1. Advertisement

Post Title: Course coordinator (Phase 1)
School/department: Brighton and Sussex Medical School
Hours: Full time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).
Contract: Permanent
Reference: 6178
Salary: Starting at £21,814 to £25,217 per annum, pro rata if part time
Placed on: 9 July 2021
Closing date: 29 July 2021. Applications must be received by midnight of the closing date.
Expected start date: as soon as possible

Applications are invited for the post of Course Coordinator in the BSMS Curriculum Support Team. This post is based within our Phase 1 School Office, which is on the University of Sussex campus.

The post holder is part of the curriculum support team which manages the organisation and administration of teaching and assessments in Years 1 to 5 of the undergraduate medical degree programme. They will work closely with BSMS academic and administrative staff, colleagues in units in the parent universities and clinical staff in NHS partner organisations.

The post-holder will be required to make occasional visits to the Brighton and Sussex Medical School (BSMS) buildings at the University of Brighton and the Royal Sussex County Hospital.

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, initiative and attention to detail. Whilst administrative in nature, the post also involves a number of physical and practical tasks away from a desk environment, eg. setting up rooms for teaching and assessments, transporting equipment / resources between rooms on the campus.

For full details and how to apply see:

www.sussex.ac.uk/jobs  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. Brighton and Sussex Medical School and partners

Please find further information regarding the school/department at https://www.bsms.ac.uk/about/contact-us/staff/dr-timothy- chevassut.aspx https://www.bsuh.nhs.uk/services/cancer-services/

3. Job Description

BSMS Undergraduate Academic Administration – Curriculum Support Team

Section / Unit: Administration
Location: Medical Teaching Building, University of Sussex Campus (with occasional visits to other BSMS sites)
Job Reference: 6178
Grade: 4
Responsible to: Curriculum and Assessment Manager (Phase 1)

Purpose of the post:

The Course Coordinator – Phase 1 is one of several posts which contribute to the administration of the undergraduate medical degree programme (Bachelor of Medicine, Bachelor of Surgery) at BSMS.

The postholder is part of the Phase 1 curriculum support team which manages the organisation and administration of teaching and assessments in Years 1 and 2 of the undergraduate medical degree programme.

The post-holder will be responsible to the Curriculum and Assessment Manager - Phase 1 but will work closely with members of BSMS Faculty and administrative colleagues particularly those in the Curriculum Support Team.

The post-holder is responsible for ensuring six of the eight modules taught in Phase 1 of the BM BS programme run smoothly though efficient logistics management and excellent communication with both students and staff using a variety of media. The post-holder will also assist with the preparation of examination materials and recording of student results.

In addition, the post-holder will liaise with appropriate colleagues in other administrative and academic units in the parent universities, and colleagues in the partner NHS Trust.

Key Responsibilities:

1. Provide administrative support for Phase 1 of the BM BS programme.
2. Provide a general enquiry and counter service for students and staff.
3. Contributing to Year 1 and 2 teaching curriculum administration.
4. Assist with the organisation of Phase 1 examinations and assessments.
5. Serve as Secretary to Phase 1 Module Review Boards, Phase Leader fora and similar meetings.
7. Assist with occasional School events such as open days, admissions days, registration and graduation.
8. Undertake such other duties consonant with the grade as determined by the Curriculum and Assessment Manager, Phase 1.

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.

1. **Provide administrative support for Phase 1 of the BM BS programme.**
   1.1. Assist in the induction of new staff, providing training, supervision and advice regarding School Office procedures.
   1.2. Supervise the work of the 2x Administrative Assistants (Phase 1) as required.
   1.3. Ensure information relating to the BM BS programme is circulated promptly and kept up-to-date on School notice boards and on the web-based ‘My Studies’ managed learning environment (Blackboard).
   1.4. Produce letters and documents as required by students and staff.

2. **Provide a general enquiry and counter service for students and staff.**
   2.1. Answer telephone, virtual helpdesk and email enquiries, providing advice and information in response, including in relation to room bookings for non-teaching activities and events and in relation to parking for visitors to the campus.
   2.2. Greet students and staff who present themselves in person and provide advice and information in response to their enquiries.
   2.3. Liaise with other members of staff including the Phase Leader, Module Leaders, Academic Tutors and Student Support Coordinators concerning issues raised by students.

3. **Contributing to Year 1 and 2 teaching curriculum administration.**
   3.1. Liaise with the Phase 1 Leader, Module Leaders and other staff to prepare teaching timetables and schedules for systems-based modules, including student selected components and timetabled academic tutor group tutorials.
   3.2. Allocate students to groups and schedules, ensuring there are no clashes and resolving them when they do occur.
3.3. Manage room bookings and room allocation for teaching sessions and assessments for both current and future years, ensuring there are no clashes and resolving them when they do occur.

3.4. Support the preparation of handbooks for modules 102-104 and modules 202-204 and publish to students and staff in a timely manner and appropriate format.

3.5. Organise the printing and distribution of programme materials such as the assessment documentation and teaching handouts.

3.6. Produce electronic timetables, advise students on timetabling and ensure students have all the information they require.

3.7. Support office team to cover other grade 4 positions during periods of annual leave.

3.8. Be responsive to changes and queries, liaising with appropriate staff to ensure alternative arrangements are identified and communicated as required.

3.9. Liaise with teachers and students and provide ad hoc support to ensure teaching sessions run smoothly.

3.10. Ensure teaching materials are loaded promptly on to the web-based ‘My Studies’ managed learning environment (Blackboard).

3.11. Help with the organisation and running of Phase 1 events, in particular Induction Week, and advertise to students and staff as appropriate.

4. Assist with the organisation of Phase 1 examinations and assessments.

4.1. Support the work of the Curriculum and Assessment Manager and the Module Leaders in relation to the organisation of Phase 1 examinations and assessments.

4.2. Assist with the on-line and in-person submission of written assessments by students.

4.3. Provide information to staff and students on the timings of examinations.

4.4. Assist in the preparation of documents, exam papers and equipment for examinations.

4.5. Assist with the invigilation of examinations, sometimes acting as Chief Invigilator for small groups.

4.6. Use and manage MSCAA database to produce exam papers and run online exams for all students.

4.7. Liaise with other staff to organise marking.

4.8. Circulate written work and mark sheets to markers and external examiners.

4.9. Collate and check marks and liaise with markers.

4.10. Enter grades on School and University databases.

4.11. Assist the Curriculum and Assessment Manager in the preparation of grades for Examination Boards and distribution to students and tutors.
5. **Serve as Secretary to Module Review Boards, Phase Leader Fora and similar meetings.**

5.1 Organise the collection and processing of student evaluation questionnaires for Phase 1 modules and at the end of each year and prepare and distribute the results for the relevant Module Review Boards and module teaching teams.

5.2 Organise Module Review Boards and similar meetings, booking venues and catering as necessary and collating and distributing paperwork to members.

5.3 Prepare agendas and other documents for Module Review Boards and similar meetings, liaising with the Chair / Module Leader.

5.4 Support the Curriculum & Assessment manager with student meetings, liaising with student support, other supportive committees and relevant staff.

5.5 Minute Module Review Boards, Phase Leader fora and similar meetings and distribute minutes to members / publish minutes as appropriate.

5.6 Ensure actions from meetings are communicated and followed up promptly.

6. **Maintain computer and paper-based records including SITS.**

6.1 Maintain a variety of computerised and paper-based records systems relating to the administration of the BM BS programme including the University of Brighton’s student records systems (SITS).

6.2 Ensure that the appropriate level of confidentiality is maintained.

6.3 Be familiar and up to date with University of Brighton Registry requirements, and support and advise other staff in meeting the requirements within specified deadlines e.g. enrolment, module diets, module assessment results.

6.4 To be responsible for maintaining electronic records and database of evidence in relation to Phase 1 students with specific visa requirements related to course engagement.

7. **Assist with School events such as open days, admissions days, registration, and graduation.**

7.1 Provide general support to the planning and operation of School events. Duties are likely to include registration of delegates, ushering, escorting applicants to interview, conducting tours etc.

8. **Undertake such other duties consonant with the grade as determined by the Curriculum and Assessment Manager (Phase 1)**

8.1 The list of responsibilities and duties is not exhaustive and the precise nature of the role is likely to change as the Medical School develops. A critical attribute of the successful candidate will be the ability to cope with change.
**Person specification**

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<tr>
<th>Skills and abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Excellent written and oral communication skills with attention to detail</td>
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<td>The ability to understand complex and unfamiliar issues without difficulty</td>
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<td>Excellent organisational skills and the ability to maintain accuracy and to plan and prioritise work to meet deadlines while working in a busy environment</td>
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<td>The ability to work in a team and to take personal responsibility for tasks within the team’s remit</td>
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<tr>
<td>IT literacy – highly proficient in the use of word processing software, networked email and spreadsheets (e.g. MS Word, Outlook and Excel)</td>
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<td>The ability to deal with a large and wide-ranging group of people working co-operatively to meet achieved objectives</td>
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<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Familiarity/comfort with medical/scientific terminology (or the ability, aptitude and willingness to learn this in post)</td>
<td>X</td>
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<tr>
<td>Awareness of BSMS’s responsibilities in relation to the Disability and Equality Duties of the Universities of Brighton and Sussex</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Committee servicing and minute-taking</td>
<td>X</td>
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<tr>
<td>Using a web-based managed learning environment (e.g. Blackboard)</td>
<td>X</td>
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<td>Using a computerised student records system (e.g. SITS)</td>
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<td>Operating and understanding a timetabling system</td>
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### Proof reading

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A good standard of education (eg. A level or beyond)</td>
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<th>Personal attributes and circumstances</th>
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<th>Desirable</th>
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<tr>
<td>Able to work additional hours during busy periods / on specific dates, planned well in advance, where teaching or assessment activity needs support outside normal office hours</td>
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<td>An appreciation of the need for a professional approach consistent with representing the Medical School in a front-of-house service</td>
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<td>An appreciation of the need to keep certain information confidential and secure</td>
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<td>A high degree of personal initiative and responsibility</td>
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<td>Ability to undertake practical and physical tasks</td>
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