



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Executive Assistant to Executive Dean & Executive Assistant Team Leader, Faculty of Biological Sciences



Salary: Grade 6 (£30,487 – £36,024 p.a.)

Reference: FBSFO1204

Available on a fixed-term 12-month secondment basis, only to internal G6 staff with previous experience of providing high level Executive Assistant/PA support to University Executive (UEG) members.

Executive Assistant to Executive Dean & Executive Assistant Team Leader (12-month secondment)

Faculty of Biological Sciences

Overview of the Role

As the first point of contact for the Executive Dean of the Faculty of Biological Sciences, you will coordinate and provide high quality, comprehensive and flexible executive assistant and administrative support to the Executive Dean, and lead a small team of executive assistants. You will be required to develop a working knowledge of the core activities of the faculty to provide advice and guidance in respect of planning and delivering organisational objectives.

You will have highly effective communication skills and excellent administrative skills gained at a senior level, a high level of initiative and problem-solving skills with the ability to work in a challenging, busy, and confidential work environment. The ability to multi-task and coordinate activities effectively is also essential to the successful operation of this role. You will also be able to work collaboratively within a team, developing and maintaining effective working relationships with colleagues at all levels.

This is 12-month secondment role, only available to existing G6 staff, internal to the University of Leeds, with previous experience of providing proactive high-level executive assistant/PA support to University Executive Group (UEG) member/s.

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences was awarded a Silver award in 2020. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our Athena SWAN [webpage](#) provides more information.



What does the role entail?

Your duties will include:

- Providing high-level, efficient support to the Executive Dean to facilitate faculty management, providing support for their research and other professional activities, and provide administrative support on Faculty initiatives/projects/events,
- Being first point of contact for telephone calls to the Office of the Executive Dean and be the focus through which all information flows, being aware of the significant current issues,
- Liaising with a wide range of internal and external stakeholders to ensure efficient flow of communication and information,
- Providing an overview of Faculty activities, ensure supporting work is prioritised and deadlines are met; being mindful of a multiplicity of projects and making appropriate connections between them,
- Electronic diary management to ensure that urgent and/or important appointments are priority and efficient use is made of the Executive Dean's time. This includes using initiative to re-prioritise changing commitments, prepare the Executive Dean for all meetings through the provision of documentation, briefing notes and action checklists as appropriate,
- Receiving, screening and prioritising incoming emails and correspondence, responding to correspondence and urgent matters promptly. This will include preparing correspondence from own initiative and from the Executive Dean's outline responses, answering routine correspondence or re-routing as appropriate,
- Providing a point of contact for internal and external enquiries and personal visitors to the Executive Dean's Office, answering questions (sometimes of a complex nature) and obtaining, furnishing, and adapting information to suit customers as appropriate. Arranging hospitality for visitors to the Executive Dean's Office and meetings,
- Line managing the Head of School/Pro-Dean Executive Assistants, including management of shared inbox, sharing best practice, delegating workloads, and providing additional support and cover during busy periods,
- Organising and servicing meetings within the faculty including preparing agendas, taking of minutes, collation and circulation of administrative papers, track follow up actions to keep to agreed deadlines,



- Maintaining Faculty SharePoint sites and the Executive Deans webpages, including regular reviews and updating content,
- Making travel arrangements including overseas and multiple journey trips ensuring the most effective use of time and money,
- Handling all information in a sensitive and confidential manner, adhering to any data protection policies where relevant.

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?

You will have:

- Extensive experience of providing proactive, high-level senior EA support in a busy demanding office environment to UEG members;
- Experience of letter writing (both dictation and self-written), drafting correspondence for the executive members and write own correspondence;
- Complex electronic diary management and scheduling experience (Outlook, MS Teams / Zoom), arranging travel etc;
- Strong organisational skills with the ability to prioritise and take initiative without close supervision;
- Computer literacy (including familiarity with Microsoft Word, Outlook, Excel and PowerPoint) with strong word processing skills (to RSA III standard or equivalent experience);
- Ability to arrange simple and complex meetings (including executive committees), including organisation of diaries, venue, and refreshments;
- Good minute taking skills and ability to produce accurate, appropriate minutes and reports, with agreed actions that are progressed and reported to subsequent meetings;
- Ability to exercise a high degree of initiative and work independently without direct supervision; coordinating a range of different activities at any one time and understand the links between them;
- Excellent interpersonal skills with the ability to work within a team both collaboratively and cooperatively with colleagues at all levels;
- Excellent written and oral communication skills;



- Proven ability to work with a high level of integrity, diplomacy, discretion, and confidentiality, with people at the highest levels within the University and/or in major organisations;
- Ability to produce work to consistent high standards to meet deadlines.

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 Karen Birch, Executive Dean Faculty of Biological Sciences

Tel: +44 0113 34 35669

Email: K.M.Birch@leeds.ac.uk

Additional information

Find out more about the [Faculty of Biological Sciences](#)

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.

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.

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 will not normally be required for these positions. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

