



CANDIDATE BRIEF

Support Worker, School of Law, Faculty of Social Sciences



Salary: Grade 5 (£27,344 – £31,387 p.a. pro rata depending on experience)

Reporting to: Professor Anna Lawson

Reference: ESLLW1217

Location: University campus

Ongoing position linked to Access to Work funding. Role is on a job share basis either 50% or 60% FTE. Flexibility may be required on working days. We are open to discussing flexible working arrangements.

Overview of the Role

Do you have an interest in equality, diversity and inclusion issues, particularly around disability? Are you a motivated self-starter able to work independently using your own initiative and also as part of a team? Are you an experienced administrator with excellent organisation skills?

We are looking to recruit an enthusiastic individual with excellent administrative, interpersonal, communication and organisational skills to provide assistance to a blind member of academic staff, Professor Anna Lawson, enabling her to carry out her research, teaching and administrative duties.

You will demonstrate a high degree of independent working and initiative in all areas of the role as well as working with Professor Lawson and multiple teams to achieve end goals. You will work closely with colleagues in the School Support Team and Student Education Service. In addition you will have a high level of attention to detail, excellent proof-reading skills and be able to work to deadlines. You will be fully competent in the use of technology including using Microsoft Office applications and be able to manage email and internet based systems.

Standard working hours for the post will be 2½ - 3 days per week between 9am and 5pm Monday to Friday. However, there will be a need for flexibility to support Anna with her commitments. Occasional work outside these hours on national and international trips may also be required.

Due to the role being funded by the Access to Work scheme, the hours and rate will be dependent on any award made and reviewed in line with Department for Work and Pensions guidelines.



Main duties and responsibilities

- Identifying and sourcing appropriate library materials, including carrying out searches of electronic databases and publications, and making accessible versions of these documents;
- Carrying out proofreading, formatting checks, language checks and referencing checks of documents e.g. those for publication and teaching based documents including book chapters, monographs, exam papers and lecture / seminar handouts;
- Making documents accessible and supporting Anna to complete forms and online documentation (including internal University documents and external documentation such as research bids and reference requests) ensuring spelling, grammar, formatting etc is of the highest standard;
- Proactively utilising advanced technological skills to access, update and operate a wide range of University and external systems used for teaching, research and administration (e.g. ensuring teaching materials are available to students) as well as online collaboration (e.g. conference arrangement and participation);
- Understanding, maintaining, updating and suggesting improvements to existing systems for sharing work with Anna, including via OneDrive and Teams;
- Using your judgement for proactive email management, including identifying emails requiring urgent attention, organising emails into folders, ensuring Anna meets response deadlines, and deleting redundant messages;
- Updating, organising and liaising with Anna about her diary in the Outlook Calendar;
- Providing support with assessment processes (e.g. online marking and feedback) as well as attending and assisting Anna at related meetings;
- Proactively assisting in lectures and seminars including by providing sighted-guiding, operating computers and lecture capture equipment, running PowerPoint presentations, raising awareness of student interaction and making handouts available;
- Creating accessible (speech prompted) PowerPoint presentations for teaching and conferences;



- Making appropriate travel arrangements (international and domestic) including any arrangements for assistance, and dealing with online expense claims;
- Accompanying Anna on, and assisting her during, domestic and international travel for meetings and conferences in unfamiliar locations including by providing sighted-guiding, making materials and presentations accessible, providing technical assistance during presentations (e.g. with PowerPoints), and occasionally taking notes.
- Supporting Anna with meetings, including by facilitating her to chair, playing a lead role in welcoming and assisting visitors and proactively ensuring all arrangements are in place and running smoothly;
- Planning and managing your own workload to ensure deadlines and required standards are met to support Anna achieving the same.

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

- Excellent communication skills, with the ability to build a trusting relationship with Anna;
- Excellent English spelling, grammar and proof-reading skills;
- High level technological capability and adaptability, with experience of using MS packages in an office environment as well as an ability to learn and use a wide range of new systems quickly and effectively;
- Evidence of working well within small teams, as well as independently using your own initiative as a proactive motivated self-starter;
- Evidence of excellent proactive 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;
- Experience of using online library search tools and working with Oscala or similar academic referencing system;
- Availability and willingness to travel nationally and internationally, including overnight stays;



Desirable

- Knowledge of issues relating to disability specifically and an interest in equality, diversity and inclusion;
- Experience of guiding a blind/partially-sighted person;
- Experience of providing effective administrative support in a busy environment;
- An understanding of Health & Safety in an office environment.

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:

Amanda Hemingway, School Manager

Email: a.t.hemingway@leeds.ac.uk

Additional information

About the role

You will be responsible to the Dean of Faculty and report to the Head of School.

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

Find out more about our [School of Law](#).

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.

Our University

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. Within the Faculty of Social 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, those 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 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).

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.

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](#).

