



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Executive Assistant & Strategic Projects Officer, External Engagement
(Partnerships & Executive Education), Leeds University Business School**



Salary: Grade 6 (£32,546– £38,249 p.a. depending on experience)

Reference: BUSEE1002

Location: University of Leeds main campus (with scope for hybrid working)

'We are open to discussing flexible working arrangements.'

Overview of the Role

Are you experienced in supporting senior staff and their projects or operations? Do you prepare outputs of the highest quality? Are you an excellent communicator who is adaptable and organised? Do you want to be an integral part of a team, which is driving forward new external facing initiatives?

You will work closely with the Director of External Engagement (Partnerships and Executive Education), who is responsible for External Engagement, Alumni Relations and Executive Education. You will play a vital role in providing strategic project support for activities and initiatives spanning the three areas of the Director's remit. As a Business School we are committed to working with external partners to 'make a positive impact on the economy, society and the planet.' External Engagement forms a strategic base for the Business School, strengthening the two core strategic pillars of research and education. Our vision is to develop meaningful and embedded collaborative relationships with alumni and external partners that support our students, research and wider communities to make a positive global impact, and position LUBS as the partner of choice for these groups. We do this by bringing External Engagement into the heart of what we do as a School.

You will have a proven track record of providing excellent project support to a busy team and demonstrable experience of providing administrative support at a senior level. You will need to be highly organised and work flexibly to balance priorities, working to key milestones and tight deadlines.

Main duties and responsibilities

- Providing high-level support to the Director, leading and coordinating the implementation of projects, ensuring project delivery within the relevant time and resource constraints;
- Taking responsibility for all areas of allocated projects – planning, design, development, delivery, communication;
- Providing support for the dissemination and embedding of project outcomes including taking responsibility for own actions as appropriate;
- Working across the Faculty with academic, professional and aligned service staff, acting as a point of contact for enquiries about projects related to the



LUBS strategy delivery for External Engagement, Executive Education and Alumni Relations;

- Acting as a point of contact for external stakeholders, being mindful of a multiplicity of projects and making connections between them;
- Research and information collation including producing reports, presentations and other key documentation to support decision making;
- Coordinating clear and effective communications and engagement across a range of channels within the teams and with all groups of stakeholders that we work with;
- Preparation of presentations, communications for SharePoint and any other materials relevant to the External Engagement, Executive Education and Alumni Relations projects and operations;
- Providing Executive Assistant and administrative support to Director of External Engagement (Partnerships & Executive Education) including diary management and supporting meetings;
- Completing standard University procedures including raising purchase orders and Pre Authorisation Forms;
- Providing cover for other members of the teams as required.
- Ensuring information is handled in a sensitive and confidential manner, adhering to GDPR policies when 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 supporting strategic projects and providing support to a busy team;
- Experience of supporting senior colleagues, including complex diary management, event management, organising and servicing meetings, writing minutes, briefing reports and responsibility for follow-up of any actions;
- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues;
- Excellent organisational and time management skills, including the ability to prioritise and balance workloads, deliver results and meet deadlines under pressure;



- Ability to work innovatively and independently in accordance with priorities to achieve the varied duties of the post, exercising initiative and adapting to constantly changing demands;
- Excellent written, communication and interpersonal skills with evidence of being able to work with a wide range of stakeholders at all levels, forming effective working relationships;
- A flexible, pro-active approach to work;
- Experience of creating accurate and timely documentation for review by management teams;
- Experienced in the use of Microsoft Office packages including Word, Excel, PowerPoint and Outlook and a willingness to develop new IT skills.

Desirable

- Experience of working in Higher Education;
- Experience of using SharePoint and Microsoft Teams.

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 and School

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.

At Leeds University Business School we work hard to ensure that our shared University values (collaboration, compassion, inclusivity and integrity) guide all our activities. We are committed to developing our culture so that we are able to work together to deliver our purpose to “make an exceptional impact on the economy, society and the planet”. We aim to do this by pursuing our goals of developing innovative solutions for society and building a community of responsible leaders.



Everyone at the Business School has a part to play in realising this vision - whether you are involved in education, research, external engagement or professional support. Everyone has skills, knowledge, talent and experience of value - we all have something to offer and we all have a part to play in contributing to collective success. This is at the heart of who we are and how we treat one another. We want all colleagues to feel excited about going to work, to feel valued, to be challenged, to feel part of something bigger and to have fun along the way. To make this a reality we expect all colleagues to champion our shared values, to help us to strengthen our culture and to contribute to our common purpose.

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

G6 - Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information, please visit [the Government's Skilled Worker visa page](#).

