1   Advertisement

Post Title: Departmental Administrator (Clinical and Experimental Medicine)
School/department: Brighton and Sussex Medical School
Hours: full time or part time hours considered up to a maximum of 36.5 hours, requests for flexible working will be considered (subject to business need)
Contract: Fixed term until Feb 2023
Reference: 7917
Salary: starting at £22,254 to £25,627 per annum, pro rata if part time
Placed on: 27 April 2022
Closing date: 30 May 2022. Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: June/July 2022

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 both remotely and in the Medical School Teaching and Trafford Buildings.

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 or mobile 07715764141 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 www.bsms.ac.uk

3. Job Description

Job Title: Departmental Administrator

Grade: G4

School/Division: Brighton and Sussex Medical School/Clinical and Experimental Medicine

Location: UoS UoB Falmer Campus Buildings and Remote working

Responsible to: Lucinda Eggleton Operations Manager

Direct reports: n/a

Key contacts: Joint Heads of Department Professor Somnath Mukhopadhyay and Professor Andrea Pepper
DPVC Claire Smith
Professor Bobbie Farsides
Senior Academic Colleagues

Role description:

To have general responsibility for the administrative support for a number of departmental functions including diary management, finance and departmental administration for academic requirements of clinical academics. The post holder will have a more detailed level of knowledge and experience in their subject area than their colleagues.

PRINCIPAL ACCOUNTABILITIES

1. Provide a friendly and professional reception and general enquiries service to faculty students and visitors

2. Provide clerical support to school staff and officers

3. Within clear parameters, take responsibility for specific projects or areas of work.

KEY RESPONSIBILITIES

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

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. Contribute ideas and suggestions for improvements to work practices and methods.

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

Assist with staff recruitment: prepare job adverts, job descriptions and further particulars, letters of acceptance and standard contracts, collate applications and compile interview schedules

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.0
- 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

1. Good secondary education (see role-specific criteria below).

2. Effective planning and organisational skills to organise own workload and priorities and to support colleagues with theirs.

3. Effective oral and written communications skills to work with colleagues and customers providing information, explanations and interpretation where needed, responding to questions and queries.

4. Ability to work flexibly within a team and also on own initiative.

5. Competent IT skills to effectively manager own workload – MS Suite.

6. Experience of placing orders using Unit 4 and a willingness to ensure best value.

7. Knowledge of clinical academic appraisal process.

DESIRABLE CRITERIA

1. Two years' experience in a similar role.

2. Two years' experience working in a university or similar environment.