



## 1 Advertisement

### **Post Title: PA / Administrator**

**School/department:** Brighton and Sussex Medical School

**Hours:** Part-time hours considered up to a maximum of FTE 0.4 (16.5 hours), 2 days a week  
Requests for flexible working options will be considered (subject to business need).

**Location:** University of Sussex Falmer Campus, Brighton, United Kingdom

**Contract:** Permanent

**Reference:** 20875

**Salary:** starting at £24,144 to £27,396 per annum, pro rata if part-time.

**Placed on:** 04 August 2023

**Closing date:** 01 September 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed.

**Expected start date:** To be confirmed.

We are looking for a person who can job share with the current PA/Administrator to the Dean of the Medical School, who has recently reduced their hours.

The job of the PA/Administrator is a full-time role 36.5 hours per week and we would expect the successful applicant to work 2 full days (Thursday and Friday) with a short handover period with the current employee who will be working Monday to Wednesday.

You will use your organization and communication skills to quickly become an active member of the Dean's Office to ensure the smooth running of the office.

Please contact Dawn Hanna at [d.hanna@bsms.ac.uk](mailto:d.hanna@bsms.ac.uk) for informal enquiries.

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

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

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

## 3. Job Description

**Post:** PA / Administrator

**Department:** Dean's Office

**Section/Unit/School:** Brighton and Sussex Medical School (BSMS)

**Location:** Medical Teaching Building, Sussex Campus

**Grade:** 4

**Responsible to:** Senior Department Administrator

**Responsible for:** N/A

Provides support to the Dean of the Medical School, diary management, correspondence and meetings. Takes responsibility and ownership of office organisation, including record management and important documents and files.

## 4. Person Specification

### PRINCIPAL ACCOUNTABILITIES

1. Calendar and diary management
2. Answering and directing telephone calls
3. Managing email inbox and sending responses
4. Coordinating schedules, meetings and appointments
5. Arranging travel and booking accommodation
6. Providing general administrative support
7. Preparing correspondence, reports and other documents
8. Liaising with colleagues and EAs
9. Greeting visitors
10. Attending meetings and recording minutes
11. Taking meetings and reporting back with actions
12. Ordering the stationery for the building

13. Arranging dinners, social events and public appearances

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 level of responsibility entailed.

### **ESSENTIAL CRITERIA**

1. Good secondary education combined with appropriate amount of professional experience
2. Exceptional organisational and diary management skills.
3. High levels of flexibility and adaptability.
4. Excellent communication skills, both written and verbal.
5. Good telephone manner.
6. The ability to multitask and prioritise an everchanging workload.
7. The ability to work under pressure and reach deadlines.
8. Problem-solving and decision-making skills.
9. The ability to work autonomously and calm under pressure.
10. The ability to determine which emails, reports, telephone calls, etc. need to be escalated and which do not.
11. The ability to communicate with to senior management.
12. The ability to build relationships at all levels across the University and with external contacts.
13. Experience using the full Microsoft Office suite.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Organising and supporting with meeting including, papers, minute taking, action log etc.
2. Ability to deal confidentially with a diverse range of people and situation.

### **DESIRABLE CRITERIA**

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