

1 Advertisement

Post Title: Assistant Administrator (Phase 1)

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).

Contract: Permanent

Reference: 9963

Salary: starting at £21,630 to £22,662 per annum, pro rata if part time

Placed on: 02 November 2022

Closing date: 30 November 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: ASAP

Brighton and Sussex Medical School invites applications for the post of Assistant Administrator (Phase 1).

Based at the Medical Teaching Building at the University of Sussex, the post-holder is part of the Phase 1 curriculum support team and provides general administrative support to the team in relation to teaching and assessments in Years 1 & 2 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.

Duties will include assisting with enquiries from students, data entry, maintenance of record systems, uploading teaching materials, supporting school staff, photocopying and management of coursework.

Applicants should have a good standard of education and possess excellent IT, communication and organisational skills. Experience in customer service provision is an essential requirement

Please contact Lisa Kearley l.kearley@bsms.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

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. The School / Division

Please find further information regarding the school/division at
<https://www.bsms.ac.uk/index.aspx>

3. Job Description

Job Description for the post of: **Assistant Administrator (Phase 1)**

Department: Brighton and Sussex Medical School

Section/Unit/School: Professional Services

Location: Medical Teaching Building, University of Sussex Campus (with occasional visits to other BSMS sites)

Grade: 3

Responsible to: Curriculum & Assessment Senior Officer (Phase 1)

Responsible for: N/A

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

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, act as first point of contact in the administration office for students, staff and visitors. Respond to general enquiries seeking guidance on interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice.
- As directed assist in producing and maintaining a number of sources of information on the website and in publications
- 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
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables
- Support colleagues when required to assist with the production of letters and standard reports
- Raise purchase orders and arrange payment of invoices on the Finance System
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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.

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).]
2. With guidance, effective organisational skills to organise own workload and priorities.
3. Effective oral skills to work with colleagues and customers providing information and responding to questions and queries. Effective written communications to be able to respond appropriately to written requests for information.
4. Ability to work flexibly within a small team.
5. Competent IT skills to effectively manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. The ability to work in a team and to take personal responsibility for tasks within the team's remit.
2. The ability to think clearly and maintain accuracy while working in a busy environment.
3. The ability to deal with a large number of people from wide-ranging backgrounds.
4. Customer service experience.
5. Using a web-based managed learning environment (e.g. Blackboard) or equivalent.
6. Setting up and use of AV equipment or similar.
7. A professional and confident approach consistent with representing the Medical School in a front-of-house service.
8. An appreciation of the need to keep certain information confidential and secure.

DESIRABLE CRITERIA

1. Education to first degree or equivalent work experience.
2. One years' experience in a similar role.
3. One years' experience working in a university or similar environment.
4. Familiarity/comfort with medical/scientific terminology (or the ability, aptitude and willingness to learn this in post).
5. Committee servicing and minute-taking.

