



## BSMS

### 1 Advertisement

**Post Title:** Senior Assessment Co-ordinator

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

**Hours:** full time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need). This post requires full time working hours in January, May, June and July.

**Contract:** permanent

**Reference:** 8409

**Salary:** starting at £27,131 to £31,411 per annum, pro rata if part time

**Placed on:** 21 July 2022

**Closing date:** 9 August 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** 18 August 2022

**Expected start date:** ASAP

Brighton and Sussex Medical School invites applications for the post of Senior Assessment Co-ordinator.

As a key member of the Curriculum Support Team, the post-holder will have specific responsibility for organising practical examination delivery and delivery of national examinations.

Based at the University of Brighton Falmer campus, the post-holder will be responsible to the Assessment Team Manager and will work closely with members of BSMS faculty and administrative colleagues, liaising with appropriate colleagues in other administrative and academic units in the parent universities, and colleagues in the partner NHS Trusts.

S/he will possess excellent organisational, administrative and communication skills. Previous experience of organising examinations or events, servicing meetings and collating and interpreting data for documents or reports is essential.

If you wish to discuss details of this post please contact Tasmin Barnett, Student Systems and Assessment Manager at [t.barnett@bsms.ac.uk](mailto:t.barnett@bsms.ac.uk) or Joanna Harrison, Assessment Team Manager.

For full details and how to apply see our [vacancies page](https://www.brighton.ac.uk/jobs)  
[www.brighton.ac.uk/jobs](https://www.brighton.ac.uk/jobs) [www.bsms.ac.uk](https://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>

### Job description

Job Description for the post of: Senior Assessment Co-ordinator

<b>Department:</b>	Professional Services
<b>Section/Unit/School:</b>	Brighton and Sussex Medical School
<b>Location:</b>	University of Brighton, Falmer campus
<b>Grade:</b>	5
<b>Responsible to:</b>	Assessment Team Manager
<b>Responsible for:</b>	N/A

## 3 Job Description

### 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 examinations, events and meetings, respond to enquiries interpreting university and external regulations as appropriate, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice, including, but not limited to;
  - Helping to ensure that timelines 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
  - Contribute ideas and suggestions for improvements to work practices and methods.
2. Communicating effectively with all stakeholders
  - Publicising examinations, 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, both in standard form and for one off bespoke requests
    - Providing usage and uptake reports as requested
    - Presenting data on attendance and usage to enable analysis and interpretation

#### **4. Person Specification**

##### **ESSENTIAL CRITERIA**

1. Good secondary education (see role-specific criteria below).]
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.
5. Competent IT skills to effectively manage own workload – MS Suite.

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

1. Able to understand complex and unfamiliar issues without difficulty
2. Ability to deal with a large number of people from wide ranging backgrounds
3. Able to be innovative and proactive with new systems
4. Experience organising examinations and events
5. Producing accurate reports and documents and appreciation of need for confidentiality for sensitive data
6. Able to work additional hours with financial compensation during busy exam periods during January, June and July

##### **DESIRABLE CRITERIA**

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.
3. Familiarity and comfortable with medical / scientific terminology