

## 1 Advertisement

**Post Title:** Administrator Clinical and Experimental Medicine

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

**Hours:** part time hours considered up to a maximum of 20-25 hours per week

Requests for flexible working options will be considered (subject to business need).

Flexible working during core working hours 5 days per week to be agreed.

**Contract:** fixed term 2 years

**Reference:** 8927

**Salary:** starting at £23,144 to £26,396 per annum, pro rata

**Placed on:** 28 September 2022

**Closing date:** 20 October 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** TBC

**Expected start date:** TBC

***This role was recently advertised – previous applicants need not apply***

- Brighton and Sussex Medical School warmly invites applications for the above post. The role is an ideal opportunity for an experienced administrator who wishes expand related skills to support the department of Clinical and Experimental Medicine.
- The post holder will be flexible and competent to managing priorities of Academic, Research and associated staff in the Department of Clinical and Experimental Medicine working in a flexible way and based at the Audrey Emerton Building on Eastern Road Brighton.
- The successful candidate will be a proven team player who will always go the extra mile to support the department and be fully engaged in the wider university community.

Please contact Lucinda Eggleton [l.eggleton@bsms.ac.uk](mailto:l.eggleton@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.*

**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 [www.bsms.ac.uk](http://www.bsms.ac.uk)

## **3. Job Description**

Job Description for the post of: Administrator Clinical and Experimental Medicine

**Department:** Clinical and Experimental Medicine

**Section/Unit/School:** Brighton and Sussex Medical School

**Location:** Audrey Emerton Building Eastern Road Kemptown, Brighton BN2 0AE

**Grade:** 4

**Responsible to:** BSMS Operations Manager

**Responsible for:** N/A

To have general responsibility for the administrative support for a number of departmental functions including recruitment, finance and student administration.

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### **PRINCIPAL ACCOUNTABILITIES**

1. Provide a friendly and professional reception and general enquiries service to students, faculty and visitors
2. Provide clerical support to school staff and officers
3. Within clear parameters to take responsibility for specific projects or areas of work.

### **KEY RESPONSIBILITIES**

Working as part of a team and within the wider institution, act as first point of contact in the administration office for students, staff and visitors. Respond to general enquiries interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice

Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff

Follow administrative procedures, write new office procedures and set up new office systems

Organise mailings for communication, training, and events, maintain mailing lists

Compile agendas and draft minutes for team meetings

### **Dimensions**

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- 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.

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.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

- Good secondary education
- Effective planning and organisational skills to organise own workload and priorities.
- Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
- Ability to work flexibly within a small team and also on own initiative.
- Competent IT skills to effectively manager own workload – MS Suite.

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

- To provide organisational support to the Chair of Elderly Care and departmental colleagues.
- To coordinate and manage the academic research and teaching activities and administration and office systems, including receiving and responding to enquires.
- To organise and attend diary meetings, take notes, and to draft a record of the outcomes
- To prepare presentation material and events.
- To upload publications to Elements and Equinity as required.
- To support other research excellence framework (REF) - related activities within academic elderly care, including managing websites and collecting and analysing feedback, and supporting public engagement activities related to research.
- To arrange appointments and meetings and ensure the appropriate briefing papers are available.
- To make local national and international travel arrangements and co-ordinate complex itineraries.
- To organise events and meetings, assisting with the coordination of the weekly staff round sessions – (Timetabling/laising with speakers/ booking catering/coordinating sign in sheets/putting posters up to advertise the lectures).

### **DESIRABLE CRITERIA**

- Two years' experience in a similar role.
- Two years' experience working in a university or similar environment.
- Previous experience of working with NHS platforms finance and procurement systems.

A DBS check is not required for this role.