



1 Advertisement

Post Title: Assistant Administrator

School/department: Brighton and Sussex Medical School

Hours: part time hours considered up to a maximum of 18.25 hours (Monday 7.3, Tuesday 7.3, Wednesday 3.65 hours). Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: permanent

Reference: 10175

Salary: starting at £21,630 to £22,662 per annum, pro rata

Placed on: 23 November 2022

Closing date: 03 January 2023. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: January 2023

We are looking for a well-organised and self-motivated individual with good communication skills to provide administrative support to the Senior Departmental Assistant and organisation support within the Department of Primary Care and Public Health.

Please contact Sonia Khan s.khan@bsms.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

www.brighton.ac.uk/jobs

www.bsms.ac.uk

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Department

Please find further information regarding the school/department at

<https://www.bsms.ac.uk/research/primary-care-and-population-health/index.aspx>

3. Job Description

Job Description for the post of: Assistant Administrator

Department: PCPH
Section / Unit / School: BSMS
Watson Building
Location:
Grade: 3
Responsible to: Senior Departmental Assistant
Responsible for: N/A

Purpose of the post:

To provide administrative support to the Senior Departmental Assistant and the Division of Primary Care and Public Health.
Public Health.

PRINCIPAL ACCOUNTABILITIES

1. Provide a friendly and professional reception and general enquiries service to students, faculty and visitors
2. Provide clerical support to school staff and officers
3. Within clear parameters to take responsibility for specific projects or areas of work.

KEY RESPONSIBILITIES

- Working as part of a team, act as first point of contact in the administration office for students, staff and visitors. Respond to general enquiries seeking guidance on interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice.
- As directed assist in producing and maintaining a number of sources of information on the website and in publications
- Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff
- Follow administrative procedures, write new office procedures and set up new office systems
- Organise mailings for communication, training, and events, maintain mailing lists
- Compile agendas and draft minutes for team meetings
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables
- Support colleagues when required to assist with the production of letters and standard reports
- Raise purchase orders and arrange payment of invoices on the Finance System
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

DIMENSIONS

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. With guidance, effective organisational skills to organise own workload and priorities.
3. Effective oral skills to work with colleagues and customers providing information and responding to questions and queries. Effective written communications to be able to respond appropriately to written requests for information
4. Ability to work flexibly within a small team.
5. Competent IT skills to effectively manager own workload – MS Suite.

DESIRABLE CRITERIA

1. One years' experience in a similar role.
2. One years' experience working in a university or similar environment.

ESSENTIAL ROLE SPECIFIC CRITERIA

1. Willingness to do routine work
2. The desire and ability to work as part of a flexible team
3. Fast, accurate word processing and an ability to ensure effective, professional standards of presentation
4. Someone helpful, cooperative and sensitive to the needs and feelings of others, including a commitment to customer service and flexibility in responding to

emergencies and unforeseen events

5. Reliability, honesty and a commitment to maintaining confidentiality
6. Good working knowledge of Microsoft Outlook, Word, Excel and PowerPoint
7. Self motivated

DESIRABLE ROLE SPECIFIC CRITERIA

8. Keen to learn other tools as required
9. Experience in accurate data entry
10. Experience of working on projects
11. Experience of providing a reception service