



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Personal Assistant/Support Worker, Faculty of Social Sciences



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

Reference: ESSLW1132

Personal Assistant/Support Worker School of Law, Faculty of Social Sciences

Do you have previous experience of supporting management at a senior level? Have you got excellent interpersonal, organisational and time management skills? Are you looking for a busy role in a friendly team?

We are looking to recruit an enthusiastic individual to provide high quality, operational and strategic support as well as a full range of personal assistant (PA) and secretarial services to our Professor Nick Taylor. You will have excellent administrative, interpersonal and organisational skills and be able to work at all levels. You will be able to demonstrate a high degree of personal responsibility and initiative in all areas of the role as well as a high level of attention to detail and accuracy. You will be fully competent using Microsoft Office and be able to manage email and internet based systems.

In addition to the PA duties some duties will be specifically to provide support in overcoming the challenges of carrying out a busy academic role with Parkinson's Disease.

Standard working hours for the post will be 9am to 5pm Monday to Friday however there may be a need to work outside these hours to ensure events organised by the School Support Team are successfully supported.

What does the role entail?

As a PA/Support Worker your main duties will include:

- Managing and coordinating the delivery of high quality PA support, including proactive diary management, correspondence management, preparing and briefing for meetings/events, ensuring regular de-briefs take place and actions are taken forwards, making complex travel arrangements both nationally and internationally, providing high quality and professional hospitality to visitors, committee servicing and organising events, proactively responding to enquiries and taking appropriate action;
- Preparing responses to correspondence, drafting and preparing reports and presentations including complex charts and diagrams;



- Developing contacts and building effective working relationships internally and externally, liaising and networking with colleagues and students as appropriate;
- Developing, maintaining and improving systems to ensure the effective flow of information within the School and with other areas of the Faculty and University;
- Proactively and regularly monitoring and reviewing projects to which you contribute, leading on areas of work, taking on board feedback and recommending adaptations to them as appropriate including providing briefings to colleagues as required;
- Liaising with casual and fixed term staff working on projects led by Nick including monitoring their workload; providing guidance; and reviewing and agreeing their training and development as advised by Nick;
- Contributing to maintaining online and paper resources and records;
- Providing cover for other members of the School Support Team;
- Proactive organisation of Nick's work schedule ensuring tasks are completed and deadlines are met;
- Taking dictation as required;
- Providing support at meetings including taking notes, highlighting points of particular focus and ensuring Nick is able to contribute as appropriate;
- Being present in confidential/sensitive meetings with students and taking any notes/actions as appropriate;
- Providing support at events to ensure focus on the desired outcomes as required;
- Assisting Nick at meetings which he chairs including ensuring agendas are covered;
- Providing support to Nick in teaching sessions with technology and class discussion management as required.

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 PA/Support Worker you will have/be:

- Educated to GCSE (including GCSE grade C or above for English and Mathematics) level or equivalent;



- Experience of studying or working in a higher education environment;
- Significant experience of working as a PA at a senior management level;
- Significant experience in a senior administrative role within a large and complex organisation;
- Experience of organising, supporting, chairing and contributing to meetings and events;
- Experience of taking meeting notes and preparing briefing reports;
- Experience of appropriately handling confidential/sensitive/highly personal information received from individuals in person or in written form;
- Excellent IT skills including experience with MS Office (including creating complex charts and diagrams), internet and email;
- An ability to work independently and proactively, including the ability to master complex issues and material;
- A demonstrable ability to organise and prioritise a varied workload and work to tight deadlines;
- Evidence of ability to work with a high level of accuracy and attention to detail;
- Evidence of excellent interpersonal and communication skills.

You may also have:

- Experience of delivering post 18 teaching and an understanding on learning provision and support;
- Experience of working in a Higher Education environment.

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:

Amanda Hemingway, School Support Co-ordinator

Tel: +44 (0)113 343 8169

Email: a.t.hemingway@leeds.ac.uk



Additional information

About the job

You will be responsible to the Dean of Faculty and report to the Head of School.

Find out more about the [Faculty of Social Sciences](#).

Find out more about our [School of Law](#).

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. all applicants must 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.

