

1 Advertisement

Post Title: Assessment Co-ordinator**School/department:** Brighton and Sussex Medical School**Hours:** full time or part time hours considered up to a maximum of 36.5 hours per week. Requests for [flexible working](#) options will be considered (subject to business need).**Contract:** permanent**Reference:** 6467**Salary:** starting at £22,254 to £25,627 per annum, pro rata if part time**Placed on:** 18 November 2021**Closing date:** 7 January 2022. Applications must be received by midnight of the closing date.**Expected start date:** As soon as possible***Previous applicants need not apply***

Based at the University of Brighton Falmer site, the post is part of the curriculum support team that manages the organisation and administration of assessments in Years 1 to 5 of the undergraduate medical degree programme and Years 1 and 2 of the Physician Associate course.

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

The postholder has specific responsibility for the organisation and delivery of undergraduate and postgraduate practical assessments at the University of Brighton Falmer site.

They will be the first point of contact for faculty, clinicians and students for practical assessment queries in person as well as online. They will work closely with BSMS academic and administrative staff, colleagues in administrative and academic units in the parent universities and clinical staff in NHS partner organisations.

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 and initiative.

The successful candidate will be required to work additional hours during the busy exam period from March to July each year. The post holder will be recompensed for additional hours worked

Please contact Tasmin Barnett, Student Systems and Assessment Manager, 01273 642202 or t.barnett@bsms.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)
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

Please find further information regarding the school/division at [Brighton and Sussex Medical School - BSMS](#)

3. Job Description

Job Description for the post of: Assessment Co-ordinator

Department:	Brighton and Sussex Medical School
Section/Unit/School:	Professional Services
Location:	Watson Building, University of Brighton Falmer campus (with occasional visits to other sites)
Grade:	4
Responsible to:	Assessment Team Manager
Responsible for:	NA

The Assessment Co-ordinator is one of several posts that contribute to the administration of the undergraduate medical degree programme (Bachelor of Medicine, Bachelor of Surgery) and postgraduate Physician Associate course at BSMS.

The postholder is part of the curriculum support team that manages the organisation and administration of practical assessments for these courses at BSMS.

This post is also responsible for assisting with training for internal and external staff involved with assessments as well as national medical student assessments.

The post-holder will be responsible to the Assessment Team Manager, but will work closely with members of BSMS Faculty and administrative colleagues. 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 Trusts.

This is a full time post and the successful candidate will be required to work additional

hours during the busy exam period from March to July each year. The post holder will be recompensed for additional hours worked.

Key Responsibilities:

- 1. Organise and provide administrative support for BSMS practical and clinical assessments – Observed Structured Clinical Examinations (OSCE's) - across the BMBS and Physician Associate programmes.**
- 2. Provide administrative support for Speedwell and Practique automated examination marking systems and iPads.**
- 3. Organise and manage clinical assessment timetable.**
- 4. Provide a general assessment enquiry service for staff, clinicians and students.**
- 5. Support and serve as Secretary to BSMS committees, Review Boards and related meetings.**
- 6. Assist with occasional School events such as open days, admissions days, registration, induction and graduation.**
- 7. Undertake such other duties consonant with the grade as determined by the Assessment Team Manager.**

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. Organise and provide administrative support for BSMS practical and clinical assessments – Observed Structured Clinical Examinations (OSCE's) - across the BMBS and Physician Associate programmes.

- 1.1. Book appropriate suites of rooms, catering and facilities for practical and clinical assessments, liaising with colleagues within BSMS, the parent universities and partner NHS Trusts as required;
- 1.2. Support recruitment of practical and clinical assessment examiners from BSMS Faculty, the parent universities and the NHS;
- 1.3. Support the recruitment of actors and helpers required for practical and clinical assessment;
- 1.4. Organising training events for examiners and actors prior to the practical and clinical assessment
- 1.5. Produce and distribute paperwork required for practical and clinical assessment, including schedules, staff instructions, station instructions, marksheets using Speedwell and Practique automated system and examiner information packs;
- 1.6. Produce and distribute information to students, staff, helpers, actors, patients and examiners regarding the timing and location of practical and clinical assessment sessions;
- 1.7. Organise External Examiners to attend and review practical and clinical assessment according to BSMS regulations;
- 1.8. Process and monitor practical and clinical assessment finances using university systems;
- 1.9. Supervise administrative staff and student helpers on the day, brief them about their duties and ensure that they carry out assigned duties effectively;
- 1.10. Coordinate the actors and examiners on the day of the practical and clinical assessment, ensuring that they are well briefed about their duties; Advise actors and student helpers on payment.
- 1.11. Support for practical and clinical assessment Question Bank ensuring that new stations are added and changes made after stations are reviewed.
- 1.12. Organise transport and equipment logistics for assessments across exam sties
- 1.13. Support post exam processes for examiners, actors, helpers and students.

1.14 Organise assessment meetings in person as well as via online meeting platforms

2. Provide administrative support for Speedwell and Practique automated examination marking systems and iPads

- 2.1. Provide administrative support of Speedwell and Practique systems, for the delivery of BSMS practical exams. Support the administration of the Item Bank; Retrieve appropriate examination items upon request for examination setting meetings, using defined parameters;
- 2.2. Liaise with the software provider as necessary to troubleshoot technical difficulties.
- 2.3. Support the production of marks and produce results and analyses for OSCEs for forward transmission to relevant colleagues for use by the Examinations Boards;
- 2.4. Assist with preparation of results and exam board papers.
- 2.5. Oversee the management of iPads for practical assessments including software updates, testing and distribution for exams

3. Organise and manage clinical assessment timetable

- 3.1 Liaise with the module leaders, Clinical Skills team and Curriculum & Assessment Managers and other staff to prepare assessment timetables and schedules.
- 3.2 Assist with room bookings and equipment required at exam venues

4. Provide a general assessment enquiry service for staff, clinicians and students

- 4.1 Answer telephone and email enquiries, providing advice and information in response.
- 4.2. Greet students, patients and staff who present themselves in person and provide advice and information in response to their enquiries.
- 4.3. Liaise with other members of staff including tutors about assessment related tasks.

5. Serve as Secretary to BSMS committees, Review Boards and related meetings.

- 5.1. Support relevant colleagues in the collation of all information and paperwork necessary for BSMS committees distribute electronically to members and prepare any paperwork needed in the meetings.
- 5.2. Organise 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. Minute committees, review boards and similar meetings and distribute minutes to members / publish minutes as appropriate.
- 5.5. Ensure actions from meetings are communicated and followed up promptly.

6. Assist with School events such as open days, admissions days, registration, induction and graduation.

- 6.1. 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.
- 6.2. Help with the organisation and running of BSMS events, in particular Induction Week, and advertise to students and staff as appropriate.
- 6.3. Assist with the invigilation of examinations,

7. Undertake such other duties consonant with the grade as determined by the Assessment Team Manager

- 7.1. 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.
- 7.2. Provide general assistance in the planning and operation of School events including graduation. Duties are likely to include registration of delegates, ushering, etc.

4. Person Specification

Skills and abilities		Essential	Desirable
Excellent written and oral communication skills and attention to detail		X	

The ability to understand complex and unfamiliar issues without difficulty	X	
The ability to plan and prioritise own workload and that of others maintaining accuracy to meet deadlines while working in a busy environment	X	
IT literacy – highly proficient in the use of word processing software, networked email and spreadsheets (e.g. MS Word, Excel, Outlook and Access)	X	
IT literacy – the ability to trouble-shoot technical issues		X
Able to understand complex and unfamiliar issues without difficulty	X	
Ability to work in a team and take personal responsibility for tasks within the teams' remit	X	
Excellent organisational skills and the ability to maintain accuracy and prioritise work to meet deadlines while working in a busy environment	X	
The ability to deal with a large and wide-ranging number of people working co-operatively to meet agreed objectives	X	
The ability to be flexible, innovative and proactive in a developing role	X	

Knowledge	Essential	Desirable
Familiarity/comfort with medical/scientific terminology	X	
Awareness to BSMS's responsibilities in relation to the Disability and Equality duties of the Universities of Brighton and Sussex		X

Experience	Essential	Desirable
Using spreadsheets and databases as well as word processing and networked email	X	
Using administrative systems in higher education	X	
Organising examinations and events	X	
Producing documents and reports	X	
Committee servicing and minute-taking		X
Using a web-based managed learning environment (e.g.	X	

Blackboard)		
Proof reading		X

Qualifications	Essential	Desirable
A good standard of education (e.g. A level or beyond).	X	

Personal attributes and circumstances	Essential	Desirable
Able to work additional hours during busy exam periods (March to July) and on other specific dates, planned well in advance, where teaching activity needs support outside normal office hours.	X	
An appreciation of the need for a professional approach consistent with representing the Medical School in a front-of-house service	X	
An appreciation of the need to keep certain information confidential and secure	X	
A high degree of personal initiative and responsibility	X	