



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Management Support Officer and Personal Assistant, School of Fine Art, History of Art and Cultural Studies, Faculty of Arts, Humanities and Cultures



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

Reporting to: School of Fine Art, History of Art and Cultural Studies School Manager

Reference: AHCFA1056

Location: Main University Campus (with scope for hybrid working)

1FTE, 35 hours per week

We are open to discussing flexible working arrangements.

Management Support Officer and Personal Assistant School of Fine Art, History of Art and Cultural Studies

Are you enthusiastic, highly organised and versatile, with a strong problem-solving approach? Do you have excellent communication and enjoy engaging with a wide variety of people? Do you want to be part of a proactive administrative team, providing PA support to the Head of School and support to the School Administrative Management Team within a dynamic School?

Overview of the Role

This role forms part of the Management and Administration Support Service (MASS) within the Faculty of Arts and is based in the School of Fine Art, History of Art and Cultural Studies. As part of a small team in the School, you will work closely with the School Manager to provide comprehensive support in all areas of the service, including HR, finance, purchasing and communications. You will also provide PA support to the Head of School and wider leadership team as required. You will also be part of the wider Faculty MASS (Management Administration Support Service) team, who are pointed towards delivering operational excellence. This brings the opportunity to contribute towards wider Faculty initiatives.

With experience of providing varied high level administrative support in a busy office or comparable environment, you will have the ability to develop and maintain effective working relationships with colleagues at all levels. You will have the ability to handle problems efficiently and professionally, using your initiative to find solutions. In addition, you will have the ability to communicate effectively and work accurately under pressure with discretion and confidentiality when needed.

Main duties and responsibilities

As a Management Support Officer and Personal Assistant, your main duties will include:

- Providing a proactive and comprehensive PA service to the Head of School including: effectively managing and maintaining complex electronic diaries, supporting the Head of School's involvement with internal and external activities like projects with external partners or high level University working groups;



- Supporting Human Resources processes such as staff recruitment and induction, annual staff reviews, sickness absence, annual leave and associated administration;
- Leading the School payroll process, working effectively with a wide variety of workers and external partners such as teaching/research assistants, visitors and external examiners.
- Contributing to the continuous improvement of all administrative processes, systems and procedures ensuring that the School SharePoint site reflects up to date practices;
- Purchasing goods and services for the School, managing the process end-to-end from engagement to goods receipt.
- Providing support, guidance and advice to staff in the School and external partners regarding HR, finance, purchasing and travel along with miscellaneous general enquiries in accordance with University procedures and signposting where appropriate.

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 high level PA and administrative support in a busy office, or similar, environment
- Excellent organisational skills with demonstrable ability to work well under pressure, using initiative to prioritise and meet conflicting deadlines;
- Excellent interpersonal skills, including the ability to develop and maintain strong working relationships with colleagues at all levels both internal to the University and with external partners.
- A proven ability to handle problems efficiently and professionally, using your initiative to find solutions and to respond to unexpected demands and priorities;
- Proven ability to work cooperatively and flexibly as part of a team;
- Ability to deal with confidential and sensitive information, with a working knowledge of GDPR requirements;
- A willingness to develop within the role, proactively identifying appropriate training in personal and professional development.



Desirable

- Knowledge or experience of working in a support role in the Higher Education sector.

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:

Meredith Green, School Manager

m.e.green1@leeds.ac.uk

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.

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 School of History 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 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.

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 at: <https://www.gov.uk/browse/visas-immigration/work-visas>.

