1   Advertisement

Post Title: Assistant Administrator
School/department: Brighton and Sussex Medical School, SHORE-C
Hours: Full time hours considered up to 36.5 hours. Requests for <u>flexible working</u> options will be considered (subject to business need). Office core working hours needed to cover reception.
Contract: Permanent
Reference: 10245
Salary: starting at £21,630 to £22,662 per annum, pro rata if part time.
Placed on: 28 November 2022
Closing date: 06 January 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed.
Expected start date: As soon as possible

Applications are invited for this full time post based at the University of Sussex. We are looking for a well-organised and self-motivated individual with excellent communication skills to provide administrative support to the Senior Administrator, Director, Deputy Director and all staff of SHORE-C.

As an Assistant Administrator, you will help to maintain administrative systems and processes, as well as dealing with diary management, taking meeting minutes and handling queries and correspondence professionally.

You should have previous experience of having worked in a busy office or educational environment and have developed personal skills to prioritise work and meet tight deadlines. You will be expected to make decisions independently and work flexibly with the needs of SHORE-C.

Please contact adminshore-c@sussex.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.

https://shore-c.sussex.ac.uk/index.html

2.   The School / Division

Please find further information regarding the school/division at https://shore-c.sussex.ac.uk/index.html

3.   Job Description

Job Description for the post of: Assistant Administrator

Department: Sussex Health Outcomes Research and Education in Cancer (SHORE-C)

Section/Unit/School: Brighton and Sussex Medical School

Location: SHORE-C, University of Sussex, Falmer campus

Grade: 3

Responsible to: Senior Administrator

Responsible for: N/A

Purpose of the post:
Working as part of a small team to provide administrative support to the Senior Administrator, Director, Deputy Director & all staff in SHORE-C.

Key Responsibilities:

1. **To provide administrative support to the Senior Administrator, Director, Deputy Director and all staff in SHORE-C.**

2. **To provide organisational support for SHORE-C research projects and training workshops.**

3. **To work as part of the SHORE-C team in providing support for Unit activities.**

Specific Duties:

1   **To provide administrative support to the Senior Administrator, Director, Deputy Director and all staff in SHORE-C:**

   1.1   To receive personal callers, greet visitors and arrange hospitality.

   1.2   To attend meetings, take minutes and follow up outcomes.

1.3   To respond to telephone and e-mail enquiries, responding where appropriate or directing the enquirer elsewhere.

1.4   To undertake general office duties of post, shredding, photocopying, stationery ordering and confidential filing.

1.5   To arrange appointments and meetings for the Director and Deputy Director, setting up Outlook invitations and ensuring the appropriate briefing papers are available.

1.6   To make local, national and international travel arrangements and co-ordinate complex itineraries.

1.7   To liaise with staff in other departments and organisations with which SHORE-C interfaces (other University Departments, Department of Health, NHS Trusts, Pharmaceutical companies, research councils).

1.8   To update lists of publications in CVs, databases and websites.

1.9   To place orders for goods and services as required. To prepare purchase orders for approval, match delivery notes and invoices. Prepare invoices prior to approval for payment, deal with queries arising as appropriate and maintain files.

1.10   Manage the Unit's postage stamp distribution, reclaim and reconciliation.

1.11   To help co-ordinate the activities of medical societies with which senior staff hold positions.

1.12   To support research staff to populate the University of Sussex Institutional Repository on a regular basis on behalf of senior staff.

1.13   To co-ordinate the effective management of administrative and office systems, including reporting repairs to University Estates.

1.14   To support, where appropriate, any tasks, when they arise, that are related to the academic activities not listed above.

2.   To provide organisational support for the research projects and training workshops:

2.1   To ensure timely circulation of information and papers to researchers, participants or interested parties.

2.2   To maintain up-to-date information on participants and members for circulation and to collate their apologies.

2.3   To prepare printed materials for workshops (e.g. briefing papers, publicity materials, participant packs), apply for CPD points and organise workshop venues.

3.   To work as part of the team in providing support for Unit activities:

3.1   Induction of staff; organising unit events; setting up new systems.

3.2   To assist with the organisation of SHORE-C wide activities such as seminars and workshops.

3.3   Provide support for staff & research recruitment e.g. greeting candidates, setting up rooms, collating paperwork.

3.4   Maintain records of staff absence, annual leave and arrange staff appraisals

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

4.   Person Specification

SKILLS / ABILITIES

	Essential	Desirable
Excellent written and oral communication skills with the ability to ensure effective, professional standards of presentation	X	
A proactive approach to problem solving	X	
The ability to maintain accuracy and prioritise work to meet deadlines in a busy work environment	X	
Comfortable working on routine aspects of administration	X	
Able to deal with a wide range of different people, including patients with cancer	X	

KNOWLEDGE

	Essential	Desirable
Knowledge of and commitment to consistently providing a high level of service	X	
Knowledge of HE sector		X
IT literate with proven experience of using Microsoft Office packages (Word, Excel, Outlook), travel booking systems, databases and spreadsheets.	X	
Familiarity/comfort with medical, scientific and research terminology		X

EXPERIENCE

	Essential	Desirable
Providing PA support including diary management and supporting/ servicing meetings	X	
Of working within Higher Education environment		X

	Essential	Desirable
An administrative role in a busy environment	X	
Working in a changing work environment and making positive contribution to the change		X
Appreciation of the need to maintain confidentiality and keep information and data secure	X	

QUALIFICATIONS

	Essential	Desirable
Sound level of competence in numeracy and literacy through GCSE or equivalent qualification	X	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Sensitivity, tact and the ability to remain calm when working to different priorities	X	
Experience of working cooperatively as part of a team to meet objectives	X	
Approachable, helpful and flexible with the ability to learn new systems quickly	X	
Evidence of a high degree of personal initiative and responsibility	X	
Commitment to self-development	X	
Comfortable taking occasional calls from patients and healthcare professionals	X	