1 Advertisement

Post Title: Curriculum 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: 6960
Salary: starting at £22,524 – £25,627 per annum, pro rata
Placed on: 28 October 2021
Closing date: 25 November 2021  Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: ASAP

Brighton and Sussex Medical School are looking for a motivated and committed person to work as part of the BSMS Curriculum 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 team which manages the organisation and administration of teaching and assessments in Years 1 to 2 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 high level of personal responsibility, initiative and attention to detail. No two days will be the same and so the post holder 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 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 Lisa Kearley l.kearley@bsms.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page.
2. **The School / Division**

Please find further information regarding the school/division at https://www.bsms.ac.uk/index.aspx

3. **Job Description**

Job Description for the post of: **Curriculum Coordinator (Phase 1)**

**Department:** Brighton and Sussex Medical School

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

**Location:** Medical Teaching Building, University of Sussex Campus (with occasional visits to other BSMS sites)

**Grade:** 4

**Responsible to:** Curriculum and Assessment Manager (Phase 1)

**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. **Contribute to the organisation and management of teaching timetables and co-ordination of curriculum for the systems modules in Phase 1.**

   1.1 Liaise with module and deputy module leads, academic staff, Curriculum and Assessment Managers and other staff to prepare induction timetables and schedules for modules before the start of the year.

   1.2 Take the lead in allocating students to academic and personal tutors at the start of the year, liaising with other Course Coordinators to ensure schedules and groups work for the year groups.

   1.3 Liaise with Phase and Module Leads in arranging and organising Phase leader Forums and Module Review Boards across the Phase. Alongside creating and updating all required paperwork.
1.4 Take responsibility for all student feedback across the year, liaising with managers and faculty to ensure yearly updates are included as required and feedback is disseminated to all relevant staff.

1.5 Liaising with the Clinical School office to collate data for mandatory training required of all students in the phase.

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

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

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

2. Contribute to a general enquiry and counter service for students and staff

2.1 Contribute to a prompt answering service to the School Office telephone and email enquiries, signposting to other services such as Student Support as necessary.

2.2 Assist with the management of the generic School Office email box.

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

3.1 Help with the organisation and running of BSMS events, in particular Induction Week.

3.2 Assist with the invigilation of examinations.

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

4. Serve as Secretary to Module Review Boards, Phase Leader Fora and similar meetings.

4.1 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.

4.2 Organise Module Review Boards and similar meetings, booking venues and catering as necessary and collating and distributing paperwork to members.
4.3 Prepare agendas and other documents for Module Review Boards and similar meetings, liaising with the Chair / Module Leader.

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

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

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

5. Assist with the organisation of both formative and summative examinations and assessments including Knowledge tests.

5.1 Support the work of the Curriculum & Assessment officer in relation to the planning and organisation of examinations.

5.2 Undertake any duties allocated on an exam day.

5.3 Assist with the organisation of formative tests and summative exams

5.4 Assist as required with the running of other exams such as objective structured clinical examinations (OSCEs).

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. Undertake such other duties consonant with the grade as determined by the Curriculum & Assessment 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.

4. **Person Specification**

**SKILLS / ABILITIES**

<table>
<thead>
<tr>
<th>Ability to deal effectively and to communicate well with people</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work effectively to deadlines while under pressure</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ability to plan own workload</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Good ICT skills including databases</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>High degree of accuracy and attention to detail</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ability to work as part of a flexible team</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ability to explain procedures in a clear and concise manner</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**KNOWLEDGE**

<table>
<thead>
<tr>
<th>Knowledge of working in HE environment</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of course and module structures and assessment methods</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Knowledge of examination board and University regulations in regard to student progress and assessment</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**EXPERIENCE**

<table>
<thead>
<tr>
<th>Experience of administrative and clerical systems</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of supporting and servicing meetings (including preparing committee agendas and writing minutes)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Experience of quality assurance and examination matters</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Experience of student records systems</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

<table>
<thead>
<tr>
<th>Commitment to providing high levels of service to students and staff</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment to staff development</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ability to deal sensitively with anxious students and patient educators</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Outward looking and positive towards new challenges</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Willingness to be flexible to cover hours of working due to business needs</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>