



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Administrative Assistant (Grow MedTech), Faculty of Engineering & Physical Sciences**



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

**Reference: EPSME1015**

**Closing date: 05 January 2020**

**Fixed-term until 31 March 2021**

**We will consider flexible working arrangements**

# Administrative Assistant (Grow MedTech)

## School of Mechanical Engineering

**Are you looking for a varied role in a busy office environment? Are you well organised, with excellent administrative and communication skills?**

This is an exciting opportunity for an enthusiastic, efficient, creative and flexible administrator to join the Medical Technologies Innovation team. The [University of Leeds](#) has significant capabilities that support the development of new medical technologies and these are united under a single gateway - Medical Technologies at the University of Leeds.

Medical Technologies encompasses several major research and innovation programmes and projects: the [Medical Technologies Innovation and Knowledge Centre, Translate MedTech](#) and [Grow MedTech](#) hosted by the [Institute of Medical and Biological Engineering](#) at Leeds.

Grow MedTech, funded through Research England's Connecting Capability fund, is a collaborative partnership between 6 Yorkshire universities ([Leeds](#), [Bradford](#), [York](#), [Huddersfield](#), [Sheffield Hallam](#) and [Leeds Beckett](#)) which aims to develop and share best practice in the translation and commercialisation of medical technologies. It brings together the best minds in engineering, biological development, design and manufacturing together with industry to drive medical technology products into everyday use to improve the quality of life for people across the world.

You will be an experienced administrator with experience of arranging and servicing meetings and events, taking minutes, diary management, raising purchase orders and arranging travel. You will have a flexible, proactive approach and excellent communication skills.

### What does the role entail?

As an Administrative Assistant your main duties will include:

- Organising and supporting meetings, which will involve arranging venues, refreshments, agendas and papers, minute-taking and dissemination of documents, arranging catering and visitor car park passes, and using your initiative to solve any problems that arise;



- Providing administrative support for events organised by the wider Medical Technologies Innovation Team;
- Drafting agendas and taking minutes at meetings, as required, ensuring supporting papers are compiled and distributed in a timely manner and taking responsibility for following through action points;
- Communicating effectively and taking the initiative to solve issues arising with regard to meeting servicing if colleagues are absent;
- Making travel and accommodation arrangements for staff and associated colleagues and visitors;
- Raising Purchase Order requests as required using the in-house Purchasing SIPR system, and be the first point of contact for external expense claims for visitors who require payment through the University of Leeds finance system;
- Developing and maintaining office systems to facilitate the smooth running of programme activities, including filing systems, maintaining and accurately updating spreadsheets and using a Microsoft Dynamics CRM system. Inputting project data onto data management systems, ensuring attention to detail and upkeep of data integrity;
- General office tasks: coordinating team meetings, answering the phones, ordering stationery;
- Undertaking general office duties such as photocopying, filing and visitor hospitality;
- Providing diary management support for the Grow MedTech Director and Programme Lead, and supporting wider Medical Technologies Innovation team arrangements;
- Scheduling diary commitments and coordinating meetings as required for the Medical Technologies team in relation to Grow MedTech activities;
- Actively responsible for directing own day to day tasks and working with minimal supervision;
- Involved in making suggestions about how to improve practices and processes in your area, setting up administrative systems as required;
- Occasional attendance at events outside core hours and travel (mainly within Yorkshire) are a requirement of this post.

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 an Administrative Assistant you will have:

- Experience of working in an administrative role in a busy office environment;
- Experience of and competency in Microsoft Office applications (Word (e.g. email, label and letter mail merges), Dynamics and/or Access (e.g. importing/exporting data), Powerpoint, Excel (e.g. filter, autosum etc) and Outlook) and use of the internet;
- Experience of complex diary management, meeting arrangements for internal and external stakeholders, and response management (such as amending meeting arrangements at short notice);
- Experience of handling confidential and sensitive information in a discreet manner and ensuring that security of access to such information is maintained at all times;
- Excellent interpersonal skills, confident and comfortable building good working relationships with colleagues at all levels including external organisations;
- Good communication skills, both written and verbal, including experience in the production of accurate, appropriate minutes and agendas;
- Evidence of the ability to work efficiently and independently as well as part of a multidisciplinary team, supporting the work of other team members at busy times, with the ability to identify priorities, meet regular tight deadlines and to work under time pressure;
- Evidence of a proactive approach to continuing professional development, including willingness to undertake job-related training as necessary;
- An enthusiastic and positive approach to the role, which demonstrates flexibility and a non-bureaucratic approach to work.

You may also have:

- Experience of working in a university environment;
- Good working knowledge of the University of Leeds in-house electronic system including the SIPR and Science Warehouse systems.

## 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:

**[Dr Josephine Dixon-Hardy](#)**, Director of Medical Technologies Innovation

Tel: +44 (0) 113 343 0920

Email: [J.E.Dixon-Hardy@leeds.ac.uk](mailto:J.E.Dixon-Hardy@leeds.ac.uk)

## Additional information

### Faculty and School Information

Further information is available on the activities of the [Medical Technologies Innovation and Knowledge Centre](#), the [Centre for Innovative Manufacturing in Medical Devices](#) and the [Translate project](#), as well as research activities of the [Institute of Medical and Biological Engineering](#), [School of Mechanical Engineering](#) and the [Faculty of Engineering & Physical Sciences](#).

### A diverse workforce

The Faculty of Engineering is proud to have been awarded the [Athena Swan 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's 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.

