



UNIVERSITY OF LEEDS

CANDIDATE BRIEF:

PA to the Executive Dean (external) / PA to Head of HR

Faculty of Medicine & Health



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

Reference: MHFAC1100

Closing date: 3 August 2020

We are happy to consider job share applications and are committed to flexible working for all our employees

Fixed-term for up to one year to cover maternity leave

Personal Assistant to the Executive Dean (external) / Personal Assistant to Head of HR Faculty of Medicine & Health

Are you looking for an interesting, challenging and diverse role where your interpersonal and organisational skills will contribute to the smooth-running of the Faculty of Medicine & Health and relationships with external organisation, nationally and internationally?

As well as being the Personal Assistant to the Faculty of Medicine & Health Head of HR, the post holder will be responsible for all day-to-day administrative support to the Executive Dean's external portfolio. This will include scheduling complex meetings with international colleagues across times zones and travel itineraries (when travel is permitted). This post will also support the Executive Dean's PA to deliver faculty wide project work, organise events and service committee meetings.

As the first point of contact for external partners, you will have significant experience as a Personal Assistant to senior management with excellent interpersonal, organisational and communication skills. You will have a willingness to learn new skills and accept new responsibilities and be able to work effectively both independently and as part of the Faculty PA Team. By being largely self-directed in your day-to-day work, you will demonstrate a high level of personal responsibility and initiative in all aspects of the role. With a diplomatic and discreet approach, you will be skilled at managing a complex workload including electronic diary and correspondence management. This is a role that spans the activities of the Faculty of Medicine & Health and external partners. This post will appeal if you are looking for a busy and varied role.

What does the role entail?

As a Personal Assistant to the Executive Dean, your main duties will include:

- Providing effective PA support for the Executive Dean / Head of HR, proactive diary management in line with priorities;
- Developing contacts and building effective working relationships with a variety of external colleagues, and the offices of senior staff across a variety of organisations (e.g. General Medical Council, Medical Schools Council, Academy of Medical Sciences) to ensure effective coordination of information



and activity. Ensure the Executive Dean's Office and the Faculty of Medicine & Health are held in high regard;

- Develop an understanding and oversight of the Executive Dean's research portfolio and support research activity where required;
- First point of contact for all external visitors and telephone calls from external organisations to the Executive Dean's Office, proactively and professionally handling enquiries wherever possible;
- Liaising with trade unions and arranging confidential HR procedures and meetings with the highest level of discretion;
- Dealing with correspondence including email, and in the absence of the Executive Dean / Head of HR, use judgement in holding, forwarding or referring elsewhere or responding on behalf of, using discretion and judgement to handle urgent matters;
- Acting as Secretary for Faculty of Medicine & Health Committees as required, through responsibility for scheduling meetings, preparation of agendas, minutes and circulation of papers. Ensure the Executive Dean / Head of HR are fully briefed for all meetings;
- Planning overseas itineraries, booking travel and accommodation, ensuring the most effective use of time and money;
- Being responsible for financial aspects of the Executive Dean's Office, including purchasing, expense claims and payment of invoices;
- Working effectively with information of a confidential and sensitive nature;
- Be an active member of the Faculty PA Team, contributing to the development of systems and processes and cross covering when needed;

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.

Relationships

You will report to the PA to the Executive Dean (PA Team Lead) through whom you will report to the Executive Dean / Head of HR.



What will you bring to the role?

As a Personal Assistant to the Executive Dean you will have:

- Significant previous experience of providing proactive senior PA support, working in a busy demanding office environment;
- Experience of complex electronic diary management and scheduling Microsoft TEAMS / Zoom meetings;
- Experience of organising and supporting meetings and events (including drafting agendas, minutes and reports etc.) that require complex arrangements;
- Excellent team working skills with the ability to work collaboratively and cooperatively;
- Ability to exercise a high degree of initiative and work independently without direct supervision;
- Excellent prioritisation and organisational skills;
- Excellent written and verbal communications with ability to develop and maintain effective working relationships with colleagues at all levels;
- Proven ability to work with a high level of integrity, discretion and confidentiality;
- A willingness to develop within the role, proactively identifying appropriate training in personal and professional development;
- Computer literacy (including familiarity with Microsoft Word, Outlook, Excel and PowerPoint) with word processing skills to the equivalent of RSA Stage III/NVQ Level 2;

You may also have:

- Experience of servicing executive committees;
- Familiarity with medical, scientific and /or research terminology;
- Experience of working in UK Higher Education;
- Experience of University and/or NHS administrative procedures;

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:

Mandy McMorran, PA to the Executive Dean of the Faculty of Medicine and Health

Email: m.j.mcmorran@leeds.ac.uk

Additional information

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

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

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.

