ensuring documentation is filed in accordance with service protocols;
- Supporting the Public Health Specialty Registrar Committee in organising four revision sessions and one mock exam each year, duties would include: Booking rooms, recruiting speakers and examiners, copying and disseminating timetables and revision materials, collect and collate feedback at the end of each course/mock;
- Managing your time effectively, taking into account other members of the team, and adopting a flexible approach to work.

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 Emma Mason, Programme Officer.

What will you bring to the role?

As a Programme Administrator you will have:

- A professional approach and excellent customer service skills;
- Experience of working in a busy customer focussed environment providing support to internal and external customers;
- Well-developed organisational skills with the proven ability to prioritise work and deliver against demanding deadlines;
- The ability to work both proactively and independently but also as part of a wider support team;
- Excellent interpersonal skills with an ability to build credibility and trust with a wide range of stakeholders;



- Excellent written skills and a good level of IT skills, including the ability to maintain data on excel spreadsheets;
- Exceptional attention to detail;
- The ability to undertake complex diary management;

You may also have:

- Experience of working with University of Leeds, Public Health England or Health Education England; and
- Events Management experience.

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:

Emma Mason, Programme Officer

Tel: +44 (0)113 343 35683

Email: e.mason@leeds.ac.uk

Additional information

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

Find out more about [Leeds Institute of Health Sciences](#)

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

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.

