

## BSMS

### 1 Advertisement

**Post Title:** Senior Departmental Administrator

**School/department:** Brighton and Sussex Medical School, Neuroscience

**Hours:** full or part time hours considered up to a maximum of 36.5 hours. Requests for flexible working options will be considered (subject to business need).

**Contract:** permanent

**Reference:** 7187

**Salary:** starting at £26,341 to £30,497 per annum, pro rata if part time

**Placed on:** 20 December 2021

**Closing date:** 02 February 2022 Applications must be received by midnight of the closing date.

**Expected Interview date:** TBC

**Expected start date:** ASAP

- Brighton and Sussex Medical School warmly invites applications for the above post. The role is an ideal opportunity for an experienced administrator who wishes to move in a new and exciting direction at the Medical School.
- The post holder will be flexible and competent to managing priorities between the Medical Research Building and the Trafford Building.
- The successful candidate will be a proven team player who will always go the extra mile to support the department and be fully engaged in the wider university community.

Please contact Lucinda Eggleton [l.eggleton@bsms.ac.uk](mailto:l.eggleton@bsms.ac.uk) or mobile 07715764141 for informal enquiries.

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

[www.brighton.ac.uk/jobs](http://www.brighton.ac.uk/jobs)

[www.bsms.ac.uk](http://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

<https://www.bsms.ac.uk>

## 3. Job Description

<b>Job Title:</b>	Senior Departmental Administrator Neuroscience
<b>Grade:</b>	G5
<b>School/Division:</b>	BSMS Neuroscience
<b>Location:</b>	Medical Research Building & Trafford UoS Falmer Campus
<b>Responsible to:</b>	Lucinda Eggleton
<b>Direct reports:</b>	Departmental Assistant Administrator

### Role description:

To have general responsibility for the co-ordination support across a number of areas/functions acting as a point of contact and link between students and researchers, staff members, internal departments, and external contacts. To co-ordinate the provision of clerical and administrative support ensuring that the processes and services for which they are responsible operate smoothly.

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## PRINCIPAL ACCOUNTABILITIES

### In relation to a range of named services or processes, to:

1. Support the successful delivery of the services or processes of the division/school through the effective co-ordination of activities, events and meetings
2. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied
3. To act as the main point of contact for service users in the effective and efficient delivery of services.
4. Provide support for quality assurance and staff and/or student feedback activities including reporting on usage and uptake information.

## KEY RESPONSIBILITIES

1. Working as part of a team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of activities, events and meetings respond to enquiries interpreting university and external regulations as

appropriate, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice, including, but not limited to;

- Helping to ensure that time lines and resources are identified, realistic and achievable
  - Proactively raising issues arising in advance for discussion and resolution
  - Co-ordinating the delivery of activities according to the schedule and in liaison with managers responsible for delivery
  - To act as an ambassador for the service, with a focus on customer service and delivery
  - Contribute ideas and suggestions for improvements to work practices and methods.
2. Communicating effectively with all stakeholders
- Publicising activities, events and meetings to all relevant staff, students or external parties in an effective way
  - Contributing to the editing of local guidelines ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date and accessible
  - Maintaining website pages (and other sources of information) to accurately reflect current activity in an engaging way
3. Providing support, information and guidance to staff and students.
- To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries
  - Providing guidance on relevant procedures and processes
  - Ensuring staff and students are aware of procedures and processes
4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes
5. Creating and maintaining accurate information on activity that has taken place
- Creating comprehensive records and files for future reference, both in standard form and for one off bespoke requests
  - Providing usage and uptake reports as requested
  - Presenting data on attendance and usage to enable analysis and interpretation

## **Dimensions**

- This role will have budget responsibility.
- This role will have line management responsibility in the future.
- This role will have responsibility managing maintenance for equipment within premises.
  
- The post holder reports to the Operations Manager, they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across

the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the Departments 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.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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**

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

1. Effective planning and organisational skills to organise own workload and priorities.
2. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
3. Ability to work flexibly within a small team and also on own initiative.
4. Competent IT skills to effectively manage own workload – MS Suite.
5. Competent use of Unit 4 for all departmental financial administration
6. Knowledge or willingness to train in financial and grant funding budget reporting and monitoring

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Detailed knowledge of international courier and shipment processes
2. Detailed knowledge of processes for work experience students including H&S Inductions
3. Have experience of the responsibility or willingness to train to be a CL3 Buddy in the Medical Research Building.

### **DESIRABLE CRITERIA**

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.

