1. Advertisement

Post Title: Administrative Assistant (Phase 2/3)
School/department: Brighton and Sussex Medical School
Hours: full time or part time hours considered up to a maximum of 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).
Contract: permanent
Reference: 3033
Salary: starting at £19,133 to £21,236 per annum
Placed on: 17 November 2020
Closing date: 1 December 2020. Applications must be received by midnight of the closing date.
Expected start date: As soon as possible

Brighton and Sussex Medical School invites applications for the post of Administrative Assistant (Curriculum Support).

Based at the Royal Sussex County Hospital, Brighton, the post-holder is part of the Phase 2/3 curriculum support team and provides general administrative support to the team in relation to teaching and assessments in Years 3, 4, 5 of the undergraduate medical degree programme. They will work closely with BSMS academic and administrative staff, colleagues in administrative and academic units in the parent universities and staff in NHS partner organisations.

Applicants should have a good standard of education and possess excellent IT, communication and organisational skills. The post requires a high level of personal responsibility and initiative.

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. **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 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)

3. **Job Description**

Job Description for the post of: Administrative Assistant (Phase 2/3)

**Department**

<table>
<thead>
<tr>
<th>Section / Unit / School</th>
<th>Brighton and Sussex Medical School</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>Audrey Emerton Building, RSCH</td>
</tr>
</tbody>
</table>

**Grade**

3

**Responsible to**

Curriculum and Assessment Officer

**Responsible for**

N/A

The Administrative Assistant (Curriculum Support) – Phase 2/3 is one of several posts which contribute to the administration of the undergraduate medical degree programme (Bachelor of Medicine, Bachelor of Surgery) at BSMS. As part of the curriculum support team, the post-holder supports the work of the Phases 2/3 School Office which manages teaching and assessment in Years 3, 4, 5 of the undergraduate medical degree programme.

The post-holder will be responsible to the Curriculum & Assessment Officer - Phase 2/3, but will work closely with members of BSMS Faculty and administrative colleagues particularly those in the Curriculum Support Team. In addition, the post-holder will liaise with appropriate colleagues in other administrative and academic units in the parent universities, and colleagues in the partner NHS Trust.

**Main areas of responsibility:**

1. Provide general administrative support for Phase 2/3 of the BM BS programme.
2. Provide a general enquiry and counter service for students and staff.
3. Assist with the organisation and management of Phase 2/3 teaching timetables.
4. Assist with the organisation of Phase 2/3 examinations and assessments.
5. Provide support to committees and meetings related to the administration of the BM BS programme.
7. Assist with occasional School events such as open days, admissions days, registration and graduation.
8. Undertake such other duties consonant with the grade as determined by the Curriculum and Assessment Officer - Phase 2/3.

Specific Duties:

1. Provide general administrative support for Phase 2/3 of the BM BS programme.
   1.1. Provide general administrative support to the Assistant Secretary, Phase Leaders and other members of the School Office team including filing, photocopying, making appointments with students.
   1.2. Ensure information relating to the BM BS programme is circulated promptly and kept up-to-date on School notice boards and on the web-based ‘StudentCentral’ managed learning environment (Blackboard).
   1.3. Process room booking requests from members of staff and students.
   1.4. Draft letters for current and past students e.g. confirmation of status, basic references.
   1.5. Draft transcripts of grades for current and past students.
   1.6. Process student claims for travel expenses.
   1.7. Manage the student pigeon holes for return of work and other post.
   1.8. Prepare and process student evaluation questionnaires.
   1.9. Order stationery for the School Office team.

2. Provide a general enquiry and counter service for students and staff.
   2.1. Answer telephone and email enquiries, providing advice and information in response.
   2.2. Greet students and staff who present themselves in person and provide advice and information in response to their enquiries.
   2.3. Liaise with other members of staff including Clinical Academic Tutors and the Student Support Coordinator concerning issues raised by students.

3. Assist with the organisation and management of Phase 2/3 teaching timetables;
   3.1. Support the work of the Course Coordinators for Years 3, 4, 5 in relation to the organisation and management of teaching timetables.
   3.2. Assist with timetabling and module handbook production e.g. allocating student groups, checking and proof-reading.
   3.2. Order the printing and distribution of programme materials such as logbooks and teaching handouts.
   3.3. Book rooms for teaching, ensuring there are no clashes.
   3.4. Book taxis for students on placements outside of the immediate area.
   3.5. Liaise with teachers and students and provide ad hoc support to ensure teaching sessions run smoothly.
   3.6. Ensure teaching materials are loaded promptly on to the web-based ‘StudentCentral’ managed learning environment (Blackboard).

4. Assist with the organisation of Phase 2/3 examinations and assessments.
   4.1. Support the work of the Curriculum and Assessment Manager and Officers in relation to the organisation of Phase 2/3 examinations and assessments.
   4.2. Assist with the on-line and in-person submission of written assessments by students.
   4.3. Arrange exam paper setting and standard setting meetings and assist in the preparation and circulation of documentation for these meetings.
   4.4. Proof-read examination papers.
4.5. Organise the printing of examination papers.
4.6. Provide information to staff and students on the timings of examinations.
4.7. Book appropriate examination venues and prepare equipment for examinations.
4.8. Assist with the invigilation of examinations and other assessment events e.g. poster conferences.
4.9. Scan examination mark sheets using an optical mark reader (OMR) and Speedwell software.
4.10. Liaise with other staff to organise marking.
4.11. Circulate examination scripts and mark sheets to markers and external examiners.
4.13. Enter grades on School and University databases.

5. **Provide support to committees and meetings related to the administration of the BM BS programme.**
5.1. Support the work of the Curriculum and Assessment Manager, Phase Leaders and other members of the School Office team in relation to committees including organising meetings, preparing, copying and distributing documents, processing room bookings, organising catering.

6. **Maintain computer and paper-based records.**
6.1 Maintain a variety of computerised and paper-based records systems relating to the administration of the BM BS programme.
6.2 Ensure that the appropriate level confidentiality is maintained.

7. **Assist with School events such as open days, admissions days, registration, and graduation.**
7.1. Provide general support to the planning and operation of School events. Duties are likely to include registration of delegates, ushering, escorting applicants to interview, conducting tours etc.

8. **Undertake such other duties consonant with the grade as determined by the Curriculum & Assessment Officer.**
8.1 The list of responsibilities and duties is not exhaustive and the precise nature of the role is likely to change as the Medical School develops. A critical attribute of the successful candidate will be the ability to cope with change.

5. **Person Specification**

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<thead>
<tr>
<th>Skills and abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Excellent written and oral communication skills with attention to detail</td>
<td>X</td>
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<tr>
<td>The ability to think clearly and maintain accuracy while working in a busy environment</td>
<td>X</td>
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<tr>
<td>Highly developed IT skills – proficient in the use of word processing software, networked email and spreadsheets (e.g. MS Word, Outlook and Excel)</td>
<td>X</td>
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<tr>
<td>Excellent organisational skills and the ability to plan and prioritise work to meet deadlines set by a number of different people</td>
<td>X</td>
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<tr>
<td>The ability to understand complex and unfamiliar issues without difficulty</td>
<td>X</td>
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<tr>
<td>The ability to work in a team and to take personal responsibility for tasks within the team’s remit</td>
<td>X</td>
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<tr>
<td>The ability to deal with a large number of people from wide-ranging backgrounds</td>
<td>X</td>
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### Knowledge

<table>
<thead>
<tr>
<th>Essential</th>
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<tr>
<td>Familiarity/comfort with medical/scientific terminology (or the ability, aptitude and willingness to learn this in post)</td>
<td>X</td>
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<tr>
<td>Awareness of BSMS’s responsibilities in relation to the Disability and Equality Duties of the Universities of Brighton and Sussex</td>
<td>X</td>
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### Experience

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Committee servicing and minute-taking</td>
<td>X</td>
</tr>
<tr>
<td>Using a web-based managed learning environment (e.g. Blackboard)</td>
<td>X</td>
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<tr>
<td>Operating and understanding a timetabling system</td>
<td>X</td>
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<tr>
<td>Using automated examination and marking software, and optical marker equipment</td>
<td>X</td>
</tr>
<tr>
<td>Using a computerised student records system (e.g. SITS).</td>
<td>X</td>
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<tr>
<td>Proof reading</td>
<td>X</td>
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### Qualifications

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Education to A level or equivalent</td>
<td>X</td>
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<tr>
<td>Education to first degree or equivalent work experience</td>
<td>X</td>
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### Personal attributes and circumstances

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>A professional and confident approach consistent with representing the Medical School in a front-of-house service</td>
<td>X</td>
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<tr>
<td>An appreciation of the need to keep certain information confidential and secure</td>
<td>X</td>
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<tr>
<td>A high degree of personal initiative and responsibility</td>
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<tr>
<td>A willingness to work flexibly when necessary to support the team or to ensure that specific activities are delivered</td>
<td>X</td>
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The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science and engineering at Sussex.