



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Administrative Assistant,
Faculty of Engineering & Physical Sciences**



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

Reference: EPSCP1010

Closing date: 16 January 2020

Part Time, 50% full time equivalent (17.5 hours a week)

Fixed-term for 3 years in the first instance

We will consider flexible working arrangements

Administrative Assistant, Centre for Doctoral Training (CDT) in Artificial Intelligence for Medical Diagnosis and Care.

Do you have excellent administrative and organisational skills? Are you enthusiastic about working as part of a small team and delivering an excellent service to students, staff and external partners alike? Can you make a positive contribution to our Centre?

We are looking for a professional and proactive person to play an important part in the delivery and support of key administrative services to the recently established CDT for Artificial Intelligence for Medical Diagnosis and Care, which is part of the School of Computing and situated in the Worsley Building. The Centre will recruit 50 PhD students over 5 years, the first cohort of whom started in October 2019.

You will provide support to the Centre Director, the Centre Manager and most importantly be the initial contact for our students, solving any problems they may encounter. Therefore, excellent communication and interpersonal skills are essential requirements for this role as well as an ability to solve problems independently.

We are able to accommodate flexible working patterns, on the understanding that there may occasionally be the need to adjust this pattern to support particular CDT events such as for instance student induction.

What does the role entail?

As an Administrative Assistant, your main duties will include:

- Providing effective and efficient administrative support to the Centre Director, Co-Directors and Manager, including diary management, preparation and support for meetings including active management of the executive committee action list, and arranging travel and accommodation where required;
- Undertaking data collection in various areas such as Equality and Diversity and UKRI reporting data and analysing and preparing this information for inclusion in annual and other reports;



- Undertaking administrative duties associated with supporting our Research students such as paperwork for honorary NHS contracts, booking of travel and conferences, complex timetabling, scheduling personal tutorials and processing paperwork for the transfer process;
- Independently resolving any queries or problems which may arise in the above or any other student activity related areas such as for instance IT, the ethics process or communication with supervisors in the university and/or NHS;
- Managing the Centre's email inbox and maintaining and pro-actively developing the diary of events and various mailing lists, as well as contributing to the development and design of the external website and the CDT's virtual learning environment;
- Organising and supporting a variety of events such as partner visits, Open Days and workshops, including liaising with internal and external partners and speakers, and organisation of operational tasks such as room bookings, catering, transport and relevant documentation including risk assessments where required;
- Supporting the admissions cycle as required, for instance through regular reporting of numbers of applications received, organisation of the interview day; preparation of student applications for circulation to the Management Team and checking and processing applicant travel claims;
- Creating purchase requisitions using university systems such as SIPR and Science Warehouse, and reconciliation of purchases as appropriate;
- Pro-actively contributing to the development and improvement of handbooks, student support and administrative processes within the CDT;
- Demonstrating a commitment to your own personal development within the post.

As this CDT has been newly established, it is envisaged that the role will develop over time. These duties therefore provide a framework for the position 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:

- Strong administrative skills and experience of working in an office environment;



- Good organisational and time management skills, and a keen eye for detail;
- A good understanding of the importance of confidentiality and the ability to handle confidential information in a discreet, sensitive and diplomatic manner;
- Good IT skills, with a sound knowledge of Microsoft Word and Excel and some knowledge of PowerPoint, and the ability to use these to create and/or maintain documents, process data and organise information;
- Experience of organising events and meetings, including venue booking and liaison with attendees;
- Excellent interpersonal and communication skills, communicating with a wide range of internal and external stakeholders;
- The ability to work independently and as part of a small team, with the ability to escalate any issues in a timely manner when required;
- An enthusiastic and positive approach and willingness to be a proactive member of the team;
- An interest in self-development and learning new skills if required.

You may also have:

- Experience of using finance systems such as for instance SAP;
- Experience of web-authoring, preferably in WordPress;
- Experience of working in a University 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:

Ellen Goodison, Centre Manager

Tel: +44 (0)113 343 0365

Email: e.goodison@leeds.ac.uk



Additional information

Centre Information

Further information about the [Centre for Doctoral Training in AI for Medical Diagnosis and Care](#).

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.

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.

