



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Team Co-ordinator, Leeds Academic Health Partnership**

**Faculty of Medicine and Health**



**Salary: Grade 5 (£24,285 – £27,929 p.a.)**

**Reporting To: Business Manager, Leeds Academic Health Partnership**

**Reference: MHLAH1017**

**Closing date: 23 October 2022**

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



# **Team Co-ordinator**

## **Leeds Academic Health Partnership**

### **Faculty of Medicine and Health**

#### **Overview of the Role**

As our team co-ordinator you will be instrumental in helping to bring together members of the Leeds Academic Health Partnership and co-ordinating activities which will deliver improved health outcomes for communities across the city. As such, every day is likely to be different and interesting. You will be working with the most senior leaders in the city (our board members) and assisting the team working on projects across a variety of disciplines, from research to frontline health and care, to the third sector and industry.

A team worker with the ability to communicate to a wide audience. You will be experienced in the organisation and prioritisation of tasks, able to work with discretion and integrity, building effective working relationships at all levels.

#### **Main duties and responsibilities**

- Proactive administrative support including diary management for the LAHP Director and across partners;
- Co-ordinating and overseeing the flow of appropriate information and communication across the partnership;
- Responding as appropriate to all enquiries and correspondence, determining urgency, what can be dealt with and what needs referral or further investigation;
- Secretary to the Leeds Academic Health Partnership Committees, scheduling meetings, preparing agendas, writing minutes and circulating papers;
- Arranging workshops and conferences, including booking catering, rooms, venues, accommodation, travel and preparation of documents/paperwork where necessary;
- Supporting day-to-day administrative arrangements across the LAHP, including purchasing, finance and human resources processes;
- Contribute to the development of systems and processes as part of the Faculty Business Operations team 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.

Whilst this post is being recruited to support LAHP, the post may be moved to support other areas of the wider Faculty on a short or longer term basis dependent on business and support needs.

You will report to the LAHP Business Lead and through them to the Faculty Head of Business Support

## Qualifications and skills

Essential:

- Experience of providing proactive administrative support, including responding to enquiries, electronic diary management and scheduling virtual meetings;
- Experience of organising and supporting meetings and/or events (including drafting agendas, minutes and reports etc.);
- Experience of working independently on a variety of administrative tasks, organising own workload and determining priorities;
- IT skills (including familiarity with Microsoft Word, Outlook, Excel and PowerPoint).

## Key Attributes

- Team worker with the ability to work collaboratively and cooperatively
- Written and verbal communication skills with ability to develop and maintain effective working relationships with colleagues at all levels;
- Able to exercise discretion and integrity, working with confidential and sensitive information.
- Able to use initiative in the organisation and prioritisation of tasks

The University is currently developing its approach to hybrid working. We expect this role to initially require 1-2 days per week working in the faculty offices on the University of Leeds campus and the remainder remote working.



## Additional information

### Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

### Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

## 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.

