

1 Advertisement

Post Title: Assistant Curriculum and Assessment Manager

School/department: Brighton and Sussex Medical School

Hours: Full-time considered up to a maximum of 1.0 FTE. -Requests for flexible working options will be considered (subject to business need).

Location: Brighton, UK

Contract: Permanent

Reference: 20878

Salary: starting at £32,411 to £36,333 per annum, pro rata if part time.

Placed on: 24 July 2023.

Closing date: 04 September 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 Assistant Curriculum and Assessment Manager.

This pivotal role will provide excellent administrative support to the Department of Medical Education's Postgraduate taught students and academic team.

Supported by the Curriculum and Assessment Manager, the post holder will manage a team of Course co-ordinators who support the delivery of the courses within the PGT portfolio. The role would suit an experienced Manager with a proven track record of strong organisational and administrative skills.

The successful candidate will be 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.

The post requires a very high level of personal responsibility and initiative.

Based at the BSMS site on the University of Brighton Falmer campus, the post-holder will work closely with the post-graduate course teams, other colleagues within BSMS and external stakeholders.

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:	Assistant Curriculum and Assessment Manager
Grade:	Grade 6
School/Division:	BSMS
Location:	University of Brighton, Falmer campus
Responsible to:	Medical Education Manager
Direct reports:	Team of Course co-ordinators
Key contacts:	Course co-ordinators PGT Course and Modules Leads
Role description:	The role is responsible for the management of the PGT Course co-ordinator team, and delivery of the teaching within the PGT portfolio within BSMS.

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain high quality Professional Services, engendering a culture of continuous improvement.
2. Lead the operational outputs of a small team of individuals.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service
5. [brief description of up to a maximum of 5 principal accountability of the role holder].

KEY RESPONSIBILITIES

1. **Team leadership**
 - 1.1 Lead a small team to support the achievement of targets and objectives

- 1.2 Allocate available resources to achieve targets and objectives including supporting the selection, induction, performance management and development of team members
- 1.3 Ensure team understanding and application of operational standards are embedded in the methods of working
- 1.4 Support the development of others, providing training and coaching in area of expertise
- 1.5 Foster an ethos of continuous improvement

2. Service Delivery

- 2.1 Working within university policy and procedure, undertake day-to-day local team leadership of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities of the team to ensure the achievement of team targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Support the implementation of improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

- 3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
- 3.2 Contribute to policy decisions and improvement in area of expertise.

4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

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

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.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of course coordinators (currently 8 staff members)
- Alongside the Curriculum and Assessment Manager, responsible for the successful delivery of the teaching and assessment within the PGT portfolio of courses
- The post holder reports to the Medical Education Manager working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. 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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education and relevant work experience
2. A strong practical knowledge and understanding of administrative processes.
3. Effective team leadership and management skills
4. Good oral and written communication skills with the ability to present information in a way that can be understood by the audience.
5. Planning and organisational skills with the ability to delegate to team members where appropriate.
6. Well-developed interpersonal skills with the ability to influence team members, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to generate effective solutions and make effective decisions
8. Commitment to customer excellence
9. Effective IT Skills on MS platform. Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Demonstrated management experience of a team.
2. Excellent initiative taking with an ability to problem solve.
3. Able to manage several inter-related projects.
4. Committee management and minute-taking skills

DESIRABLE CRITERIA

1. Knowledge of the Higher Education sector.
2. Previous experience working in a university or similar busy environment.
3. An appreciation of the need for a professional approach consistent with representing the Medical School in a front-of-house service.
4. An appreciation of the need to keep certain information confidential and secure.
5. A high degree of personal initiative and responsibility
6. A willingness to work flexibly when examinations or events require
7. Experience of using a web-based managed learning environment (e.g. MyStudies)
8. Experience of using an electronic student records system (e.g. SITS) or similar system