

## 1 Advertisement

**Post Title: Programme Administrator**

**School/department:** Department of Medical Education, BSMS

**Hours:** full time or part time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 1833

**Salary:** Starting at £21,814 and rising to £25,217 per annum

**Placed on:** 27 August 2019

**Closing date:** 20 September 2019 - Applications must be received by midnight of the closing date.

**Expected start date:** ASAP

We are seeking to appoint a Programme Administrator to the Department of Medical Education, BSMS.

This pivotal role will provide support to the Department's Postgraduate taught students and academic staff. The role will assist with course development and delivery, examination process, servicing of programme meetings, and will be required to keep up to date with all aspects of departmental policy and procedures. The role would suit an experienced administrator with a proven track record of organisational skills. The successful candidate will be an excellent communicator, a team player, with excellent IT skills and have a supportive approach to students and be able to communicate information in an understandable way orally and in writing.

For full details and how to apply see:

[www.sussex.ac.uk/jobs](http://www.sussex.ac.uk/jobs)

[www.brighton.ac.uk/jobs](http://www.brighton.ac.uk/jobs)

[www.bsms.ac.uk](http://www.bsms.ac.uk)

***We are committed to equality of opportunity.***

## 2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Chief Operating Officer, and the Librarian reports to one of the Pro-Vice-Chancellors.

## 3. Brighton and Sussex Medical School and partners

**Brighton and Sussex Medical School** is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: [bsms.ac.uk/about](https://bsms.ac.uk/about)

**The University of Sussex** is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: <http://www.sussex.ac.uk/about/>

**The University of Brighton** is a complex and diverse institution with a long and distinguished history of applied research. Find out more: [brighton.ac.uk/about-us/](https://brighton.ac.uk/about-us/)

**Brighton and Sussex University Hospitals Trust** is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: [bsuh.nhs.uk/about-us/](https://bsuh.nhs.uk/about-us/)

**Sussex Partnership NHS Foundation Trust** specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: [sussexpartnership.nhs.uk/about-us](https://sussexpartnership.nhs.uk/about-us)

#### 4. Job Description

Job Description for the post of: **Programme Administrator**

Department:	Department of Medical Education
School:	BSMS
Location	Falmer
Grade:	4
Responsible to:	Medical Education Manager
Responsible for:	n/a
The post:	To coordinate support for a range of courses within the Postgraduate taught Curriculum portfolio; supporting students and providing administrative support to members of staff.

#### Key Responsibilities:

1. **To be responsible for administrative support to specific academic programme areas.**
  - 1.1 To service academic programme meetings which includes drafting agendas, circulating papers, taking minutes at meetings and ensuring that follow-up actions are taken.
  - 1.2 To work with the admissions team and Course leaders with student recruitment, admission and enrolment processes.
  - 1.3 To address student enquiries relevant to their program of study.
  - 1.4 To maintain and up-date student record systems, manual and computerised In line with data protection and UK Border agency regulations.
  - 1.5 To process academic programme materials, student handbooks and examination papers as required.
  - 1.6 To assist with examination processes as follows:
    - to maintain student assessment record databases (SITS/CAMS)
    - to support academic programme leaders in the preparation of mark sheets for examination boards
    - to service Examination boards (if required), including meticulous minuting of those meetings
    - to prepare results information to students, in close liaison with the academic staff, senior administrator and Chair of the examination board.

- 1.7 To assist with course development as follows:
- Arrange meetings for course development teams and other relevant groups
  - To support the completion of the required paperwork for curriculum development and approval
- 1.8 To assist with course delivery as follows:
- To work with lecturers in providing facilities required for their teaching
  - To provide reception service for students
  - To word process, copy, distribute and file a range of written material such as reports, documentation and correspondence
  - To support the organisation and delivery of exams and assessments including written tests, online exams, OSCEs and Knowledge Tests
- 1.9 To periodically review local processes to ensure the most efficient and effective systems are in place.
- 1.10 To work with the course team to organise and schedule a variety of course events

**2. To assist the Divisional Administration Manager in relation to specific administrative functions.**

- 2.1 To keep up to date with all aspects of departmental policy and procedure.
- 2.2 To assist with general departmental administration during periods of heavy workload or to cover absence, as required.
- 2.3 To assist with special projects or initiatives as appropriate and as directed by the Divisional Administration Manager.
- 2.4 To be an active and engaged participant in the Departments Administrative team

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.

### 3. Person Specification

<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>
Strong oral and written communication skills, and interpersonal skills	X	
Ability to deal confidently with a diverse range of people and situations.	X	
Ability to prioritise workload to deadlines.	X	
A competent user of the Internet, Microsoft word, Outlook and Excel	X	
Ability to convey information effectively both orally and written, with a high level of accuracy and attention to detail as suitable to the situation.	X	
A systematic and analytical approach with the ability to organise work and time effectively and to cope with changing priorities, sometimes at short notice	X	

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
An interest in the objectives, needs and priorities in higher education would be an advantage		X
A knowledge and understanding of HE institutions and procedures for academic and student support		X

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in laying out correspondence, reports and minutes professionally.	X	
Experience in dealing with sensitive information and has the ability to preserve confidentiality with respect to student and staff information.	X	
Experience of SITS		X
Experience of employment in a health care setting		X

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent relevant work experience		X

<b>Personal attributes and circumstances</b>	<b>Essential</b>	<b>Desirable</b>
Attention to detail and accuracy	X	
Being comfortable working both as part of a team, and independently	X	
A demonstrated enthusiasm for continuous self-development		X

Revised May 2019 (EP)