

## 1 Advertisement

**Post Title:** Administrative Assistant (Time for programmes)

**School/department:** Brighton and Sussex Medical School

**Hours:** Part time hours considered up to 5 hours per week. Scope for flexibly working around school hours/school holiday but post holder must work during the last two weeks of August and the whole of September. Potential for additional hours at busy periods. Requests for flexible working options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** 12 months fixed term

**Reference:** 9606

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

**Placed on:** 23 November 2022

**Closing date:** 03 January 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** TBC

**Expected start date:** TBC

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

Based at University of Sussex, Falmer, the post-holder will provide administrative support to the delivery team for the Time for Dementia and Time for Autism and programme). The post-holder will have regular communication with medical students and parents/carers of autistic children and people with dementia. The post-holder will also 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. Lived experience of autism and / or dementia would be advantageous.

Please contact: Stephanie Daley via email to [S.Daley@bsms.ac.uk](mailto:S.Daley@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.*

**Please note: The University requires that work undertaken for the University is performed from the UK.**

## **2. The School / Division**

Please find further information regarding the school/division at [www.bsms.ac.uk](http://www.bsms.ac.uk)

## **3. Job Description**

Job Description for the post of: Administrative Assistant (Time for programmes)

**Department:** Brighton and Sussex Medical School

**Location:** Department of Medical Education

**Grade:** 4

**Responsible to:** Senior Co-ordinator (Time for Dementia)

**Responsible for:** N/A

The Administrative Assistant (Time for programmes) is part of a small team which delivers longitudinal educational programmes (Time for Dementia and Time for Autism) at Brighton and Sussex Medical School (BSMS).

The post-holder will be responsible to the Senior Co-ordinator (Time for Dementia) but will work closely with members of BSMS Faculty and administrative colleagues. The post-holder will have regular communication with medical students and participant families (parents/carers of autistic children and families with dementia)

In addition, the post-holder will liaise with appropriate colleagues in other partner organisations such as Sussex Community NHS Foundation Trust and Sussex Partnership NHS Foundation Trust.

### **Main areas of responsibility:**

- 1. Provide general administrative support for the Time for Autism and Time for Dementia programmes.**
- 2. Provide a general enquiry service for students and participant families.**
- 3. Assist with the organisation and management of the Time for Autism / Time for Dementia programmes.**
- 4. Work with external stakeholders to share information and work collaboratively to ensure the smooth running of the programmes.**
- 5. Provide support to committees and meetings related to the administration of the Time for Autism / Time for Dementia programmes.**
- 6. Maintain computer records.**
- 7. Assist with the planning and holding of Programme events such as Introductory sessions, Preparatory sessions, conferences**

**Undertake such other duties consonant with the grade as determined by the Senior Co-ordinator (Time for Dementia)**

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

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Familiarity/comfort with medical/scientific terminology (or the ability, aptitude and willingness to learn this in post)	X	
Awareness of BSMS's responsibilities in relation to the Disability and Equality Duties of the Universities of Brighton and Sussex		X
Awareness of autism and the needs of autistic people and their families		X
Awareness of dementia and the needs of people with dementia and their families		X

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Committee servicing and minute-taking		X
Using a web-based managed learning environment (e.g. Blackboard)		X
Proof reading		X

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Education to A level or equivalent	X	
Education to first degree or equivalent work experience		X

<b>Personal attributes and circumstances</b>	<b>Essential</b>	<b>Desirable</b>
A professional and confident approach consistent with representing the Medical School in a front-of-house service	X	
An appreciation of the need to keep certain information confidential and secure	X	
A high degree of personal initiative and responsibility	X	
A willingness to work flexibly when necessary to support the team or to ensure that specific activities are delivered	X	