1   Advertisement

Post Title: Senior Project Co-ordinator (Fellowship Programmes)
School/department: Brighton and Sussex Medical School
Hours: This role is for a maximum of 0.6FTE (22 hours per week/ 3 days a week)
Requests for <u>flexible working</u> options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Fixed term for two years
Reference: 20702
Salary: starting at £28,131 to £32,411 per annum, pro rata if part-time
Placed on: 13 June 2023
Closing date: 04 July 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: as soon as possible

Brighton and Sussex Medical School invites applications for the post of Senior Project Coordinator – Fellowship Programmes.

The two year fixed term contract is to provide project management, administration and event coordination for the Leadership and Education (LEF), Simulation (SIM) and Multiprofessional (MPF) Fellowship Programmes run in partnership with NHS England Workforce, Training and Education and Trusts across Kent, Surrey and Sussex (KSS) and the South East.

We are looking for people with excellent organisational skills, who can demonstrate initiative and problem-solving ability to establish and run administrative processes to manage several inter-related projects. Applicants should ideally have experience in organising events with multiple stakeholders and coordinating projects.

Based at BSMS site on the Falmer campus, the post-holder will work closely with the Fellowship Programme Leads, post-graduate course teams, and multiple external stakeholders including from Trusts and the KSS Deanery. Some travel to events and meetings across the region is expected.

Applicants should have a good standard of education and possess excellent IT, communication and organisational skills. The post requires a high level of interpersonal skills and personal responsibility.

Please contact Emily Pitt E.Pitt@bsms.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

 "*Please note that this position may be subject to ATAS clearance if you require visa sponsorship.*"

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 / Division

Please find further information regarding the school/division at
https://www.bsms.ac.uk/index.aspx

3.   Job Description

Job Title: Senior Project Co-ordinator (Fellowship Programmes)

Grade: 5

School/Division: **BSMS/Department of Medical Education**

Location: University of Brighton, Falmer campus

Responsible to: Emily Pitt

Direct reports: n/a

Key contacts:

Programme Lead, Leadership and Education Fellowship LEF) Programme
Programme Lead, Simulation (SIM) and
MultiProfessional Fellowship (MPF) Programmes
Course Directors (Healthcare Leadership and
Commissioning and Simulation)
Healthcare Leadership and Commissioning and
Simulation
Course teams
Directors of Medical Education, Senior Clinical and Education Leads in Trusts across KSS
and South East
Health Education England (HEE) South East and KSS Deanery senior team and Programme
Managers
Fellowship potential applicants and successful candidates
Fellow supervisors and other stakeholders
Finance and HR teams in employing organisations

Role description:

To have general responsibility for the co-ordination support across a number of
areas/functions acting as a point of contact and link between students, staff members,
internal departments, and external contacts. To co-ordinate the provision of clerical and
administrative support ensuring that the processes and services for which they are
responsible operate smoothly. Will have a more detailed level of knowledge and experience
in their subject area than their colleagues

PRINCIPAL ACCOUNTABILITIES

In relation to a range of named services or processes, to:

1. Support the successful delivery of the services or processes of the division/school through the effective co-ordination of activities, events and meetings

2. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied

3. To act as the main point of contact for service users in the effective and efficient delivery of services.

4. Provide support for quality assurance and staff and/or student feedback activities including reporting on usage and uptake information.

KEY RESPONSIBILITIES

1. Working as part of a team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of activities, events and meetings respond to enquiries interpreting university and external regulations as appropriate, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice, including, but not limited to;

   - Helping to ensure that time lines and resources are identified, realistic and achievable
   - Proactively raising issues arising in advance for discussion and resolution
   - Co-ordinating the delivery of activities according to the schedule and in liaison with managers responsible for delivery
   - To act as an ambassador for the service, with a focus on customer service and delivery
   - Contribute ideas and suggestions for improvements to work practices and methods.

2. Communicating effectively with all stakeholders

   - Publicising activities, events and meetings to all relevant staff, students or external parties in an effective way
   - Contributing to the editing of local guidelines ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date and accessible
   - Maintaining website pages (and other sources of information) to accurately reflect current activity in an engaging way

3. Providing support, information and guidance to staff and students.

   - To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries
   - Providing guidance on relevant procedures and processes
   - Ensuring staff and students are aware of procedures and processes

4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes

5. Creating and maintaining accurate information on activity that has taken place

- Creating comprehensive records and files for future reference, both in standard form and for one off bespoke requests
- Providing usage and uptake reports as requested
- Presenting data on attendance and usage to enable analysis and interpretation

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.

- The post holder reports to the Medical Education Manager they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- The post holder will work closely with the Programme Lead: LEF Programme who will set direction for the post holder to establish and run administrative and project management processes to coordinate and track promotion, recruitment, management and evaluation of the fellowship programmes.

- The post holder will provide direct administrative support to the Programme Lead for SIM and MPF fellowships and the Programme Lead for the LEF fellowship.

- A key part of the role will be event management, to involve scheduling, coordinating, producing materials for and ensuring the smooth running of fellowship-related events, in person and online. Events may be held at venues across KSS so will require liaison with Trusts and external venues and travel to provide on-the-day in person support.

- 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.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1.   Good secondary education

2.   Effective planning and organisational skills to organise own workload and priorities.

3.   Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.

4.   Ability to work flexibly within a small team and also on own initiative.

5.   Competent IT skills to effectively manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1.   Interpersonal skills to liaise with people at all levels at events / group meetings and 1:1, in person and on line

2.   Demonstrates initiative and good problem solving skills

DESIRABLE CRITERIA

1.   Two years' experience working in a university or similar environment.

2.   Experience of organising events with stakeholders from multiple organisations.

3.   Experience of setting up administrative processes.