



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Personal Assistant/Support Worker, Faculty of Environment



**Salary: Grade 4 (£23,700 – £25,138 pro rata p.a. depending on experience)**

**8 hours per week for 12 months**

**Reporting to: Nicola Bhuller**

**Reference: ENVGE1243**

**This role is open to current employees of the University of Leeds**

**Location: University of Leeds main campus**

**We are open to discussing flexible working arrangements and secondments**

## Overview of the Role

**We are looking to recruit an enthusiastic individual into the School Admin Team, who has administrative, interpersonal and organisational skills.**

You will provide assistance to an academic member of staff, who has received funding for this post, enabling them to carry out their teaching, research and administrative duties more accessibly. You will be able to demonstrate a high degree of independent working and ability to follow direction in all areas of the role, as well as working with multiple teams to achieve end goals. You will work closely with academic and professional services colleagues in the School of Geography and across the Faculty and University. In addition, you will demonstrate high levels of accuracy and attention to detail in your work, be able to follow directions precisely, be able to manage competing deadlines, and work with confidential and sensitive information professionally and with due diligence. You will also be an experienced user of Microsoft Office applications including Excel, and be able to manage email and internet-based systems. This role is line managed through the School Administrative team structure in the School of Geography.

## Main duties and responsibilities

- Managing and coordinating the delivery of high quality personal assistant support to a Lecturer, including proactive diary management, ensuring that they are briefed for meetings/events and proactively responding to enquiries;
- Email management including condensing content, categorisation, prioritising, deleting, raising awareness of important information, meeting response deadlines and filing;
- Making appropriate travel arrangements and handling expense claims using the School and University's systems and processes;
- Making documents, library resources and forms accessible and/or completing them, including internal University documents and external documents such as those relating to research bids, conducting basic literature search;
- Providing support with assessment processes (e.g. downloading examination submissions, converting to accessible formats, marking administration, and populating assessment forms) as well as attending and assisting at related meetings;



- Taking a lead role in accessing, updating and operating University systems used for teaching and administration (e.g. ensuring teaching materials are available to students);
- Creating or proof-reading PowerPoint presentations for teaching and conferences;
- Assisting in preparations for lectures and seminars (including operating computers and lecture capture equipment, running PowerPoint presentations, raising awareness of student interaction on an ad hoc basis where multimodal support is not available). Making handouts and materials available on schedule;
- Occasionally assisting during domestic and international travel for meetings and conferences in unfamiliar locations, making materials and presentations accessible, providing technical assistance during presentations (e.g. with PowerPoints), and occasionally taking notes;
- Being part of the wider School Administrative team.

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

- Basic knowledge of the social model of Disability and the role of Personal Assistance in professional settings including an ability to minute formal meetings;
- Proven ability of managing confidential and sensitive information professionally and with due diligence;
- Experienced user of Microsoft Office applications, particularly Outlook, Word, Excel and PowerPoint in an office environment;
- Evidence of organisational skills with the ability to prioritise jobs/workload, deal with large quantities of complex information and work under pressure in order to meet deadlines;
- Evidence of ability to manage your own diary and engage in flexible working patterns;
- Evidence of communication and interpersonal skills in a work environment;
- Ability to work accurately with attention to detail;



- Ability to communicate and interact with people at all levels within the organisation;
- A flexible and adaptable approach to problem solving;
- The ability to work well within teams and independently using your own initiative as a motivated self-starter.

### Desirable

- Knowledge and / or experience of issues relating to unseen disability specifically and an interest in equality, diversity and inclusion issues;
- Experience of working in a Higher Education environment, or similar;
- Knowledge of Endnote or similar referencing system;
- An understanding of Health & Safety in an office environment.

## **Additional information**

*Please note: If you are not a British or Irish citizen, from 1 January 2021 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.*

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

Find out more about [equality](#) in the Faculty.

### **Our University**

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 Environment 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 Environment has received a prestigious Athena SWAN silver award from Advance HE, the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

### **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 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.

## **Visa Information**

This role is not eligible for Skilled Worker visa sponsorship. Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>

