



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Executive Assistant to the Head of School and Faculty Pro Dean
Faculty of Biological Sciences**



Salary: Grade 5 (£27,344 – £31,387 p.a.)

Reference: FBSF01212

Available on a full time ongoing basis

This role will 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.

Executive Assistant to the Head of School and Faculty Pro Dean Faculty of Biological Sciences

Are you looking for an interesting, challenging and diverse role where your interpersonal and organisational skills will contribute to the smooth-running of the Faculty of Biological Sciences?

As Executive Assistant to the Head of School of Biology and Faculty Pro Dean International you will be responsible for the day-to-day administrative support. This will include scheduling complex meetings with international colleagues across times zones and travel itineraries. This post will also support the Pro Dean to deliver faculty wide project work, organise events and service committee meetings.

As the first point of contact for external partners, you will have significant experience as a Personal/Executive Assistant to senior management with excellent interpersonal, organisational and communication skills. 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 the Faculty EA 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. This is a role that spans the activities of the Faculty of Biological Sciences and external partners. This post will appeal if you are looking for a busy and varied role.

What we offer in return

- 26 days holiday plus approx.16 Bank Holidays/days that the University is closed by custom (including Christmas) – That's 42 days a year!
- Generous pension scheme options plus life assurance
- Health and Wellbeing: Discounted staff membership options at The Edge, our state-of-the-art Campus gym, with a pool, sauna, climbing wall, cycle circuit, and sports halls.
- Personal Development: Access to courses run by our Organisational Development & Professional Learning team.
- Access to on-site childcare, shopping discounts and travel schemes are also available.

And much more!

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.

Main duties and responsibilities

- Providing effective PA support for the Head of School/ Faculty Pro Dean, proactive diary management in line with priorities;
- Developing contacts and building effective working relationships with internal and external colleagues, and the offices of senior staff across a variety of organisations (e.g. funders) to ensure effective coordination of information and activity. Ensure the School and the Faculty of Biological Sciences are held in high regard;
- Develop an understanding and oversight of the Head of School/ Faculty Pro Dean International portfolio and support activity where required;
- First point of contact for all external visitors and telephone calls from external organisations to the Head of School/ Faculty Pro Dean, proactively and professionally handling enquiries wherever possible;
- Planning overseas itineraries, booking travel and accommodation, ensuring the most effective use of time and money;
- Liaising with HR, arrange confidential HR procedures and meetings with the highest level of discretion;
- Dealing with correspondence including email, and in the absence of the Head of School/ Faculty Pro Dean, 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 School/ Faculty of Biological Science committees as required, through responsibility for scheduling meetings, preparation of agendas, minutes and circulation of papers;
- Ensure the Head of School/ Faculty Pro-Dean are fully briefed for all meetings;
- Being responsible for financial aspects of the Head of School/ Faculty Pro Dean, including purchasing, expense claims and payment of invoices;
- Working effectively with information of a confidential and sensitive nature;
- Be an active member of the Faculty EA Team, contributing to the development of systems and processes and cross covering when needed;



- Any other duties commensurate with the grade.

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.

You will report to the EA to the Executive Dean (EA Team Leader) through whom you will report to the Head of School/ Faculty Pro Dean.

Qualifications and skills

Essential

- Significant previous experience of providing proactive senior EA support, working in a busy and 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) that require complex arrangements;
- Experience in arranging travel (including booking transport, accommodation, and preparing itineraries);
- Excellent team working skills with the ability to work collaboratively and cooperatively;
- Ability to exercise a high degree of initiative and work independently without direct supervision;
- Excellent prioritisation and organisational skills;
- 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;
- A willingness to develop within the role, proactively identifying appropriate training in personal and professional development;
- Computer literacy (including familiarity with Microsoft Word, Outlook, Excel and Power Point) with strong word processing skills to the equivalent of RSA Stage III/NVQ Level 2.

Desirable

- Experience of servicing executive committees;
- Familiarity with scientific and /or research terminology;
- Experience of working in UK Higher Education;
- Experience of University administrative procedures.



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:

Yasmin Hafiz, Executive Assistant Team Leader

Email: y.hafiz@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

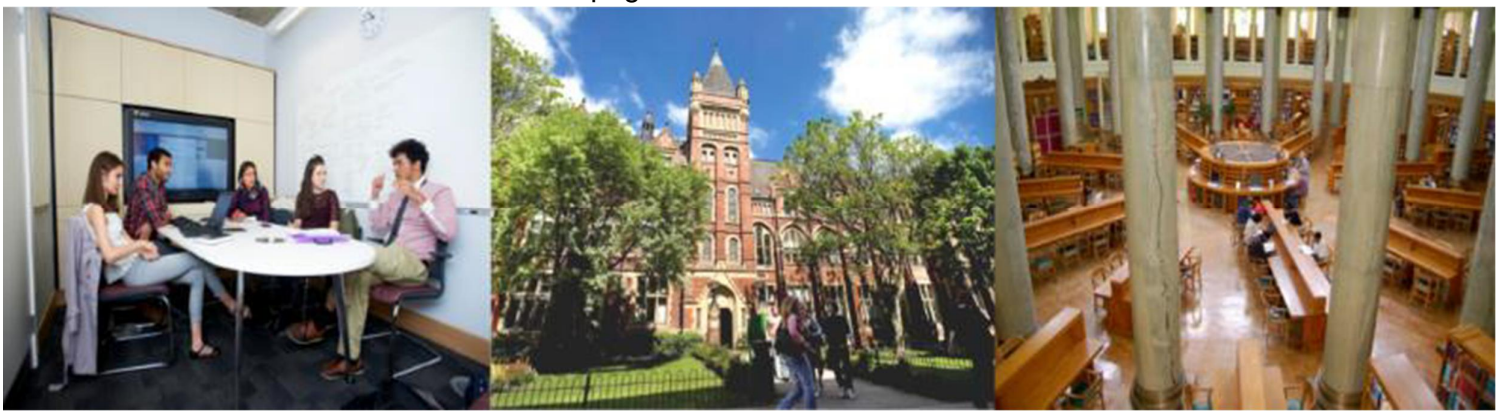
We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and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

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

Salary Requirements of the skilled worker visa route

Please note that due to Home Office visa requirements, this role is not suitable for first-time Skilled Worker visa applicants. Information on other visa options is available via the Government's Work in the UK page



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.

