

## 1 Advertisement

**Post Title:** Course Co-ordinator (Postgraduate Taught)

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

**Hours:** Part time up to 22 hours per week. Requests for flexible working options will be considered (subject to business need).

**Contract:** Fixed term (Two years)

**Reference:** 21492

**Salary:** starting at £24,533 to £27,979 per annum

**Placed on:** 21 August 2023

**Closing date:** 14 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 Course Co-ordinator (Postgraduate Taught)

This is a fixed term two year role.

This pivotal administrative role will provide support to the Department of Medical Education'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 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 high level of personal responsibility and initiative.

Please contact Emily Pitt [E.Pitt@bsms.ac.uk](mailto:E.Pitt@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.*

## 2. The School / Division

Please find further information regarding the school/division at [www.bsms.ac.uk](http://www.bsms.ac.uk)

## 3. Job Description

Job Description for the post of: Course Co-ordinator (Postgraduate Taught)

**Department:** BSMS

**Location:** University of Brighton Falmer campus.

<b>Grade:</b>	4
<b>Responsible to:</b>	Medical Education Manager
<b>Responsible for:</b>	n/a
<b>Direct reports:</b>	n/a
<b>Key contacts:</b>	PGT Curriculum Team PGT course and module leads

### Role description:

To serve as a point of contact and link between students, staff members, internal departments, and external contacts. To provide clerical and administrative support ensuring that the processes and services for which they are responsible operate smoothly.

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## 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 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.
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
  - Providing usage and uptake reports as requested
  - Presenting data on attendance and usage to enable analysis and interpretation
6. This role does not have any budget responsibility.
7. This role does not have any line management responsibility.
8. This role does not have any responsibilities for equipment or premises.
9. 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.

## **INDICATIVE PERFORMANCE CRITERIA**

### **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.

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

1. Ability to prioritise workload to deadlines
2. A competent user of the Microsoft package, Outlook, the Internet and Teams
3. Experience in laying out correspondence, reports and minutes professionally.
4. Experience in dealing with sensitive information and has the ability to preserve confidentiality with respect to student and staff information.
5. A track record of developing administrative processes
6. Well organised with the ability to manage multiple work streams. Ability to prioritise and ensure tasks are completed.
7. Good proof reading skills

#### **DESIRABLE CRITERIA**

1. Two years' experience in a similar administrative role.
2. Two years' experience working in a university or similar environment.
3. Experience of SITS