Department of Medical Education

Programme Administrator

Permanent, full time

Salary range: starting at £20,624 and rising to £23,879 per annum

Start date: as soon as possible

We are seeking to appoint a Programme Administrator to the Department of Medical Education, BSMS. This pivotal role will provide support to the Department’s Postgraduate taught students and academic staff. The role will assist with course development and delivery, examination process, servicing of programme meetings, and will be required to keep up to date with all aspects of departmental policy and procedures. The role would suit an experienced administrator with a proven track record of organisational skills. The successful candidate will be an excellent communicator, a team player, with excellent IT skills and have a supportive approach to students and be able to communicate information in an understandable way orally and in writing.

Closing date for applications: 6 December 2016

For full details and how to apply see:

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

We are committed to equality of opportunity

The University is 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 and engineering at Sussex.
Division: Department of Medical Education  
Section / Unit: BSMS  
Location: Falmer  
Job Reference: 1231  
Grade: 4  
Responsible to: Divisional Administration Manager  
Responsible for: N/A  
Purpose of the post:

To coordinate support for a range of courses within the Postgraduate taught Curriculum portfolio; supporting students and providing administrative support to members of staff.

Key Responsibilities:

1. To be responsible for administrative support to specific academic programme areas.

1.1 To service academic programme meetings which includes drafting agendas, circulating papers, taking minutes at meetings and ensuring that follow-up actions are taken.

1.2 To work with the admissions team and Course leaders with student recruitment, admission and enrolment processes.

1.3 To address student enquiries relevant to their program of study.

1.4 To maintain and up-date student record systems, manual and computerised.

1.5 To process academic programme materials, student handbooks and examination papers as required.

1.6 To assist with examination processes as follows:

   • to maintain student assessment record databases (SITS/CAMS)  
   • to support academic programme leaders in the preparation of mark sheets for examination boards  
   • to service Examination boards, including meticulous minuting of those meetings
• to prepare results information to students, in close liaison with the academic staff, senior administrator and Chair of the examination board.

1.7 To assist with course development as follows:
• Arrange meetings for course development teams and other relevant groups
• To support the completion of the required paperwork for curriculum development and approval

1.8 To assist with course delivery as follows:
• To work with lecturers in providing facilities required for their teaching
• To provide reception service for students
• To word process, copy, distribute and file a range of written material such as reports, documentation and correspondence
• To support the organisation and delivery of exams and assessments such as OSCEs and Knowledge Tests

1.9 To periodically review local processes to ensure the most efficient and effective systems are in place.

1.10 To work with the course team to organise and schedule a variety of course events

2. To assist the Divisional Administration Manager in relation to specific administrative functions.

2.1 To keep up to date with all aspects of departmental policy and procedure.

2.2 To assist with general departmental administration during periods of heavy workload or to cover absence, as required.

2.3 To assist with special projects or initiatives as appropriate and as directed by the Divisional Administration Manager.

2.4 To be an active and engaged participant in the Division’s Administrative team.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.
Person specification

Essential:

**Knowledge**: to be a competent user of the Internet, Microsoft Word, Outlook and Excel. To know how to lay out correspondence, reports and minutes professionally.

**Communication**: is able to communicate information in an understandable way orally and in writing, as suitable to the situation

**Sensitivity**: listens well and sympathetically considers others’ needs and perspectives

**Self motivation**: meets objectives on own initiative, committed to continuous self-development

**Teamwork**: flexible, co-operative, helpful

**Organisation**: a systematic and analytical approach with the ability to organise work and time effectively and to cope with changing priorities, sometimes at short notice

**Response to change**: adaptable; interested in learning and developing to meet changing situations

**Technical skills**: fast accurate keyboard skills

**Physical**: able to use Display Screen Equipment as a major part of the job, in accordance with health and safety guidelines

**Desirable:**

An interest in the objectives, needs and priorities in higher education would be an advantage

Experience of employment in a health care setting

Experience in a higher education institution

Experience of exam and assessment organisation

Experience of SITS
Senior leadership and management

The Vice-Chancellor is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

The Medical School

The School is an equal partnership between the Universities of Sussex and Brighton together with NHS staff throughout the South East Region. The arrangements for the School's governance reflect this approach and students are awarded joint degrees of both Universities.

The School is fully committed to the principles of GMC: Standards of Promoting Excellence; it endorses the value of medical education in a multi-professional context, and promotes the highest possible standards in its three pivotal components of teaching, clinical practice, and research (both fundamental and applied).

There is an annual intake to undergraduate medicine of approximately 138 students. BSMS has proved exceptionally popular and has regularly achieved one of the highest application rates of any UK medical school. Students spend their first two years primarily on the universities’ campuses at Falmer; thereafter the focus shifts to the associated teaching hospitals in Brighton and the surrounding area. There are purpose-built teaching facilities in all areas.

The curriculum emphasises early clinical involvement, a broad range of experience and a firm foundation in basic science. A wide range of teaching and learning approaches are employed, tailored to the particular circumstances; we are not committed to a single method of delivery. Feedback from the National Student Survey has demonstrated an exceptionally high level of student satisfaction, with BSMS being consistently amongst the top 10 performing schools in the country with scores of over 90%.

The research undertaken at BSMS aims to make a genuine contribution to the evidence and science underpinning clinical practice, and to benefit people and patients in their health and wellbeing. We expect our key domains of research strength to be recognised on the international stage and these are represented by the new departments of Global Health and Infection (including HIV and sexual health) and Neuroscience (including mental health and neurology). We have made significant investments in research infrastructure, including a world-class Clinical Imaging Sciences Centre (CISC) housing a 3T and 1.5T MRI and a PET-CT scanner and a Clinical Investigation & Research Unit (CIRU) dedicated to patient-orientated research and early clinical trials.

Following the appointment of Professor Malcolm Reed as Dean in December 2014, the Medical School has undergone a strategic review and is currently undergoing reorganisation into the following Departments which will be fully established for the academic year 2016/17:

Clinical and Experimental Medicine
The Medical School’s Administration is led by the Medical School Secretary. The School’s 60+ support staff offer support to a range of functions including curriculum development and delivery, admissions, library and IT, communications, student welfare, human resources, research and finance.

**The Universities**

The Universities of Brighton and Sussex have formed a highly effective and successful partnership that has resulted in the creation of this first new medical school in the South East region outside of London. Each institution has its own distinct culture and each is proud of its history and achievements but they have a long and successful history of collaboration.

**Research and teaching**

Both universities are committed to excellence in teaching and research.

Sussex is a progressive university delivering innovative thought and action, with a worldwide reputation for excellence in research and discovery. Its distinctive approach leads to the development of high quality new research which crosses traditional boundaries, benefits and enriches society, and influences policy at international, regional and national levels. Sussex research has a positive impact on people’s lives. In the Times Higher Education World University Rankings 2016, Sussex was ranked 23rd in the UK and 140th in the world for research influence.

The results of the government-commissioned Research Excellence Framework (REF) in 2014 show that over 75% of research activity at Sussex is categorised as ‘world leading’ (4*, 28%) or ‘internationally excellent’ (3*, 48%) in terms of originality, significance and rigour, whilst 98% of research activity at Sussex is categorised as either ‘world-leading’, ‘internationally excellent’ or ‘internationally recognised’.

The University of Brighton has a long and distinguished history of applied research. This serves to sustain and nourish its mission to help form professional and vocational careers. Ultimately, the university aims to transform the lives and experiences of people and their environments with research that matters. In the REF2014, 92% of its research was judged to be world-leading or internationally excellent in terms of the impact it makes, putting it in the top 25% for the sector. 38% of the university’s work in the Health Sciences was rated as world-leading.

BSMS made a major contribution to its host universities’ submissions in the most recent Research Excellence Framework (REF2014). The majority of BSMS staff submitted contributed to Psychology, Psychiatry and Neuroscience, and Biological Sciences at the University of Sussex, both ranked 10th, or the joint submission with the University of Brighton (Allied Health Professionals, Dentistry, Nursing and Pharmacy – ranked 27th). A smaller number of academics were submitted with Sociology and English at Sussex.
Brighton & Sussex University Hospitals NHS Trust

Brighton and Sussex University Hospitals (BSUH) is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. The Brighton campus includes the Royal Alexandra Children’s Hospital and the Sussex Eye Hospital, and the Haywards Heath campus includes the Hurstwood Park Regional Centre for Neurosciences.

In May 2014 the UK Government agreed the release of £420m to redevelop the Royal Sussex County Hospital site. The plans will see the site’s 19th century buildings replaced with new, modern facilities for the delivery of healthcare, for teaching and for research.

Revised August 2016 (PP-D)