



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Academic Support Assistant, Faculty of Medicine and Health



**Salary: Grade 4 (£19,612 – £22,417 per annum)**

**Reference: MHDEN1171**

**Closing date: 27 March 2020**

## **Academic Support Assistant School of Dentistry**

**Do you have experience of providing high quality secretarial support in an educational environment? Would you like to work in a stimulating and varied role with great opportunities for personal development?**

We are seeking an enthusiastic team player to contribute to the administrative support network across the School. You will be primarily responsible for supporting a team of academic staff in their day to day activities through the provision of high quality secretarial support. Responsibilities will include effective diary management, supporting meetings, preparations of papers, arranging complex international travel and supporting the management of web content.

You will have experience of supporting multiple parties and managing conflicting deadlines within a busy environment and excellent organisational, customer service and interpersonal skills. Experience of Microsoft Office or equivalent IT software is also essential.

This is an exciting opportunity for someone who is looking for a varied and interesting role who has a background in personal support.

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

As an Academic Support Assistant your main duties will include:

- Supporting diary management, arranging travel, visas and accommodation and booking places at external conferences and events;
- Providing an efficient and confidential typing/word processing service including support for research projects and data entry, supporting academic staff in ensuring deadlines are met and supporting the preparation of teaching materials and presentations (e.g. PowerPoint);
- Providing support for School meetings, including taking minutes, booking rooms, organising catering and distribution of agendas/papers;
- Acting as a proxy for making expenses claims on behalf of academic staff, under University Financial regulations;



- Responsibility for the procurement of equipment or other consumables and acting as requisitioner/goods receiver in accordance with the University's Regulations and procedures;
- Supporting the maintenance of web pages, ensuring that content is up to date and factually correct;
- Deputising for the Personal Assistant to the Dean and Director of Student Education;
- Providing secretarial cover for colleagues as necessary through a flexible approach to working.

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 Academic Support Assistant you will have:

- GCSE English and Maths at Grade C or above (or equivalent qualification) or equivalent relevant experience;
- Excellent IT skills with demonstrable experience of using Microsoft Office Word and Excel and word processing/typing skills;
- Excellent attention to detail;
- A flexible and non-bureaucratic approach;
- Previous secretarial experience in supporting multiple parties and managing conflicting deadlines with strong customer service skills;
- Experience of maintaining discretion and confidentiality;
- Excellent organisational and prioritisation skills whilst working with limited supervision and experience of organising meetings/events and diary management;
- Effective interpersonal and communication skills with experience of working with people from a wide variety of backgrounds and maintaining inclusivity within a team;
- Experience of working on your own initiative with problem solving skills and an ability to remain calm in challenging situations.



You may also have:

- Experience of audio typing and minute taking;
- Experience of working with grant bodies policies and procedures;
- Experience of web site maintenance;
- Wider IT experience in areas such as Endnote, PowerPoint, Publisher and Access.

## 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:

**Samantha Pye, Business Management Support Officer**

Tel: +44 (0)113 343 8277

Email: [s.j.pye@leeds.ac.uk](mailto:s.j.pye@leeds.ac.uk)

## Additional information

Find out more about the [Faculty of Medicine and Health](#).

Find out more about the [School of Dentistry](#).

Find out more about [Athena Swan](#) in the Faculty.

## Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live 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.

