Advertised

Brighton and Sussex Medical School, Department of Medical Education
Permanent, full time
Unit Administrator

Salary range: starting at £17,898 and rising to £20,046 per annum. It is normal to appoint at the first point of the salary scale.
Expected start date: as soon as possible

We are looking for a well-organised and self-motivated individual with excellent communication skills to provide general administrative support for academic staff working in the Department of Medical Education at BSMS.

Your responsibilities will include greeting visitors, handling enquiries, distributing post, ordering stationery and supporting meetings of staff.

You should have excellent organisational skills, fast, accurate word processing skills, a high degree of personal initiative and a willingness to undertake routine work.

Previous experience of providing a reception service and of accurate data entry would be an advantage but is not essential.

Closing date for applications: 26 May 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: Brighton and Sussex Medical School

Section / Unit: Department of Medical Education / Administration

Location: University of Brighton Falmer campus (with travel to other BSMS sites)

Job Reference: 1895

Grade: 3

Responsible to: Departmental Administrator, Department of Medical Education

Responsible for: N/A

Purpose of the post:

To provide administrative support for a range of school functions.

Key Responsibilities:

1. Provide a friendly and professional reception and general enquiries service to students, faculty and visitors
   1.1 Deal with post, telephone and in-person queries
   1.2 To deal with, or refer, basic queries and correspondence
   1.3 Distribution of post and documentation, and maintenance of notice Boards
   1.5 Preparation and updating of documentation
   1.6 Deal effectively and efficiently with enquires from staff, students and visitors

2. Provide clerical support to Departmental Administrator and Medical Education team
   2.1 To support meetings, copying papers and reports
   2.2 To maintain records, including paper based and data systems
   2.3 To enter data into systems as required

3. Within clear parameters to take responsibility for specific projects or areas of work. Assist with:
   3.1 Ordering general supplies and arranging travel / accommodation
   3.2 Support the organisation of regional and national conferences
   3.3 Event coordination - venues, staffing and catering
   3.4 Room bookings and parking permits

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.

### Skills and abilities

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>The desire and ability to work as part of a flexible team</td>
<td>X</td>
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<tr>
<td>Fast, accurate word processing and an ability to ensure effective, professional standards of presentation</td>
<td>X</td>
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<td>The ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines</td>
<td>X</td>
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### Knowledge

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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</thead>
<tbody>
<tr>
<td>Computer literacy</td>
<td>X</td>
</tr>
<tr>
<td>Knowledge of university systems and structures</td>
<td>X</td>
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</tbody>
</table>

### Experience

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Experience in accurate data entry</td>
<td>X</td>
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<tr>
<td>Experience of working on projects</td>
<td>X</td>
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<tr>
<td>Experience of providing a reception service</td>
<td>X</td>
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### Personal attributes and circumstances

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Willingness to do routine work</td>
<td>X</td>
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<tr>
<td>Someone helpful, cooperative and sensitive to the needs and feelings of others, including a commitment to customer service.</td>
<td>X</td>
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<tr>
<td>Reliability, honesty, and a commitment to maintaining confidentiality</td>
<td>X</td>
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<tr>
<td>Approachability and flexibility in responding to emergencies and unforeseen events, and able to use own initiative in these circumstances.</td>
<td>X</td>
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</table>
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.

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**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)