



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Business Support Assistant, Faculty of Medicine and Health



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

**Reference: MHDEN1175**

**Closing date: 13 August 2020**

## **Business Support Assistant School of Dentistry**

**Are you experienced in working as an administrator in a busy office? Do you possess excellent IT, communication and interpersonal skills? Would you relish the challenge of providing excellent customer service as part of a fast paced business support service?**

We are seeking an enthusiastic team player to support the Business Management team in their day to day activities through the provision of high quality administrative support. Responsibilities will include booking travel and accommodation and supporting meetings. With an ability to work across teams, you will also collate information, support recruitment and other HR aligned processes, your strong customer service and interpersonal skills will support the provision of a robust, responsive and efficient business support service within the School.

To be successful in this role, you will have experience of supporting multiple parties and managing conflicting deadlines within a busy environment.

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

As a Business Support Assistant your main duties will include:

- Providing core administrative and clerical support with a focus on supporting the Business Support Officer with human resources activities and related functions across the School;
- Supporting Business Management staff in ensuring deadlines are met;
- Booking conferences, travel and accommodation for the Business Management and Research and Innovation teams;
- Support the collation of information required for the issue of honorary and visiting contracts;
- Providing an efficient and confidential typing/word processing service;
- Effective diary management and co-ordination of meetings;
- Booking conferences, staff meetings and other events;



- Responsibility for the procurement of equipment or other consumables and acting as requisitioner/goods receiver in accordance with the University's Regulations and procedures;
- Assisting with preparations required for interviews; including preparing the interview room; meeting and greeting interview candidates and copying ID documentation as required;
- Provide support for the induction process and preparation for new members of staff;
- Assisting with the recording of absence, annual leave, training and SRDS data on SAP;
- Provide support for School meetings/conferences including taking minutes, booking rooms, organising catering and distribution of agendas/papers;
- To provide secretarial cover for colleagues as necessary through a flexible approach to working;
- Undertaking general office duties such as: photocopying, scanning, typing, filing and visitor hospitality;
- Other duties as required, commensurate with the grade of the post.

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.

You will report to the School's Business Management Officer and Business Manager

## **What will you bring to the role?**

As a Business 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, Excel and Outlook;
- Experience of providing administrative and clerical support in a busy environment;
- Strong customer service skills;
- Excellent attention to detail with word processing/typing skills;
- A flexible and non-bureaucratic approach;



- Experience of maintaining discretion and confidentiality;
- Excellent organisational and prioritisation skills to manage competing priorities whilst working with limited supervision;
- Effective interpersonal and communication skills with experience of working with people from a wide variety of cultures and maintaining inclusively within a team;
- Excellent problem solving skills and an ability to remain calm in challenging situations;
- A willingness to work flexibly, to take on new activities and to develop new skills;
- Experience of organising meetings and events.

You may also have:

- Experience of minute taking;
- Experience of the administrative aspects of the recruitment cycle;
- Previous experience of University computer systems such as SAP, SIPR, Science Warehouse.

## 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**

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.

