

1 Advertisement

Post Title: Senior Coordinator - Clinical Academic Training programme

School/department: Brighton and Sussex Medical School, Health Research Partnership

Hours: full-time or part-time hours considered up to 36.5 hours. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 20703

Salary: starting at £32,411 to £36,333 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: September 2023

The Brighton and Sussex Health Partnership was established by Brighton and Sussex Medical School (BSMS) in 2022. It brings together academic and NHS partners across Sussex to develop shared research infrastructure, capacity and collaborations, align priorities and strategies across the partners to build a shared, unique profile for health and care research in Sussex.

The post holder will play a key role in setting up a joint Clinical Academic Training Office (CATO), a key objective of the HRP to support multi-professional and diverse research capacity building and training across the partnership.

They will have specific responsibility for administrative and project support to the NIHR Integrated Academic Training Programme (IAT) at BSMS and facilitate, coordinate and monitor the programme and provide high-quality support to trainees.

They will work closely with colleagues across partner organisations, including BSMS, University Hospitals Sussex NHS Foundation Trust, Sussex Partnership Trust and other HRP Partners to develop partnership-wide integrated support research training across the multidisciplinary healthcare professional workforce.

Please contact Virginia Govoni, v.govoni@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 / Division

Please find further information regarding the school/division at [Brighton and Sussex Medical School - BSMS](#)

3. Job Description

Job Description for the post of: Senior Co-ordinator - Clinical Academic Training programme

Department:	Health Research Partnership
Section/Unit/School:	BSMS
Location:	Brighton, United Kingdom, Hybrid working, BSMS campus and NHS Trusts
Grade:	G6
Responsible to:	Head of Health Research Partnership
Responsible for:	N/A

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4. Person Specification

PRINCIPAL ACCOUNTABILITIES

- Support the successful set up and delivery of the IAT Programme through effective co-ordination of activities such as submitting BSMS IAT applications.

- Facilitating IAT research events such as the annual conference, and monthly update meetings.
- Set up, maintain and monitor a database of trainees and associated records of research and training activities and outcomes, to support the IAT program quality management.
- Liaise with equivalent roles at partner NHS Trusts and their research leads to facilitate communication and streamline procedures associated with multi-professional research training.
- Work with HRP partner organisations clinical research training and support leads to:
 - Maximise the pipeline of clinical academic training opportunities relevant to the priorities of HRP partner organisations
 - Promote clinical academic training opportunities across the HRP
 - Ensure high quality support to trainees
 - Ensure feedback is routinely captured to improve the service
 - Record training activities and outcomes
 - Capture the impact of training activities
 - Identify and develop funding streams to grow research training opportunities
- Provide information, subject matter knowledge, advice and guidance on the range of services and activities within the specified area.
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams. Using knowledge and experience to solve more complex problems directly where possible.
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

KEY RESPONSIBILITIES

- Assisting the Head of the HRP develop co-ordinated research career development support for clinical academics/researchers of all levels and professions across the HRP
- Supporting the IAT Academic Leads in the coordination of the IAT Programme including processing applications to the national IAT competition for advertised themes and response modes.
- Monitoring and supporting recruitment and awards, liaising with Health Education England and Academic Leads as necessary.
- Working collaboratively with the IAT leads, Head of HRP and BSMS Communication team to plan and develop promotional material and presentations and maintain and update external and internal communications about clinical research career pathways across the HRP
- Supporting fellows with expense claims, monitoring spend and uptake
- Providing support, information, and guidance to research staff in BSMS and research leads in HRP partner organisations.
- Producing reports to support the IAT programme and HRP objectives to set up a Clinical Academic Training Office function.
- Confidently advising fellows, line managers and staff members, using appropriate methods of communication tailored to the audience answering straightforward questions or researching regulations, policies, interpreting procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations where feelings may be running high.
- Role model exemplary behaviours and knowledge to other team members and stakeholders.

- Developing and maintaining productive and collaborative relationships with fellows , managers, colleagues, and other service areas demonstrating professional credibility
- Develop and maintain an in-depth understanding of the area within which the role operates and the work of relevant external agencies, service providers, employers and training providers.
- Researching particular areas of enquiry to ensure appropriate advice is given, give advice to other team members where necessary.
- Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team.
- Where required, deliver coaching and training to develop capabilities in line with required improvements.
- Supporting senior colleagues where appropriate in educating and developing the knowledge and understanding of users about the services provided to promote self-service and self-reliance.
- Producing high quality, up to date accurate information on relevant subject areas for publications and web pages.
- Presenting and facilitating workshops with groups of all sizes to develop understanding of procedures and policies within service area.
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement.
- Preparing ad hoc and regular management reports on the use of the service area to aid the improvement of processes and understanding of the services provided. Analysing and investigating the collected data further where required.
- Provide advice on ongoing projects and how they might affect service users, using existing and learned knowledge and expertise.
- Providing support and guidance for the service area administration team.
- 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 but will be responsible for the processing of finance claims. 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 Head of Health Research Partnership with respect to their day-to-day role specific objectives and responsibilities, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives
- They will be managed by the Academic Director of the HRP who has oversight of the development of the CATO to ensure alignment with HRP aims, supported by the IAT academic co-leads,
- In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. 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.
- 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.

- Balance effectiveness and cost-efficiency in the management of the budgets you may be accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

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 (see role-specific criteria below).
2. Effective planning and organisational skills.
3. Well-developed interpersonal skills with the ability to quickly build rapport
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a small team and on own initiative.
6. Ability to assess problems effectively and make standard minor impact decisions autonomously.
7. Competent IT skills to effectively manage own workload – MS Suite.
8. Ability to provide pastoral welfare support to junior members of the team where necessary.

ESSENTIAL ROLE-SPECIFIC CRITERIA

Confident working knowledge and experience of the academic clinical training pathways and understanding of interactions between NHS provides and academic institutions.

DESIRABLE CRITERIA

1. Demonstrable experience in a similar role.
2. Demonstrable experience working in a university or post graduate medical education environment.
3. Educated to degree level