1 Advertisement

Post Title: Curriculum Co-ordinator (Clinical Practice and Assessment)
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: 6179
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

Brighton and Sussex Medical School are looking for a motivated and committed person to work as part of a team supporting Clinical Practice modules, the BSMS Patient Educator Group and also Assessments.

No two days will be the same and so the postholder will be highly organized, adaptable, flexible, have excellent interpersonal skills and be able to deal with a broad range of requests and tasks that will arise in these diverse areas of the School. The successful candidate will be 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. They will have the ability to work with minimal supervision.

The role would suit an experienced administrator with a proven track record of organisational and administrative skills and good time management.

Please contact Heather Shaw, h.shaw2@bsms.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

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. The School / Division
3. **Job Description**

Job Description for the post of: Curriculum Co-ordinator (Clinical Practice and Assessment)

**Department:** Brighton and Sussex Medical School

**Section/Unit/School:** Professional Services

**Location:** Watson Building, University of Brighton Falmer Campus

**Grade:** 4

**Responsible to:** Clinical Practice Team Manager

**Responsible for:** n/a

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. **Oversee and provide administrative support for the Patient Educator Group**
   1.1 Provide administrative support to the Patient Educator Lead.
   1.2 To assist with the induction of new Patient Educators
   1.3 Manage and maintain the Patient Educator database and co-ordination of Patient Educator activity in conjunction with the Patient Educator Lead, updating Consent forms within agreed timelines.
   1.4 Act as point of contact for commissioning Faculty, logging requests and assisting with identification and booking of appropriate educators.
   1.5 Work in partnership with relevant Course Co-ordinators to ensure appropriate housekeeping arrangements are in place for booked educators.
   1.6 Undertake training with educators to support online teaching, eg. MS Teams.
   1.7 Act as Secretary to the Patient Educator Committee.
   1.8 Assist with the management of the generic Patient Educator email box.
   1.9 To help compile activity reports in conjunction with the Patient Educator Lead.

2. **Assist with the organisation of both formative and summative examinations and assessments including objective structured clinical examinations (OSCEs)**
   2.1 Support the work of the relevant Assessment Officer in relation to the planning and organisation of clinical practice examinations.
   2.2 Assist with the recruitment and booking of examiners, actors and student helpers.
2.3 Assist with the preparation of examinations including providing details to students, preparing documentation, allocation of equipment and iPad downloads.

2.4 Undertake any duties allocated on an exam day. This may include timing, student, actor or examiner check-ins, exam station set-ups and changeovers.

2.5 Assist with the organisation of Simulated Surgeries in collaboration with the relevant Course Co-ordinator.

2.6 Assist with the organisation and running of mock and practice OSCEs.

2.7 Assist with the management of the generic Exams email box.

3. **Contribute to the organisation and management of teaching timetables and co-ordination of curriculum for Modules 101, 201 and 402 GP**

   3.1 Assist the Course Co-ordinators in liaising with module and deputy module leads, placement officer, placement providers, Curriculum and Assessment Managers and other staff to prepare teaching timetables and schedules for clinical modules.

   3.2 Assist with allocation of students to groups schedules and placements, ensuring there are no clashes and resolving them when they do occur.

   3.3 Take the lead in allocating and hosting Patient Educators to curriculum activities within these modules.

   3.4 Assist with preparation of handbooks, logbooks and teaching materials and support publication to students and staff in a timely manner and appropriate format.

   3.5 Advise students and Faculty on timetabling both on campus, online teaching and placements and ensure they have all the information they require in an accessible format.

   3.6 Assist with arrangements for taxis for students on placements outside of immediate area in accordance with BSMS Transport and Accommodation Policy, and processing of payments.

   3.7 Assist and signpost wider Faculty to appropriate room booking facilities on University of Brighton campuses.

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

4. **Contribute to a general enquiry and counter service for students and staff**
4.1 Contribute to a prompt answering service to the School Office telephone and email enquiries, signposting to other services such as Student Support as necessary.

4.2 Assist with the management of the generic Watson School Office email box.

5. **Assist with School events such as open days, admissions days, registration, induction and graduation**
   5.1 Help with the organisation and running of BSMS events, in particular Induction Week.
   5.2 Assist with the invigilation of examinations.

6. **Undertake such other duties consonant with the grade as determined by the Clinical Practice Team Manager**
   6.1 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.

4. **Person Specification**

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<tr>
<th>SKILLS / ABILITIES</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Ability to deal effectively and to communicate well with people</td>
<td>X</td>
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<td>Ability to work effectively to deadlines while under pressure</td>
<td>X</td>
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<td>Ability to plan own workload</td>
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<td>Good ICT skills including databases</td>
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<td>High degree of accuracy and attention to detail</td>
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<td>Ability to work as part of a flexible team</td>
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<td>Ability to explain procedures in a clear and concise manner</td>
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<tr>
<th>KNOWLEDGE</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Knowledge of working in HE environment</td>
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<td>X</td>
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<td>Knowledge of course and module structures and assessment methods</td>
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<td>X</td>
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<td>Knowledge of examination board and University</td>
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<td>X</td>
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regulations in regard to student progress and assessment

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<tr>
<th>EXPERIENCE</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Experience of administrative and clerical systems</td>
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<td>Experience of supporting and servicing meetings (including preparing committee agendas and writing minutes)</td>
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<td>Experience of quality assurance and examination matters</td>
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<td>Experience of student records systems</td>
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<tr>
<th>PERSONAL ATTRIBUTES AND CIRCUMSTANCES</th>
<th>Essential</th>
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<tr>
<td>Commitment to providing high levels of service to students and staff</td>
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<td>Commitment to staff development</td>
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<td>Ability to deal sensitively with anxious students and patient educators</td>
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<td>Outward looking and positive towards new challenges</td>
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<td>Willingness to be flexible to cover hours of working due to business needs</td>
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