1 Advertisement

Post Title: Departmental Assistant to the Chair of Paediatrics
School/department: Brighton and Sussex Medical School
Hours: part time hours up to a maximum of 14.6 hours per week (2 days a week - Mondays and Tuesdays). Requests for flexible working options will be considered (subject to business need).
Contract: permanent
Reference: 3179
Salary: starting at £21,814 to £25,217 per annum, pro rata
Closing date: 12 March 2020. Applications must be received by midnight of the closing date.

The purpose of this role is to provide administrative and secretarial support for the Chair of Paediatrics and to provide organisational support for the academic and professional service activities within academic paediatrics.

Based at the Royal Alexandra Children’s Hospital in Brighton, the post-holder will make an important contribution to the academic activities at the Royal Alexandra Children’s Hospital and the Medical School. You will possess excellent organisational, secretarial and administrative skills, including fast, accurate keyboard skills, a working knowledge of spreadsheets, power point presentations, networked email and dictation. You will have previous experience working in a busy academic, healthcare or commercial environment.

For full details and how to apply see:

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

The Universities of Brighton and Sussex are 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, mathematics, medicine and engineering at the universities.
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

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: 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

3. Job Description

Job Description for the post of:

Department  
*Department of Clinical and Experimental Medicine - Paediatrics*

School  
BSMS

Location  
Royal Alexandra Children’s Hospital

Grade  
4

Responsible to  
Operations Manager BSMS

Responsible for  
N/A

4. Person Specification

Main areas of responsibility:
1. To provide secretarial and administrative support to the Chair of Paediatrics and other members of the Clinical Academic Paediatrics team.

2. To provide organisational support for the Chair of Paediatrics. To coordinate and manage the academic research and teaching activities and administration and office systems for the office of the Chair of Paediatrics, including receiving and responding to enquiries.

3. To prepare papers, dictations and diary management for the Chair of Paediatrics.

4. To prepare presentation material for talks and events that involve the Chair of Paediatrics.

5. To upload publications to the SRO and Equinity as required.

6. To support other research excellence framework (REF) - related activities within academic paediatrics, including managing websites and collecting and analysing feedback, and supporting public engagement activities related to research.

Specific duties:

This list of duties is not exhaustive, the precise nature of the role is likely to change as the Medical School develops. The critical attributes of the successful candidate with a willingness to be flexible and the ability to cope with change.

1. To provide secretarial and administrative support to the Chair of Paediatrics and other members of the Clinical Academic Paediatrics team.

   1.1 To organise and attend diary meetings, take notes, and to draft a record of the outcomes

   1.2 To type, letters, minutes and reports from audiotape or hand-written script

   1.3 To develop and maintain a filing system for Academic Paediatrics which links appropriately with other systems within BSMS

   1.4 To respond to telephone and email enquiries responding where appropriate or directing the enquirer elsewhere

   1.5 To undertake general office duties of post, shredding, photocopying, stationery ordering

   1.6 To arrange appointments and meetings for the Chair of Paediatrics and ensure the appropriate briefing papers are available

Revised December 2018 (SA)
1.7 To make local national and international travel arrangements and co-ordinate complex itineraries

1.8 To make claims for reimbursement and travel expenses

1.9 To liaise with staff in other departments with which the Department will interface (other University Departments, Department of Health, NHS Trusts etc)

1.10 To undertake the preparation and refinement of drafted material for oral and poster presentation using Powerpoint.

1.11 To design and prepare printed materials for meetings (e.g. briefing papers, publicity materials, participant packs)

2 To provide organisational support for the academic research & teaching activities that involve the Chair of Paediatrics

2.1 To organise events and meetings, including booking rooms and catering.

2.2 To invite speakers to meetings

2.3 Co-ordinate the budgetary requirements for events

2.4 To ensure timely circulation of information and papers to relevant contacts.

2.5 To design and prepare printed materials (e.g. briefing papers, publicity materials)

2.6 To organise consultant allocation for teaching, create and update teaching calendars, provide organisational assistance for teaching involving paediatrics

2.7 To work closely with consultants with regard to general aspects of both undergraduate and postgraduate teaching in paediatrics

2.8 To support public engagement activities such as maintenance of websites, blogs, basic data entry of feedback/surveys etc as relevant to REF.

3 To co-ordinate and manage the administrative and office systems for the Chair of Paediatrics.
3.1 To receive personal callers to the Office of the Chair of Paediatrics, greeting visitors and arranging hospitality

3.2 To coordinate the effective management of administrative and office systems

3.3 To manage staffing systems and processes (including travel insurance forms and collating absence notifications for the administrative team)

3.4 Maintain records of all academic publications using this information to produce reports as required

3.5 To place orders for goods and services as required, utilising the University electronic ordering system when appropriate

3.6 Liaise with relevant departments for the purpose of recycling, archiving arranging parking for visitors and other activities as designated by the Chair of Paediatrics

Selection Criteria:

Essential

The successful candidate will be subject to a standard DBS check.

Knowledge

• Advanced use of Microsoft applications including Word, Outlook, Excel, Access, Powerpoint, the internet and email

• Able to draft correspondence, reports and minutes professionally

• Numerate

• Able to analyse information and data

Communication
• Excellent interpersonal skills
  • Clear, accurate and appropriate written and oral communication

Experience

• Previous experience in a busy environment balancing multiple tasks and tight timelines

Team work

• Works cooperatively with others to meet agreed objectives

Technical skills

• Fast and accurate keyboard skills
  • Excellent proof reading skills

Response to change

• Contributes positively to the introduction of change
  • Identifies innovative solutions to problems

Organisation

• Good time management skills enabling prioritisation of tasks
• Efficient and able to meet tight deadlines
• Self motivated
• Committed to self development
• Meets objectives on time
  Undertakes tasks under own initiative

Physical

• The post holder must be able to undertake all the physical requirements of the job, including extensive use of display screen equipment according to health and safety guidelines

Desirable

• Previous experience of working in an academic or healthcare environment
Familiarity with medical and health services research terminology

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