



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Faculty Office PA, Faculty of Business



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

Reference: LUBSC1452

Fixed-term for 9 months to cover a period of secondment

We will consider job share and flexible working arrangements

Faculty Office PA Faculty of Business

Do you have experience of working as a PA? Do you possess excellent communication and interpersonal skills, with the ability to work effectively with a wide range of people?

This role will provide a high level of administrative support to the Faculty Office, acting as PA to several senior members of staff.

With previous experience as a PA, preferably in Higher Education (or a large and complex organisation), you will have highly developed secretarial, interpersonal, communication and organisational skills and be able to work independently, flexibly and proactively in a busy environment. You will demonstrate a high level of attention to detail and have the ability to organise, prioritise and work to tight deadlines. You will be reliable and have the ability to maintain a high degree of confidentiality, diplomacy and discretion. You will be skilled at managing a complex workload effectively including electronic diary and correspondence management. The ability to multi-task and ensure follow-up and completion of tasks in a busy environment is vital.

What does the role entail?

This is a demanding role as part of the Faculty Office team, requiring a proactive and enthusiastic approach to support the complex workloads of senior Faculty staff. The team works flexibly and collegially to provide accurate work to a high standard in a busy and dynamic environment.

The main duties are to act as PA to the Deputy Dean and Pro-Dean Student Education and provide diary support to the Faculty Director of Student Education and the Director of Executive and Professional Education.

Providing a high level of administrative support, to include:

- Managing electronic diaries, assessing priority of appointments, arranging meetings including booking venues and arranging catering;
- Preparation of meeting papers - including preparing portfolios in advance of key meetings, ensuring managers are well informed against the background of a complex workload;



- Providing support for meetings – including agenda preparation, coordination of administrative arrangements, minutes and follow-up of actions;
- Co-ordination of special projects and internal/external events as required;
- Co-ordination of senior level visits to the University, liaising with senior academic and administrative offices to organise itineraries and meetings;
- Making travel arrangements, booking accommodation and processing claims for expenses;
- Preparing correspondence, memos and reports from audiotape, written copy or dictation; preparing slides and presentations using PowerPoint;
- Sorting, distributing and responding to incoming mail, including using delegated authority to generate own correspondence in a timely and efficient manner;
- Organising and maintaining effective filing systems to ensure the effective flow of information within the office and the Faculty;
- Maintaining databases as required;
- Developing, maintaining and improving systems to ensure senior managers can operate effectively;
- Receiving and dealing with telephone calls in a professional manner, redirecting or taking messages, and using initiative to deal with queries as appropriate;
- Liaising with the IT team to resolve computer problems / issues within the Faculty Office;
- Providing high quality and professional office hospitality to visitors, including organising transport/car parking/hotel accommodation etc.;
- Day-to-day running of the Faculty Office in collaboration with other office members;
- Providing cover for other members of the Faculty Office as required;
- Other duties as may be required, commensurate with the level of appointment.

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 Faculty Office PA you will have:

- Previous experience as a PA in a large and complex organisation;



- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues;
- Ability to work innovatively and independently in accordance with priorities to achieve the varied duties of the post, exercising initiative and adapting to constantly changing demands;
- Demonstrate the ability to work under sustained pressure, with exceptional organisational and time management skills;
- Experience of electronic diary management, including multiple diary management;
- Experience of servicing senior meetings, including writing minutes, briefing reports and responsibility for follow-up of any actions;
- Excellent interpersonal and communication skills including the ability to ensure effective communications with external organisations at an appropriate level;
- The ability to interpret and provide advice relating to University regulations and guidelines;
- A flexible, pro-active approach to work;
- Ability to deal with sensitive information with discretion and maintain confidentiality at all times;
- Ability to achieve a high level of accuracy, with attention to detail;
- Experienced in the use of Microsoft Office packages including Word, Excel, PowerPoint and Outlook and a willingness to develop new IT skills;
- Commitment to ongoing staff development and training.

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:



Sarah Verbickas, Faculty Planning Manager

Tel: +44 (0)113 343 5060

Email: 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.

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.

