



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**PA to the Head of School and School Support Officer,  
Faculty of Social Sciences**



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

**Reference: ESLPO1046**

**Fixed term due to maternity cover until 12 February 2021**

**Part time, 28 hours per week (80% of full time equivalent)**

**We will consider flexible working arrangements**

**Interviews will be held on Tuesday 28 January 2020.**

## **PA to the Head of School and School Support Officer, School of Politics and International Studies, Faculty of Social Sciences**

**Are you self-motivated, with excellent organisational, interpersonal and communication skills? Do you have the ability to provide high level PA support? Can you work independently, using your initiative whilst taking the unexpected in your stride?**

The School of Politics and International Studies is seeking a highly motivated and proactive individual to provide a high level of administrative and secretarial support to the Head of School and School Manager. You will demonstrate a flexible approach and be expected to assist in general clerical and secretarial duties within the School, covering a number of areas including; Health and Safety, Finance, HR, IT, Estates.

Educated to at least GCSE level with Maths and English Language at grade C or above (or equivalent), you will have experience of working in a PA/Secretarial role together with experience of organising meetings, writing minutes, and electronic diary management. You will also possess excellent IT skills and have a strong working knowledge of Microsoft Outlook, Word, Excel, and PowerPoint.

You will have excellent interpersonal and communication skills with an ability to deal with people at all levels and establish and maintain effective working relationships. With excellent organisational skills, you will have an ability to prioritise competing demands and work under pressure to meet tight deadlines. In addition to the ability to work as part of a team, you will be able to work independently and use your own initiative and judgement in order to make decisions.

### **What does the role entail?**

As PA to the Head of School your duties will predominantly entail:

- Managing and coordinating the delivery of high quality Personal Assistant support to the Head of School, including diary management, ensuring the Head of School is prepared and briefed for meetings/events, committee servicing and



organising events, proactively responding to enquiries and taking appropriate action;

- Preparing responses to some correspondence, drafting documents and presentations, on behalf of the Head of School;
- Set up and maintain systems and processes to ensure the smooth and effective running of the Head of School's office;
- Welcome visitors and interviewees to the School;
- Make travel arrangements and book accommodation for Head of School.

As School Support Officer, your duties will include:

- Providing advice and signposting to colleagues and enquirers with regard to School support related matters;
- Coordinating the annual academic review meetings for all eligible staff, as directed by the HoS and in conjunction with the School Support Assistant;
- Assisting with the completion of the paperwork for the appointment of non-contracted staff and uploading timesheets;
- Taking responsibility for the maintenance of the building and equipment, including liaising with IT regarding replacements, and providing the initial response for School-owned AV equipment;
- Assisting with office moves, including preparing and setting up offices for new members of staff within the School;
- In conjunction with the School Support Assistant, ordering goods and services for the School using University systems (SIPR/Science Warehouse) in compliance with University financial procedures; accepting delivery and arranging their distribution, and monitoring quantities of stationery and other supplies;
- Logging items of School expenditure where individual budgets or travel costs need to be monitored and assisting with checking of the budget statements;
- Acting as School Health and Safety Coordinator, including providing advice on local health and safety issues, ensuring compliance, carrying out inductions/training and managing inspections/audits;
- Providing cover for other members of the School Support team 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 PA to the Head of School and School Support Officer you will have:

- GCSEs in Maths and English at grade C (or equivalent) or above or relevant experience;
- Significant experience in an administrative role, including PA experience, within a complex organisation;
- Experience of organising and supporting meetings and events that require multi-faceted arrangements;
- Excellent prioritisation and organisation skills, including experience of multiple electronic diary management;
- An ability to exercise initiative and work independently and also as part of a team, including the ability to master complex issues and material;
- Computer literacy (including substantial experience of Microsoft Word, Outlook, Excel and PowerPoint);
- Experience of servicing senior meetings, including writing minutes and briefing reports;
- Evidence of ability to work under sustained pressure and to tight deadlines;
- Excellent interpersonal and communication skills including the ability to ensure effective communications with colleagues at all levels and external bodies;
- An ability to work with a high level of accuracy and attention to detail including proof reading skills;
- Evidence of a flexible and pro-active approach;
- Proven ability to work to a high level of integrity, discretion and confidentiality.

You may also have:

- Experience of working in the Higher Education Sector.

## 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

For any queries you may have, please contact:

**Caroline Wise, School Manager**

Tel: +44 (0)113 343 4383

Email: [C.Wise@leeds.ac.uk](mailto:C.Wise@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](#).

### 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](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.

