Advertisement

Post Title: Unit Administrator
School/department: BSMS, Primary Care and Public Health
Hours: part time hours considered up to a maximum of 0.8FTE. Requests for flexible working options will be considered (subject to business need).
Contract: fixed term for 1 year
Reference: 2504
Salary: starting at £19,133 and rising to £21,236 per annum, pro rata
Placed on: 22 October 2019
Closing date: 19 November 2019
Expected start date: asap

We are looking for a well-organised and self-motivated individual with good communication skills to provide administrative support to the Divisional Assistant and organisation support within the Department of Primary Care and Public Health.

For full details and how to apply see:

www.sussex.ac.uk/jobs  www.brighton.ac.uk/jobs  www.bsms.ac.uk

We are committed to equality of opportunity
2. **Senior leadership and management**

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Chief Operating Officer, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. **Brighton and Sussex Medical School and partners**

**Brighton and Sussex Medical School** is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: [bsms.ac.uk/about](http://bsms.ac.uk/about)

**The Department**
The Department of Primary Care and Public Health is a positive and collegial workplace that hosts general practice teaching and a wide range of community focussed research. It has particular strengths in mental health, sexual health, behavioural medicine, health informatics and research methodologies including medical statistics. It is located in Watson Building (formerly Mayfield House), Falmer.

**The University of Sussex** is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: [http://www.sussex.ac.uk/about/](http://www.sussex.ac.uk/about/)

**The University of Brighton** is a complex and diverse institution with a long and distinguished history of applied research. Find out more: [brighton.ac.uk/about-us/](http://brighton.ac.uk/about-us/)

**Brighton and Sussex University Hospitals Trust** is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: [bsuh.nhs.uk/about-us/](http://bsuh.nhs.uk/about-us/)

**Sussex Partnership NHS Foundation Trust** specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: [sussexpartnership.nhs.uk/about-us](http://sussexpartnership.nhs.uk/about-us)
4. **Job Description**

Job Description for the post of: Unit Administrator

Department: PCPH
Section / Unit / School: BSMS
Location: Watson Building
Grade: 3
Responsible to: Divisional Assistant
Responsible for: N/A

**Purpose of the post:**

To provide administrative support to the Divisional Assistant and the Division of Primary Care and Public Health.

**Key Responsibilities:**

1. **Provide a friendly and professional general enquiry and counter service for staff and visitors**
   1.1 Deal with post, telephone and in-person queries
   1.2 To deal with, or refer, basic queries and correspondence
   1.3 To provide prompt, accurate and effective email and phone advice
   1.4 Distribution of post and documentation, and maintenance of pigeon holes and notice boards
   1.5 Preparation and updating of documentation
   1.6 Deal effectively and efficiently with enquiries from staff and visitors

2. **Provide clerical support to school staff and officers**
   2.1 To support with meetings, copying papers and reports
   2.2 To maintain records, including paper based and data systems
   2.3 To enter data into systems as required
   2.4 To assist with submission of assessed work and related processes

3. **Within clear parameters to take responsibility for specific projects or areas of work**

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 the level of responsibility entailed.
### 5. Person Specification

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<th>Skills and abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Willingness to do routine work</td>
<td>X</td>
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<td>The desire and ability to work as part of a flexible team</td>
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<td>Fast, accurate word processing and an ability to ensure effective, professional standards of presentation</td>
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<td>Someone helpful, cooperative and sensitive to the needs and feelings of others, including a commitment to customer service, approachability and flexibility in responding to emergencies and unforeseen events</td>
<td>X</td>
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<td>The ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines</td>
<td>X</td>
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<td>Reliability, honesty and a commitment to maintaining confidentiality</td>
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<tr>
<th>Knowledge</th>
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<tr>
<td>Good working knowledge of Microsoft outlook, word, excel and PowerPoint</td>
<td>X</td>
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<td>Keen to learn other digital tools as required</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
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<tr>
<td>Experience in accurate data entry</td>
<td>X</td>
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<td>Experience of working on projects</td>
<td>X</td>
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<td>Experience of providing a reception service</td>
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<td>Personal attributes and circumstances</td>
<td>Essential</td>
<td>Desirable</td>
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<td>Good time management skills enabling prioritisation of tasks</td>
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<td>Self-motivated</td>
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**Senior leadership and management**

The Vice-Chancellor (Professor Michael Farthing) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

**The Medical School**

The School is an equal partnership between the Universities of Sussex and Brighton together with NHS staff throughout the South East Region. The arrangements for the School’s governance reflect this approach and students are awarded joint degrees of both Universities.

The School is fully committed to the principles of GMC: Standards of Promoting Excellence; it endorses the value of medical education in a multi-professional context, and promotes the highest possible standards in its three pivotal components of teaching, clinical practice, and research (both fundamental and applied).

There is an annual undergraduate intake of approximately 138 students. BSMS has proved exceptionally popular and in recent admissions rounds has continued to achieve one of the highest application rates of any UK medical school. Students spend their first two years primarily on the universities’ campuses at Falmer; thereafter the focus shifts to the associated teaching hospitals in Brighton and the surrounding area. There are purpose-built teaching facilities in all areas.

The curriculum emphasises early clinical involvement, a broad range of experience and a firm foundation in basic science. Led by the Medical Education Unit, there is a wide range of teaching and learning approaches as appropriate for the particular circumstances; we are not committed to a single method of delivery. Feedback from the National Student Survey has demonstrated an exceptionally high level of student satisfaction, with BSMS being consistently in the top 3 performing schools in the country with scores of over 90%. The BSMS 5 year strategic plan (2009 – 14) placed growth in research capacity as the number one priority. We have made significant investments in research infrastructure, including a world-class Clinical Imaging Sciences Centre (CISC) housing a 1.5T MRI and a PET-CT scanner and a Clinical Investigation & Research Unit (CIRU) dedicated to patient orientated research and early clinical trials. There has been a rapid increase in
postgraduate research students and research income has more than doubled over the last five years.

Following the appointment of Professor Malcolm Reed as Dean in December 2014, the Medical School has undergone a strategic review and is currently undergoing reorganisation into the following Departments which will be fully established for the academic year 2016/17:

Clinical and Experimental Medicine
Global Health and Infectious Diseases
Neuroscience
Primary Care and Public Health
Medical Education

Administration. The Medical School’s Administration is led by Mr Peter Pimblett-Dennis the Medical School Secretary. The School’s 60+ support staff offer support to a range of functions including curriculum development and delivery, admissions, library and IT, communications, student welfare, human resources, research and finance.

The Universities of Brighton and Sussex have formed a highly effective and successful partnership that has resulted in the creation of this first new medical school in the South East region outside of London. Each institution has its own distinct culture and each is proud of its history and achievements but they have a long and successful history of collaboration.

Research and teaching

Both universities are committed to excellence in teaching and research. Sussex is a progressive university delivering innovative thought and action, with a worldwide reputation for excellence in research and discovery. Its distinctive approach leads to the development of high quality new research which crosses traditional boundaries, benefits and enriches society, and influences policy at international, regional and national levels. Sussex research has a positive impact on people’s lives. In the Times Higher Education World University Rankings 2014-15, Sussex was ranked 4th in the UK and 34th in the world for research influence.

The results of the government-commissioned Research Excellence Framework (REF) in 2014 show that over 75% of research activity at Sussex is categorised as ‘world leading’ (4*, 28%) or ‘internationally excellent’ (3*, 48%) in terms of originality, significance and rigour, whilst 98% of research activity at Sussex is categorised as either ‘world-leading’, ‘internationally excellent’ or ‘internationally recognised’.

The University of Brighton has a long and distinguished history of applied research. This serves to sustain and nourish its mission to help form professional and vocational careers. Ultimately, the university aims to transform the lives and experiences of people and their environments with research that matters. In the REF2014, 92% of its research was judged to be world-leading or internationally excellent in terms of the impact it makes, putting it in the top 25% for the sector. 38% of the university’s work in the Health Sciences was rated as world-leading.

BSMS made a major contribution to its host universities’ submissions in the most recent Research Excellence Framework (REF2014). The majority of BSMS staff who were submitted contributed to Psychology, Psychiatry and Neuroscience, and Biological Sciences at the University of Sussex, both
ranked 10th, or the joint submission with the University of Brighton (Allied Health Professionals, Dentistry, Nursing and Pharmacy – ranked 27th). A smaller number of academics were submitted with Sociology and English at Sussex.

Brighton & Sussex University Hospitals NHS Trust

Brighton and Sussex University Hospitals (BSUH) is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. The Brighton campus includes the Royal Alexandra Children’s Hospital and the Sussex Eye Hospital, and the Haywards Heath campus includes the Hurstwood Park Regional Centre for Neurosciences.

In May 2014 the UK Government agreed the release of £420m to redevelop the Royal Sussex County Hospital site. The plans will see the site’s 19th century buildings replaced with new, modern facilities for the delivery of healthcare, for teaching and for research.

Revised August 2017 (EA-S)