



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Personal Assistant to the Dean of the School of Dentistry,
Faculty of Medicine and Health**



Salary: Grade 6 (£27,511 – £32,817 p.a.)

Reference: MHDEN1173

Closing date: 13 August 2020

Fixed term for up to 1 year to cover maternity leave

Personal Assistant to the Dean of the School of Dentistry School of Dentistry

Are you looking for a challenging and varied role supporting a senior leader in Higher Education? Do you have substantial experience as a PA at a senior level in a complex organisation? Are you able to work with a high level of initiative with problem solving skills and the ability to communicate effectively with a range of stakeholders?

This is a challenging and diverse role where your interpersonal and organisational skills will contribute to the smooth-running of the School. You will be responsible for co-ordinating the work of the Dean's Office and be the link to the Faculty Office as well as demonstrating excellent team leader skills.

As the first point of contact for the Dean of the School, you will co-ordinate and provide high quality, comprehensive and flexible personal assistance and administrative support to the Dean. Together with the servicing of Executive committee meetings and School / Faculty-wide events, you will be expected to work closely with members of the School Executive Committee, the Senior Management Team and colleagues across the School, Leeds Dental Institute, the Faculty and wider University.

You will demonstrate excellent administrative skills gained at a senior level, a high level of initiative and problem solving skills with the ability to work in a challenging, busy and confidential work environment. You will have experience of working in a customer focused environment; you will possess a high level of accuracy, proof reading skills and have excellent attention to detail. The ability to multi-task and co-ordinate activities effectively is also essential to the successful operation of this role. This is a post that spans the activities of the School / Faculty of Medicine & Health and will appeal if you are looking for a challenging and varied role.

What does the role entail?

As a Personal Assistant to the Dean of the School of Dentistry your main duties will include:

- Responsibility for the operational planning and on-going development of systems and processes to ensure the effective running of the Dean's Office;



- Being the contact for all enquiries and visitors to the Dean's Office whilst taking an overview of School activities, ensure supporting work is prioritised and deadlines are met;
- Providing specialist knowledge, advice and expertise with regard to the core activities of the School;
- Developing strong working relationships with colleagues across the School and Faculty to deliver specific project work, establish and improve communication and working practices across the School;
- Liaising with the offices of senior staff within the NHS, government and national & regional bodies such as the General Dental Council/the Dental Schools Council and Health Education England;
- Providing high level comprehensive PA support to the Dean including management of a complex diary and travel arrangements including overseas and multiple journey trips to ensure the most effective use of resources;
- Coordinating and responding to, as appropriate, incoming correspondence on behalf of the Dean, maintaining confidentiality at the highest level;
- Managing the processes related to high level School meetings ensuring timely preparation and distribution of papers and tracking of actions in order to ensure target dates are met;
- Providing high quality and professional office hospitality for visitors to the Dean's Office and senior or executive meetings;
- Providing direct line management to, as appropriate, School academic PAs and support assistants, including carrying out annual staff reviews, development of the team and mentorship;
- Contribute to the recruitment, induction and probation of support staff as required and chairing team meetings;
- Supporting data collection as well as monitoring expenditure for training and conferences and acting as proxy for expense claims;
- Ensuring all information is handled in a sensitive and confidential manner, adhering to any data protection policies where relevant.

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 Personal Assistant to the Dean of the School of Dentistry you will have:

- GCSE English at Grade C or above (or equivalent qualification) or equivalent relevant experience
- Substantial high level experience as a Personal Assistant at senior level in a complex and large organisation;
- Ability to manage own time, organise own workload and work flexibly and proactively, responding quickly and effectively to changes priorities;
- Demonstrable evidence of ability to work autonomously with a pragmatic and solutions-focused approach;
- Demonstrable ability to work under pressure to meet challenging deadlines whilst ensuring accuracy is maintained;
- Excellent attention to detail, including proof reading skill, with the ability to maintain a high level of accuracy;
- Highly effective interpersonal and communication skills with the ability to work with a diverse range of people at all levels and from a variety of cultures;
- Ability to develop and maintain effective working relationships internal and external to an organisation;
- Substantial experience of organising and supporting meetings including supporting the Chair, drafting agendas, collating actions and producing minutes of complex discussions;
- Experience of handling sensitive information and an ability to maintain confidentiality and work with discretion;
- Strong IT skills including use of MS Office suite including Outlook, Word, Excel within an office environment.

You may also have:

- Previous experience of working in the UK Higher Education sector;
- Experience of line managing and developing staff;
- Experience of SAP, SIPR, Science Warehouse or equivalent systems;
- Experience of servicing formal high committees.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the

Contact information

To explore the role further or for any queries you may have, please contact:

Mrs Claire Godfrey, Business Manager, School of Dentistry

Tel: +44 (0)113 3436168

Email: c.l.godfrey@leeds.ac.uk

Additional Information

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

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

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 in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information 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](#).

