

## 1 Advertisement

**Post Title: Course Coordinator (Phase 2)**

**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:** 9965

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

**Placed on:** 02 November 2022

**Closing date:** 02 December 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 Course Coordinator (Phase 2).

Brighton and Sussex Medical School are looking for a motivated and committed person to work as part of the BSMS Curriculum Support Team. This post is based within our Phase 2/3 School Office, which is in the Audrey Emerton Building, Eastern Road, Brighton.

The post holder is part of the curriculum team which manages the organisation and administration of teaching and assessments in Year 4 of the undergraduate medical degree programme. They will work closely with BSMS academic and administrative staff, colleagues in units in the parent universities and clinical staff in NHS partner organisations.

The post-holder will be required to make occasional visits to the Brighton and Sussex Medical School (BSMS) buildings at the University of Brighton and other school locations.

Applicants should have a high level of personal responsibility, initiative and attention to detail. No two days will be the same and so the post holder will be highly organized, adaptable, and flexible, have excellent interpersonal skills, and be able to deal with a broad range of requests and tasks that will arise in the School.

The successful candidate will be a team player, with excellent IT skills and have a supportive approach to students and be able to communicate information in an understandable way, both orally and in writing. They will have the ability to work with minimal supervision.

The role would suit an experienced administrator with a proven track record of organisational and administrative skills and good time management.

Please contact Louise Mimmagh [L.Mimmagh@bsms.ac.uk](mailto:L.Mimmagh@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.*

## **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: **Course Coordinator (Phase 2)**

**Department: Brighton and Sussex Medical School**

**Section/Unit/School: Professional Services**

**Location: The Audrey Emerton Building, Eastern Road, Brighton (with occasional visits to other BSMS sites)**

**Grade: 4**

**Responsible to:** Curriculum & Assessment Manager (Phase 2/3)

**Responsible for:** N/A

### **Role description:**

To serve as a point of contact and link between students, staff members, internal departments, and external contacts. To provide clerical and administrative support ensuring that the processes and services for which they are responsible operate smoothly.

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### **PRINCIPAL ACCOUNTABILITIES**

In relation to a range of named services or processes, to:

1. Support the successful delivery of the services or processes of the division/school through the effective co-ordination of activities, events and meetings
2. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied
3. To act as the main point of contact for service users in the effective and efficient delivery of services.
4. Provide support for quality assurance and staff and/or student feedback activities including reporting on usage and uptake information.

### **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 activities, events and meetings including, but not limited to;
  - Helping to ensure that time lines 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.
  
2. Communicating effectively with all stakeholders
  - Publicising activities, 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
  - Providing usage and uptake reports as requested
  - Presenting data on attendance and usage to enable analysis and interpretation
  
6. This role does not have any budget responsibility.
7. This role does not have any line management responsibility.
8. This role does not have any responsibilities for equipment or premises.
  
9. 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.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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. 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. Experience of supporting and servicing meetings.
2. Willingness to be flexible to cover hours of working due to business needs
3. Experience of timetables or similar processes.
4. High degree of accuracy and attention to detail
5. Relevant experience using excel / spreadsheets / mail merge.
6. Helping to organise and administrate assessments or similar.

##### **DESIRABLE CRITERIA**

1. Experience in a similar, administrative role.
2. Two years' experience working in a university or similar environment.
3. Experience of student records systems
4. Outward looking and positive towards new challenges
5. Commitment to providing high levels of service
6. Experience using Blackboard or similar student facing systems
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