1. Advertisement

Post Title: Undergraduate Curriculum Coordinator  
School/department: Brighton and Sussex Medical School  
Hours: Part time or 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: 7185  
Salary: starting at £22,254 to £25,627 per annum, pro rata if part time  
Placed on: 17 November 2021  
Closing date: 9 December 2021. Applications must be received by midnight of the closing date.  
Expected start date: As soon as possible

This vacancy is only open to those currently employed by the university of Sussex or the university of Brighton.

Brighton and Sussex Medical School invites applications for the post of Undergraduate Curriculum Coordinator – Phase 2/3.

Based at the Royal Sussex County Hospital, Brighton, the post-holder is part of the Phase 2/3 curriculum support team which manages the organisation and administration of teaching and assessments in Years 3, 4, 5 of the undergraduate medical degree programme.

The post-holder has specific responsibility for the organisation, management and delivery of Undergraduate teaching projects across the year 3, year 4 and year 5 curriculum. The post holder will also provide additional administrative support for assessment and other activities in Phase 2/3.

They will 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.

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

Division: Brighton and Sussex Medical School
Section / Unit: Administration
Location: Audrey Emerton Building, Royal Sussex County Hospital (with occasional visits to other BSMS sites)
Job Reference: 7185
Grade: 4
Responsible to: Curriculum and Assessment Manager - Phase 2/3

Purpose of the post:
The Undergraduate Curriculum Coordinator – Phase 2/3 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 post holder is part of the Phase 2/3 curriculum support team which manages the organisation and administration of teaching and assessments in Years 3, 4, 5 of the undergraduate medical degree programme, and has specific responsibility for the organisation, management and delivery of projects across the curriculum for these year group.

The post-holder will be responsible to the Curriculum and Assessment Manager - Phase 2/3, but will work closely with members of BSMS Faculty and administrative colleagues particularly those in the Curriculum Support Team.

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 2/3 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 Administrative Assistant (Curriculum Support) 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 ‘StudentCentral’ managed learning environment (Blackboard).
   - 1.4. Produce letters and transcripts for current and past students e.g. confirmation of student status.

2. **Provide a general enquiry and counter service for students and staff.**
   - 2.1. Answer telephone and email enquiries, providing advice and information in response.
   - 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 and other members of the Year 5 team, Clinical Academic Tutors and the Student Support Coordinator concerning issues raised by students.

3. **Organise and manage projects within the phase 2/3 curriculum.**
   - 3.1. Liaise with the year 3 and year 4 course coordinators to plan and oversee all aspects of the intercalation process throughout the year.
   - 3.2. Liaise with the year 3 and 4 coordinators to plan and oversee the IRP allocation process.
   - 3.3. Liaise with the year 5 course coordinator to plan and oversee the Electives module.

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.
3.4. Prepare, update and circulate any relevant handbooks and guidance related to the projects and ensure teaching materials related to the projects are loaded promptly on to the web based ‘StudentCentral’ managed learning environment (Blackboard).

3.5. Advise students on the NHS bursary scheme and help provide or sign post them to the information they may require.

3.6. Manage the E Portfolio system within phase 2/3 and act as point of reference for all queries in relation to this system.

3.7. Liaise with faculty and students and provide *ad hoc* support to ensure all projects run smoothly.

3.8. Help with the organisation and running of events relating to the projects, including information evenings, conferences or talks and advertise to students and staff as appropriate.

4. **Assist with the organisation of Phase 2/3 examinations and assessments.**

4.1. Support the work of the Curriculum and Assessment Manager and Officers for Phase 2/3 in relation to the organisation of Phase 2/3 examinations and assessments.

5. **Serve as Secretary to any meetings relating to the specific Undergraduate course projects.**

5.1 Organise the collection and processing of student evaluation questionnaires for all projects as necessary for submission at for the relevant meetings, Module Review Boards and module teaching teams.

5.2. Organise any necessary meetings relating to the delivery of projects across phase 2/3, booking venues and catering and distributing paperwork to members.

5.3 Prepare agendas and other documents for meetings relating to the delivery of projects across phase 2/3.

5.4 Minute meetings relating to the delivery of projects across phase 2/3 and distribute minutes to members.

5.5 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 attend regular SITS training to keep up to date and represent BSMS on the relevant university groups as required.

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 2/3.

8.1 Take personal responsibility to keep up to date with relevant BSMS policy and developments e.g. via the web or staff/team meetings.

8.2 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.

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A good standard of education (e.g. A level or beyond).</td>
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Person specification

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<tr>
<th>Skills and abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Excellent written and oral communication skills and attention to detail</td>
<td>X</td>
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<td>The ability to understand complex and unfamiliar issues without difficulty</td>
<td>X</td>
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<td>The ability to plan and prioritise own workload</td>
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<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>Excellent organisational skills and the ability to maintain accuracy and prioritise work to meet deadlines while working in a busy environment</td>
<td>X</td>
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<td>The ability to deal with a large and wide-ranging number of people working co-operatively to meet agreed objectives</td>
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<td>The ability to be flexible, innovative and proactive in a developing role</td>
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<th>Knowledge</th>
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<tr>
<td>Familiarity/comfort with medical/scientific terminology.</td>
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<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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<td>using a web-based managed learning environment (e.g. Blackboard)</td>
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<tr>
<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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<td>proof reading</td>
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<th>Personal attributes and circumstances</th>
<th>Essential</th>
<th>Desirable</th>
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Able to work additional hours during busy exam periods (April to July) and on other specific dates, planned well in advance, where teaching activity needs support outside normal office hours.

An appreciation of the need for a professional approach consistent with representing the Medical School in a front-of-house service

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

A high degree of personal initiative and responsibility

Updated 18/10/21