



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Executive Assistant to Faculty Executive Members, Leeds University Business School**



**Salary: Grade 5 (£25,742 – £29,605 p.a. depending on experience)**

**Reporting to: Senior Executive Assistant to Executive Dean of the Business School**

**Reference: LUBSC1715**

**Closing date: 5 May 2024**

**Location: University campus (with scope for hybrid working)**

**'We are open to discussing flexible working arrangements.'**

# Executive Assistant to Faculty Executive Members

## Leeds University Business School

### Overview of the Role

As an Executive Assistant (EA) in the Faculty Office of Leeds University Business School you will be supporting members of the Faculty Executive and working to support the wider activities of the Faculty.

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 a 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.

Experience of providing flexible and proactive high level executive support in a busy office environment is essential. You will also have the ability to work collaboratively within a team and the ability to develop and maintain effective working relationships with colleagues at all levels.

### Main duties and responsibilities

- Providing EA support for the Faculty Executive members, proactive diary management in line with priorities;
- Develop contacts and build effective working relationships with a variety of colleagues, and the offices of senior staff across a variety of organisations, to ensure effective coordination of information and activity;
- Develop an understanding and oversight of the activity of the Faculty Executive members who you will be supporting;
- Proactively and professionally responding to all enquiries;
- Dealing with correspondence including email, and in the absence of the Faculty Executive member, 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 Committees as required, through responsibility for scheduling meetings, preparation of agendas, minutes and circulation of papers. Ensure the Faculty Executive members are fully briefed for all meetings;



- Planning overseas itineraries, booking travel and accommodation, ensuring the most effective use of time and money;
- Raising SIPRs, making purchases etc in line with university procedures and financial regulations;
- Working effectively with information of a confidential and sensitive nature;
- Be an active member of the Faculty Team, contributing to the development of systems and processes and cross covering when needed.
- Contributing to the culture and positive impact of both the Faculty Office and the Business School.

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.

## Qualifications and skills

### Essential

- Experience of providing proactive senior EA 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;
- Strong organisation, prioritisation and decision making skills with the ability to work on own initiative and as part of a team;
- Computer literacy (including familiarity with Microsoft Word, Outlook, Excel and PowerPoint) with word processing skills.

### Desirable

- Experience of servicing executive committees;
- Experience of working in UK Higher Education;

### Key Attributes

- Able to prioritise and organise Faculty Members
- Ability to exercise a high degree of initiative and work independently without direct supervision;



- 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;
- The ability to work within a team both collaboratively and cooperatively;
- A willingness to develop within the role, proactively identifying appropriate training in personal and professional development;

*This role will primarily be based on the university campus with scope for it to be undertaken in a hybrid manner. We are also open to discussing flexible working arrangements.*

## **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.

### **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.

### **Your application must include:**

- Full Curriculum vitae.
- A written statement clearly defining your experience and ability to take on this position, addressing all the Skills and Attributes above (no more than two sides of A4).

### **Our University and School**



As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education.

At Leeds University Business School we work hard to ensure that our shared University values (collaboration, compassion, inclusivity and integrity) guide all our activities. We are committed to developing our culture so that we are able to work together to deliver our purpose to “make an exceptional impact on the economy, society and the planet”. We aim to do this by pursuing our goals of developing innovative solutions for society and building a community of responsible leaders.

Everyone at the Business School has a part to play in realising this vision - whether you are involved in education, research, external engagement or professional support. Everyone has skills, knowledge, talent and experience of value - we all have something to offer and we all have a part to play in contributing to collective success. This is at the heart of who we are and how we treat one another. We want all colleagues to feel excited about going to work, to feel valued, to be challenged, to feel part of something bigger and to have fun along the way. To make this a reality we expect all colleagues to champion our shared values, to help us to strengthen our culture and to contribute to our common purpose.

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, 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.

### **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](mailto: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.

