



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Assistant

Faculty of Engineering and Physical Sciences



Salary: Grade 3 (£22,214 – £23,144 pro rata p.a.)

Reference: EPSPA1111

Closing date: Tuesday 07 May 2024

Part-time, 17.5 hours per week

Fixed-term until 31 March 2027

We are open to discussing flexible working arrangements

Project Assistant, School of Physics and Astronomy.

Are you an enthusiastic and highly organised person with excellent interpersonal, organisational, communication and IT skills? Do you possess a professional manner and a high level of personal integrity? This role will appeal if you are looking to work for an international project and event environment.

We are seeking an enthusiastic and highly organised person to undertake administrative duties; help organise events and provide support to the project manager.

You will be educated to at least GCSE level or equivalent and possess excellent IT, interpersonal, organisational and communication skills.

What does the role entail?

As a Project Assistant, your main duties will include:

- Providing effective and efficient administrative support to the project manager with a range of general administrative and clerical duties;
- Helping to organise three international meetings, including arranging venue/catering bookings and payments, inviting delegates, making arrangements for invited speakers, arranging transport;
- Making international travel and accommodation arrangements for UK and international partners and students, using University systems (e.g. Key Travel);
- Processing of partners and students UK and International expense claims in accordance to the university's travel and subsistence policy;
- Assisting with financial reconciliation of partner accounts and collate all evidence of expenditure;
- Working with minimum supervision to manage own workload but also work collaboratively to provide effective administrative support;
- Undertaking any other related duties as may be required by the project manager.

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 a Project Assistant, you will have:

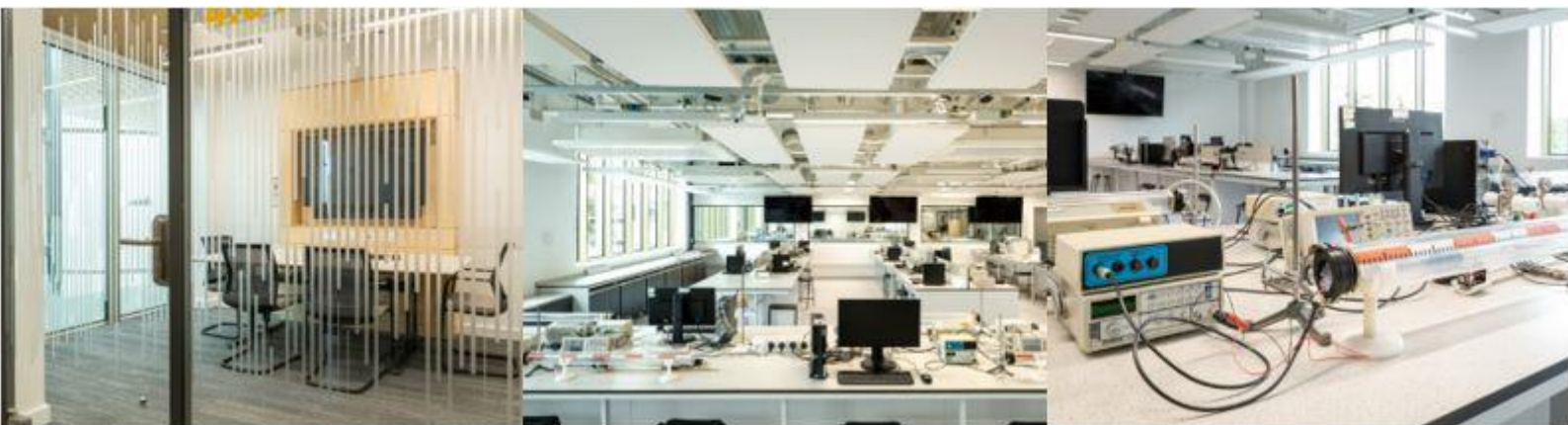
- A minimum of GCSE level education or equivalent (with GCSE English at C level or above);
- Excellent interpersonal and communication skills;
- Excellent IT skills, with knowledge of Microsoft Word and Excel, in order to process data and organise information;
- Good written presentation skills, with the ability to produce/proof professionally formatted documents including agendas, event programmes, minutes and reports;
- The ability to work under pressure, using initiative to prioritise/meet conflicting deadlines;
- Excellent organisational skills and the ability to cover a range of tasks and duties simultaneously, working to tight deadlines and high standards;
- An ability and willingness to work proactively and methodically, using own initiative to prioritise complete tasks promptly and effectively;
- A professional manner and a high level of personal integrity;
- Motivation and willingness to achieve work/personal goals.

You may also have:

- Familiarity with the University's financial travel and subsistence procedures;
- Experience of helping organise events/conferences.

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:

[Professor Melvin Hoare](#), Professor of Astrophysics and DARA Principal Investigator

Tel: +44 (0)113 343 3864

Email: M.G.Hoare@leeds.ac.uk

Additional information

Please note: If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#), and the [School of Physics and Astronomy](#).

A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Engineering and Physical Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more 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.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@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.

