1. Advertisement

Post Title: Administrative Assistant (Time for Autism)
School/department: Brighton and Sussex Medical School
Hours: Part time hours considered up to 18 hours per week. Requests for flexible working options will be considered (subject to business need) however postholder must work during the last two weeks of August and the whole of September.
Contract: fixed term until July 2023
Reference: 7035
Salary: starting at £22,254 to £27,924 per annum, pro rata
Placed on: 8 November 2021
Closing date: 30 November 2021.
Expected Interview Date: 14 December 2021
Expected start date: As soon as possible

Brighton and Sussex Medical School invites applications for the post of Administrative Assistant (Time for Autism).

Based at University of Sussex, Falmer, the post-holder will provide administrative support to the delivery team for the Time for Autism programme (www.bsms.ac.uk/timeforautism). The post-holder will have regular communication with medical students and parents/carers of autistic children. The post-holder will also work closely with BSMS academic and administrative staff, colleagues in administrative and academic units in the parent universities and 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. Lived experience of autism would be advantageous.

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. The School / Division

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

GENERIC ROLE PROFILE

Job Title: Administrative Assistant (Time for Autism)
Grade: G4
School/Division: Brighton & Sussex Medical School
Location: University of Sussex, Falmer
Responsible to: Time for Autism Programme Lead
Direct reports: n/a
Key contacts: Time for Autism Programme Lead / Time for Autism Development Manager / Time for Autism Academic Lead / Project Officer (Time for Dementia)

Role description:

The Administrative Assistant (Time for Autism) is part of a small team which delivers longitudinal educational programmes (Time for Dementia and Time for Autism) at Brighton and Sussex Medical School (BSMS).

The post-holder will work closely with members of BSMS Faculty and administrative colleagues. The post-holder will have regular communication with medical students and participant families (parents/carers of autistic children).

In addition, the post-holder will liaise with appropriate colleagues in other partner organisations such as Sussex Community NHS Foundation Trust and Sussex Partnership NHS Foundation Trust.

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PRINCIPAL ACCOUNTABILITIES

1. Provide general administrative support for the Time for Autism programmes.
2. Provide a general enquiry service for students and participant families.
3. Assist with the organisation and management of the Time for Autism programmes.

4. Work with external stakeholders to share information and work collaboratively to ensure the smooth running of the programmes.

5. Provide support to committees and meetings related to the administration of the Time for Autism programmes.

6. Maintain computer records.

7. Assist with the planning and holding of Programme events such as Introductory sessions, Preparatory sessions, Time for Autism conference.

8. Undertake such other duties consonant with the grade as determined by the Programme Lead.

KEY RESPONSIBILITIES

1. Provide general administrative support for the Time for Autism programme.
   - 1.1. Provide general administrative support to the Time for Autism (TfA) Core team. To include logging student visits and other spreadsheet updates on the University Sharepoint site, pairing students with participant families, emailing students with the details of their participant families and writing to participant families with the details of their student pairs.
   - 1.2. Ensure information relating to the Time for Autism programmes is circulated promptly and that the web-based ‘My Studies’ managed learning environment (Blackboard) is kept up-to-date.
   - 1.3. Process student claims for travel expenses.

2. Provide a general enquiry service for students and participant families
   - 2.1. Answer telephone and email enquiries, providing advice and information in response and referring more complex queries to the delivery team.
   - 2.2 Liaise with other members of staff including Academic Leads and external partners concerning issues raised by students and participant families.

3. Assist with the organisation and management of the Time for Autism programme;
   - 3.1. Support the work of the TfA Core team in relation to the organisation and management of the Time for Autism programme
   - 3.2. Assist with the production of the Student Visit Guide and other materials for students.
   - 3.3. Book taxis for students as necessary. Book taxis for participant families to attend programme events.
   - 3.4. Support the TfA Core Team with the integration of the programmes into the BM BS Curriculum.

4. Work with external stakeholders to share information and work collaboratively to ensure the smooth running of the programmes.
   - 4.1. Liaise with the Time for Autism Development Manager and other external colleagues with regards to participant family numbers and any withdrawals from the programmes.
4.2. Liaise with the Time for Autism Development Managers and other external colleagues about any queries or issues relating to students or participant families.

4.3. Update and maintain the shared electronic systems between BSMS and external partners.

5. Provide support to committees and meetings related to the administration of the Time for Dementia and Time for Autism programmes.

- 5.1. Support the work of delivery team in relation to the Steering Group, Lived Experience Advisory groups, and TfA Core team meetings including organising meetings, preparing, copying and distributing documents, processing room bookings, organising catering.
- 5.2. To take and write up minutes for Steering Group, Lived Experience Advisory group, and TfA Core Team meetings.


- 6.1. Maintain a variety of computerised records systems relating to the administration of the Time for Autism programme including the use of Sharepoint.
- 6.2. Assist the Time for Dementia Project Officer in the implementation of new systems as necessary.
- 6.2. Ensure that the appropriate level of confidentiality is maintained.

7. Assist with the planning and holding of Programme events such as Introductory sessions, Preparatory sessions, End of Programme Symposium

- 7.1. Provide general support to the planning and operation of Programme events.
- 7.2. Planning duties will include booking rooms and refreshments, sending out invitations by post and email, organising parking, scheduling group sessions and preparing paperwork.
- 7.3. Duties during various events are likely to include greeting and registration of attendees, ushering and directing attendees.

8. Undertake such other duties consonant with the grade as determined by the Programme Lead.

- 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.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Support achievement of the Division’s/Unit’s/School’s compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).

2. Excellent organisational skills and the ability to plan and prioritise work to meet deadline set by a number of different people.

3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.

4. Ability to work flexibly within a small team and also on own initiative. Also taking personal responsibility for tasks within the team’s remit.

5. The ability to think clearly and maintain accuracy while working in a busy environment.

6. Highly developed IT skills to effectively manage own workload – MS Suite.

7. The ability to understand complex and unfamiliar issues without difficulty.

8. Ability to deal with a large number of people from wide-ranging backgrounds.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Familiarity/comfort with medical/scientific terminology (or the ability, aptitude and willingness to learn this in post)

2. A professional and confident approach consistent with representing the Medical School in a front-of-house service

3. An appreciation of the need to keep certain information confidential and secure

4. A high degree of personal initiative and responsibility

5. A willingness to work flexibly when necessary to support the team or to ensure that specific activities are delivered

6. Education to A level or equivalent

DESIRABLE CRITERIA

1. Two years’ experience in a similar role.

2. Two years’ experience working in a university or similar environment.

3. Awareness of BSMS’s responsibilities in relation to the Disability and Equality Duties of the Universities of Brighton and Sussex

4. Awareness of autism and the needs of autistic people and their families

5. Committee servicing and minute-taking
6. Using a web-based managed learning environment (e.g. Blackboard)

7. Proof reading