



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Executive Officer to the Vice-Chancellor, Office of the Vice-Chancellor
and the Senior Executive Team**



Salary: Grade 8 (£41,526– £49,553 p.a.)

Reference: CSVCS1017

Executive Officer to the Vice-Chancellor Office of the Vice-Chancellor and the Senior Executive Team

Do you have experience of working within higher education or academic enterprises? Are you interested in a highly demanding role closely supporting the Vice-Chancellor in their day to day activities? Are you able to produce clear and concise material such as speeches and presentations? Can you manage and facilitate a large and diverse communications portfolio?

Working closely with, and reporting to, the Vice-Chancellor (VC), Professor Simone Buitendijk, your primary responsibility will be to facilitate the effective and efficient running of the VC's Office within the University and the wider Higher Education environment, coordinated as required with University senior leaders.

Working closely with a wide variety of people, both internally and externally, you will be responsible for gathering information and intelligence to help inform effective decision-making and making a significant contribution towards the drafting and revision of strategic materials. You will ensure that the VC is provided with appropriate briefings, presentations and research to enable her to undertake her day to day activities effectively and you will also facilitate effective communication so that robust decisions can be taken as quickly as possible.

The workload will be challenging and hugely varied so outstanding organisational skills are essential, as is an understanding of the internal and external environments in which universities operate. Well-developed analysis and research skills will also be vital, as well as the ability to communicate effectively and professionally at all times.

What does the role entail?

As Executive Officer your main areas of responsibility will include:

- Maintaining a broad knowledge of current and emerging policy developments within the Higher Education sector, to understand the context in which the University operates and advise on process/policy change, producing new policy and strategy documentation as appropriate;
- Producing succinct, evidence-based reports on a wide variety of issues as directed by the VC, including undertaking research and providing options and recommendations;



- Managing and facilitating a large and diverse communications portfolio, including:
 - Ensuring the VC is effectively briefed on any upcoming challenges/issues, internally and externally, that require her attention and awareness;
 - Communicating the VC's messages, views and intentions, both internally and externally in liaison with the Communications Team; this could include drafting messages, dealing with sensitive matters and responding to written requests for information;
 - Ensuring key communications flow out of and into the office smoothly and efficiently, allowing necessary action to be taken swiftly;
 - Drafting and coordinating the VC's speeches and presentations, for a wide variety of audiences;
 - Managing events and meetings, leading on those which are of high importance to the University and involve senior guests, ensuring that these events are run to the highest professional standard.
- Developing successful relationships with external bodies to achieve successful engagement including establishing and maintaining links into relevant government initiatives and preparing submissions to government requests for information, or bids for funding;
- Scoping the requirements of specific projects, which are often sensitive in nature, and managing them as required;
- Ensuring the overall smooth running of the VC's Office which will include providing personal support, oversight of diary planning, ensuring that the VC's schedule is feasible and that meetings and events are prioritised correctly; responding to changing circumstances where rescheduling and reorganisation may be necessary; planning and advising on the VC's time and activities to assist University decision-making;
- Accompanying the Vice-Chancellor on University business, 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 Executive Officer you will have:

- Experience of working within higher education/academic enterprises with a good knowledge of the internal and external environments in which Universities operate;
- Exceptional organisational skills with significant experience of proactively managing a varied and complex workload whilst ensuring the highest standards of professionalism, accuracy, consistency and attention to detail;
- Experience of writing clear and concise material including drafting briefing documents, speeches and presentations including the ability to revise multiple drafts and to resolve differing opinions of reviewers;
- Strong research and analytical skills including the ability to probe and interrogate arguments, identify and use a range of resources to research, understand and summarise a broad range of topics and translate complex information and qualitative and quantitative data into clear recommendations;
- A proven ability to build and nurture relationships and maintain networks, both internally and externally;
- A proven ability to model a collaborative and influencing style of work;
- A proven ability to deal with highly sensitive matters and to maintain confidentiality at all times;
- Experience of managing and delivering projects on time (and within budget where appropriate).

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:

Nicola Whitehead, HR Manager – Professional Services

Email: n.j.whitehead@adm.leeds.ac.uk



Additional information

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.

