Job Title: PA to the Head of Leicester Medical School
Grade: 5
Salary: £22,017 to £26,243 per annum
Department: Leicester Medical School
Hours/Contract: Full-time, permanent
Reference: 680

Role Purpose
To provide an efficient PA service to the Head of Leicester Medical School and to manage provision of administrative support to all members of academic staff within the Department as required.

To maintain and improve operational efficiency and quality of service through the development of procedures, people and the application of continuous improvement for Leicester Medical School.

<table>
<thead>
<tr>
<th>Principal Responsibilities</th>
<th>% Time</th>
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<tr>
<td><strong>PA to the Head of School and Deputy Head of School</strong></td>
<td>60</td>
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<tr>
<td>• Act as an effective PA to the Head of School (HoS) and Deputy HoS including the management of diaries, meetings etc. Responsible for drafting appropriate correspondence concerning complex and diverse issues of relevance to the School requiring full understanding of procedures and systems.</td>
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<tr>
<td><strong>School Administration</strong></td>
<td>20</td>
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<tr>
<td>• Develop and manage School procedures to support the School’s commitment to delivering high quality teaching and research. Take responsibility for the design and implementation of changes to administrative procedures to ensure the efficient and effective running of the School.</td>
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<tr>
<td>• Independently dealing with all internal and external issues and queries concerning the School, including those of a highly confidential nature, and making use of in-depth knowledge of College and University policies and procedures.</td>
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<tr>
<td>• Act as Secretary to School Staff Meetings and Teaching Team Meetings, and other general administrative duties including collection of and distribution of mail, updating of notice boards and other dissemination of information to the School, and monitoring and maintaining stocks of stationery and printer supplies.</td>
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<tr>
<td><strong>Other Administration</strong></td>
<td>20</td>
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<td>• Assist in the management of shared administrative structure processes and procedures including developing robust systems to deliver a range of services to the standard agreed by the School. Plan and prioritise own activities including forecasting changes, up to 12 months ahead.</td>
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<td>• Maintain the School web pages and data protection information, as well as data transference onto University information systems.</td>
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Job Summary

- Provide administrative support for recruitment of all staff in liaison with HR, academic candidate visits and seminars, preparing schedules for candidates and arranging interview panels.
- Provide cover for other administrative staff in their absence to provide continuity of service, which requires a wide knowledge of the activities of staff in the School and a network of contacts and resources. Liaison, communication and relationship building with other Departments, University central administration as well as outside bodies to support the above mentioned responsibilities.

Internal and External Relationships

Regular contact with HoS and Deputy HoS (as full PA)
Regular contact with other PS staff as part of the shared administrative structure as well as the College and the wider University
Regular contact with academic staff members
Regular liaison with the Head of Operations for Leicester Medical School and School of Allied Health Professions
Regular contact with UG & PGR students & applicants to answer queries
Contact with external bodies such as research grant awarding bodies, external examiners etc.

Planning and Organising

Planning own work months in advance and contributing to the plan of the HoS’s activities.
Setting priorities over months ahead. If reference to the HoS is necessary, then to provide a recommended course of action with appropriate justification.

Qualifications, Knowledge and Experience

Essential

- Academic or vocational qualifications (e.g. general education to A level, NVQ or equivalents) plus work experience in a relevant role*
  
  OR

- Substantial work experience in a similar busy office environment*

- RSA 2 or equivalent in word processing/keyboard skills or typing, or comparable experience*
Job Summary

- Evidence of IT skills including full range of Microsoft office suite software, especially Outlook, Word & Excel and use of internet*
- Some experience of working within a higher education environment*
- Experience of taking responsibility and working independently to deal appropriately and efficiently with unforeseen problems/issues*
- Understanding of requirements relating to the management of personal and confidential data

Desirable
- Comprehensive knowledge of the work practices, processes and procedures relevant to the role.

Skills, Abilities and Competencies

Essential
- Ability to work independently and plan and organise the time of self and others.
- Proven effective oral and written* communication skills at all levels
- Proven organisational skills*
- Excellent interpersonal skills*
- Able to work with discretion across a number of key stakeholders*
- Accuracy and attention to detail*

Desirable
- Understanding of the University regulations and standards required for the role
- Highly numerate

*Criteria to be used in shortlisting candidates for interview

VITAL

The University encourages all staff to live our VITAL values which are: Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits
everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.