1. Advertisement

Post Title: Departmental Assistant (DA)
School/Department: Brighton and Sussex Medical School, SHORE-C
Hours: Full time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need). Office core working hours: 09:00 – 17:00 coverage
Contract: Permanent
Reference: 2867
Salary: starting at £21,814 and rising to £25,217 per annum
Closing date: 30 January 2020. Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: TBC

This post was recently advertised – previous applicants need not apply.

Applications are invited for this full time post based at the University of Sussex. We are looking for a well-organised and self-motivated individual with excellent communication skills to provide administrative support to the Unit Research Officer, Director, Deputy Director and all staff of SHORE-C.

As a Departmental Administrator, you will help to maintain administrative systems and processes, as well as dealing with diary management, taking meeting minutes and handling queries and correspondence professionally.

You should have previous experience of having worked in a busy office or educational environment and have developed personal skills to prioritise work and meet tight deadlines. You will be expected to make decisions independently and work flexibly with the needs of SHORE-C. You should have fast, accurate keyboard skills, experience of booking travel and a working knowledge of spreadsheets, networked e-mail and the internet.

For full details and how to apply see:

www.sussex.ac.uk/jobs
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.
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 Deputy Vice-Chancellor, 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 Deputy Vice-Chancellor.

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 and the Librarian report to the Chief Operating Officer.

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

**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/

**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/

**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: bsuht.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
4. **Job Description**

Department: SHORE-C

Section / Unit / School: SHORE-C/Brighton and Sussex Medical School

Location: Sussex Health Outcomes Research and Education in Cancer (SHORE-C) University of Sussex

Grade: 4

Responsible to: Unit Research Officer

Responsible for: N/A

**Purpose of the post:**
Working as part of a small team to provide administrative support to the Unit Research Officer, Director, Deputy Director & all staff in SHORE-C.

**Key Responsibilities:**

1. To provide administrative support to the Unit Research Officer, Director and senior staff in SHORE-C.

2. To provide organisational support for research meetings, including arranging staff travel.

3. To work as part of the SHORE-C team in providing support for Unit activities.

4. To assist with the administration of the Unit’s Research Grants and Budgets.

**Specific Duties:**

1 To provide administrative support to the Director, Deputy Director and all staff in SHORE-C:

1.1 To receive personal callers, greet visitors and arrange hospitality.

1.2 To attend meetings, take minutes and follow up outcomes.

1.3 To word-process memos, letters, minutes, grant applications, manuscripts and reports from digital recordings.

1.4 To respond to telephone and e-mail enquiries, responding where appropriate or directing the enquirer elsewhere.

1.5 To undertake general office duties of post, faxing, shredding, photocopying and stationery ordering.
1.6 To arrange appointments and meetings for the Director and Deputy Director and ensure the appropriate briefing papers are available.

1.7 To make local, national and international travel arrangements and co-ordinate complex itineraries.

1.8 To liaise with staff in other departments and organisations with which SHORE-C interfaces (other University Departments, Department of Health, NHS Trusts, Pharmaceutical companies, research councils).

1.9 To update lists of publications in CVs, databases and websites.

1.10 To place orders for goods and services as required. To prepare purchase orders for approval, match delivery notes and invoices. Prepare invoices prior to approval for payment, deal with queries arising as appropriate and maintain files.

1.11 To co-ordinate the online submission to medical journals of manuscripts and reviews.

1.12 To help co-ordinate the activities of medical societies with which senior staff hold positions.

1.13 To support research staff to populate the University of Sussex Institutional Repository on a regular basis on behalf of senior staff.

1.14 To co-ordinate the effective management of administrative and office systems, including reporting repairs to University Estates.

1.15 To support, where appropriate, any tasks, when they arise, that are related to the academic activities not listed above.

2. To provide organisational support for the research projects and training workshops:

2.1 To ensure timely circulation of information and papers to researchers, participants or interested parties.

2.2 To maintain up-to-date information on participants and members for circulation by post or e-mail and to collate their apologies.

2.3 To design & prepare printed materials for meetings (e.g. briefing papers, publicity materials, participant packs) and apply for CPD points.

3. To work as part of the team in providing support for Unit activities:

3.1 Induction of staff; organising unit events; setting up new systems.

3.2 To assist with the organisation of SHORE-C wide activities such as seminars and workshops.

3.3 Provide support for staff & research recruitment e.g. greeting candidates, setting up rooms, collating paperwork.
4. **To assist with the administration of the Unit's Research Grants and Budgets:**

4.1 To process all incoming invoices and expense claims, ensuring they are date stamped, accurate, supported by purchase order and submitted to finance in a timely fashion.

4.2 Raise purchase orders using the "Unit 4" finance system for all Unit purchases ranging from stationery to project consumables ensuring best price has been secured, cost is within budget, accurately documented and submitted to suppliers in a timely fashion.

4.3 To maintain paper files of income and expenditure by grant and budget line including records of grant awards and reconciled year end budgets.

4.4 Manage the Unit's petty cash fund & postage stamp distribution, reclaim and reconciliation.

4.5 Monthly reconcile Director’s Purchase card expenses using the Unit 4 system, ensuring transactions are allocated to the correct sub-project, and prepare transaction report ready for approval.

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.
2. Person Specification

### SKILLS / ABILITIES

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Excellent written and oral communication skills with the ability to ensure effective, professional standards of presentation</td>
<td>X</td>
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<td>A proactive approach to problem solving</td>
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<td>The ability to maintain accuracy and prioritise work to meet deadlines in a busy work environment</td>
<td>X</td>
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<td>Analytical and numerical ability</td>
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<td>Comfortable working on routine aspects of administration</td>
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<td>Able to deal with a wide range of different people, including patients with cancer</td>
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### KNOWLEDGE

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<th>Desirable</th>
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<td>Knowledge of and commitment to consistently providing a high level of service</td>
<td>X</td>
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<td>Knowledge of HE sector</td>
<td>X</td>
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<td>IT literate with proven experience of using Microsoft Office packages (Word, Excel, Outlook), travel booking systems, databases and spreadsheets.</td>
<td>X</td>
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<td>Familiarity/comfort with medical, scientific and research terminology</td>
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### EXPERIENCE

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<tr>
<td>Providing PA support including diary management, supporting and servicing meetings and committees and report writing</td>
<td>X</td>
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<td>Of working within Higher Education environment</td>
<td>X</td>
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<td>An administrative role in a busy environment</td>
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<td>Working in a changing work environment and making positive contribution to the change</td>
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<tr>
<td>Appreciation of the need to maintain confidentiality and keep information and data secure</td>
<td>X</td>
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### QUALIFICATIONS

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<th>Essential</th>
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<tr>
<td>Sound level of competence in numeracy and literacy through GCSE or equivalent qualification</td>
<td>X</td>
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### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

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<tr>
<td>Sensitivity, tact and the ability to remain calm when working to different priorities</td>
<td>X</td>
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<td>Experience of working cooperatively as part of a team to meet objectives</td>
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<td>Approachable, helpful and flexible with the ability to learn new systems quickly</td>
<td>X</td>
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<td>Evidence of a high degree of personal initiative and responsibility</td>
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<td>Commitment to self-development</td>
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<td>Comfortable taking occasional calls from patients and healthcare professionals</td>
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Revised October 2019 (AMF)