Professional Services / Administration
Departmental Assistant to Chair of Medicine, Chair of Clinical & Biomedical Ethics & Head of Anatomy
Fixed term (Maternity Cover 13 months), part-time (13.75hrs per week on a Monday & Friday)
Salary range: starting at £20,264 and rising to £23,879 per annum, pro rata. It is normal to appoint at the first point of the salary scale.
Expected start date as soon as possible

Brighton and Sussex Medical School invites applications for the post of Departmental Assistant to the Chair of Medicine, Chair of Clinical & Biomedical Ethics and Head of Anatomy.

The purpose of this role is to provide administrative and secretarial support for the Chair of Medicine, Chair of Clinical & Biomedical Ethics and the Head of Anatomy, and to provide organisational support for the academic activities within the academic department of clinical & experimental medicine.

Based at Brighton & Sussex Medical School in Falmer, the post-holder will make an important contribution to the Medical School. You will possess excellent organisational, secretarial and administrative skills, including fast, accurate keyboard skills, a working knowledge of spreadsheets and networked email. You will have previous experience working in a busy academic, healthcare or commercial environment.

Closing date for applications: 04 April 2017

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 Universities are 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, mathematics, medicine and engineering at Sussex and Brighton.
Department: Administration
Section / Unit: Department of Clinical & Experimental Medicine
Location: Brighton and Sussex Medical School
Job Reference: 1761
Grade: 4
Responsible to: Chair of Medicine, Chair of Clinical & Biomedical Ethics, Head of Anatomy
Responsible for: N/A

Purpose of the post:

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Key Responsibilities:

1. To provide secretarial and administrative support to the Chair of Medicine, Chair of Clinical and Biomedical Ethics, Head of Anatomy and members of the Department of Clinical & Experimental Medicine.

2. To provide organisational support for the academic research and teaching activities within the Department of Clinical & Experimental Medicine. To coordinate and manage the administration and office systems for the department, including receiving and responding to enquiries.

3. To co-ordinate and manage the administrative and office systems for the Department of Clinical & Experimental Medicine and for the Head of Anatomy.

4. To organise regional and national conferences and other relevant academic activities as designated by the Chair of Medicine, Chair of Clinical & Biomedical Ethics, and Head of Anatomy.

5. To co-ordinate and manage the process for recruiting new members of staff the Department

1. To provide secretarial and administrative support to the Chair of Medicine, Chair of Clinical & Biomedical Ethics, Head of Anatomy

1.1 To organise and attend meetings, take notes, and to draft a record of the outcomes

1.2 To type memos, letters, minutes and reports (some maybe of a medical legal nature) from audiotape or hand written script

1.3 To develop and maintain a filing system for the Department of Clinical & Experimental Medicine which links appropriately with other systems within BSMS

1.4 To respond to telephone and email enquiries responding where appropriate or directing the enquirer elsewhere

1.5 To undertake general office duties of post, faxing, shredding, photocopying

1.6 To arrange appointments and meetings for the Chair of Medicine, Chair of Clinical & Biomedical Ethics and Head of Anatomy, and ensure the appropriate briefing papers are available

1.7 To make local national and international travel arrangements and co-ordinate complex itineraries

1.8 To make claims for reimbursement and travel expenses
1.9 To liaise with staff in the many other departments with which the Department will interface (other University Departments, Department of Health, NHS Trusts, KSS Deanery, Public Health Networks)

1.10 To undertake the preparation and refinement of drafted material for oral and poster presentation using Powerpoint.

2. To provide organisational support for the academic research & teaching activities within the Department of Clinical & Experimental Medicine

2.1 To organise events and meetings, including booking rooms and catering.

2.2 To ensure timely circulation of information and papers to relevant contacts.

2.3 To maintain up-to-date information on participants and members for circulation by post or email and to collate their apologies

2.4 To design and prepare printed materials (e.g. briefing papers, publicity materials, participant packs)

3. To co-ordinate and manage the administrative and office systems for the Department of Clinical & Experimental Medicine and Head of Anatomy

3.1 To support the Chair of Medicine, Chair of Clinical & Biomedical Ethics, and Head of Anatomy, prioritising courses of action and making changes to ensure the smooth running of the Department.

3.2 To receive personal callers to the Chair of Medicine, Chair of Clinical & Biomedical Ethics and Head of Anatomy, greeting visitors and arranging hospitality.

3.3 To coordinate the effective management of administrative and office systems.

3.4 To manage staffing systems and processes (including recruitment of clinical and non-clinical staff, appraisals, performance reviews, staff development, holidays and sick leave) across the department and in liaison with the Human Resources department.

3.5 To design and implement the induction process for all new staff in the Department, alongside the BSMS induction programme.
3.6 To provide administrative support for senior academics in relation to their academic activities and maintain records of all academic publications and research grants for members of the Department.

3.7 Liaise with relevant hospital departments for the purpose of arranging parking for visitors and other academic activities as designated by Chair of Medicine, Chair of Clinical & Biomedical Ethics, and Head of Anatomy.

4. **To organise regional and national conferences, and other relevant academic activities as designated by the Chair of Medicine, Chair of Clinical & Biomedical Ethics, and Head of Anatomy.**

   4.1 To organise conference facilities in liaison with relevant Organisations (e.g. HoDs, RCP, ESIM, CRN, AnatSoc)

   4.2 To invite speakers, and organise accommodation, catering and equipment where necessary

   4.3 Prepare invitations and circulate publicity and monitor responses

   4.4 Co-ordinate and manage the budgetary requirements for the event.

5. **To co-ordinate and manage the process for recruiting new members of staff to the Department**

   5.1 Collate job descriptions, further particulars and request to fill forms for signature and distribution to human resources

   5.2 Contact members of the shortlisting/interview panel (including RCP, BSUH and external institutions), dependant on role, with regards to availability for interview

   5.3 Collection and distribution of applications to panel members

   5.4 Collating candidates for shortlisting and informing HR of times/dates for interviews

   5.5 Booking rooms, and catering (where necessary) for the Interviews

   5.6 Processing travel expenses where appropriate

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**

Criteria can only be described as essential if the outcome required is absolutely dependent upon them. Consider reasonable adjustments and discount factors that unfairly discriminate on the grounds of race, age, religion or belief, gender, sexual orientation or disability.

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<thead>
<tr>
<th>Skills and abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Fast and accurate keyboard skills to ECDL or RSA II standard or equivalent</td>
<td>✔</td>
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<td>Excellent proof reading skills</td>
<td>✔</td>
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<td>Diary Management</td>
<td>✔</td>
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<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Advanced use of Microsoft applications including Word, Outlook, Excel, Access, Powerpoint, and the internet and email</td>
<td>✔</td>
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<td>Able to draft correspondence, reports and minutes professionally</td>
<td>✔</td>
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<tr>
<td>Numerate</td>
<td>✔</td>
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<tr>
<td>Able to analyse information and data</td>
<td>✔</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Previous experience in a busy environment balancing multiple tasks and tight timelines</td>
<td>✔</td>
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<tr>
<td>Previous experience in dealing with clinical and academic organisations</td>
<td>✔</td>
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<tr>
<td>Previous experience of working in an academic or healthcare environment</td>
<td>✔</td>
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<tr>
<td>Familiarity with medical and health services research terminology</td>
<td>✔</td>
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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Fast and accurate keyboard skills to ECDL or RSA II standard or equivalent</td>
<td>✔</td>
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<tr>
<td>Personal attributes and circumstances</td>
<td>Essential</td>
<td>Desirable</td>
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<tr>
<td>Excellent interpersonal skills</td>
<td>✓</td>
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<td>Clear, accurate and appropriate written and oral communication</td>
<td>✓</td>
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<td>Works cooperatively with others to meet agreed objectives</td>
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<td>Contributes positively to the introduction of change</td>
<td>✓</td>
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<td>Identifies innovative solutions to problems</td>
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<td>Efficient and able to meet tight deadlines</td>
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<tr>
<td>Self-motivated</td>
<td>✓</td>
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<tr>
<td>Committed to self-development</td>
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<td>Meets objectives on time</td>
<td>✓</td>
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<tr>
<td>Undertakes tasks under own initiative</td>
<td>✓</td>
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The criteria should be changed to reflect the job description and the number of criteria boxes can be increased or decreased.

**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
- Global Health and Infection
- Neuroscience
- Primary Care and Public Health
- Medical Education
**Administration.** 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 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)