

1 Advertisement

Post Title: Programme Administrator

School/department: BSMS

Hours: part time or full time hours considered up to 36.5 hrs per week.

Requests for [flexible working](#) options will be considered (subject to business need)

Contract: Permanent

Reference: 7441

Salary: Starting at £22,254 to £25,627 per annum, pro rata if part time

Placed on: 12 January 2022

Closing date: 9 February 2022. Applications must be received by midnight of the closing date.

Expected start date: TBC

We are seeking to appoint a Programme Administrator to the Department of Medical Education, BSMS.

This pivotal administrative role will provide support to the Department's Postgraduate taught students and academic staff. The role will assist with course development and delivery, examination process, servicing of programme meetings, and will be required to keep up to date with all aspects of departmental policy and procedures. The role would suit an experienced administrator with a proven track record of organisational skills. The successful candidate will be an excellent communicator, 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.

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 [Brighton and Sussex Medical School - BSMS](#)

3. Job Description

Job Description for the post of: **Programme Administrator**

Department: Department of Medical Education

School: BSMS
Location: Falmer

Grade: 4

Responsible to: Medical Education Manager (tbc)

Responsible for: n/a

The post: To coordinate support for a range of courses within the Postgraduate taught Curriculum portfolio; supporting students and providing administrative support to members of staff.

Key Responsibilities:

1. To be responsible for administrative support to specific academic programme areas.

- 1.1 To service academic programme meetings which includes drafting agendas, circulating papers, taking minutes at meetings and ensuring that follow-up actions are taken.
- 1.2 To work with the admissions team and Course leaders with student recruitment, admission and enrolment processes.
- 1.3 To address student enquiries relevant to their programme of study.
- 1.4 To maintain and up-date student record systems, manual and computerised In line with data protection and UK Border agency regulations.

- 1.5 To process academic programme materials, student handbooks and examination papers as required.
- 1.6 To assist with examination processes as follows:
- to maintain student assessment record databases (SITS/CAMS)
 - to support academic programme leaders in the preparation of papers for examination boards
 - to service Examination boards (if required), including meticulous minuting of those meetings
 - to prepare results information to students, in close liaison with the academic staff, senior administrator and Chair of the examination board.
- 1.7 To assist with course development as follows:
- Arrange meetings for course development teams and other relevant groups
 - To support the completion of the required paperwork for curriculum development and approval
- 1.8 To assist with course delivery as follows:
- To work with and support lecturers in providing facilities required for their teaching- online and in person.
 - To provide reception service for students
 - To word process, copy, distribute and file a range of written material such as reports, documentation and correspondence
 - To support the organisation and delivery of exams and assessments including written tests, online exams, OSCEs and Knowledge Tests
- 1.9 To periodically review local processes to ensure the most efficient and effective systems are in place.
- 1.10 To work with the course team to organise and schedule a variety of course events

2. To assist the Medical Education Manager in relation to specific administrative functions.

- 2.1 To keep up to date with all aspects of departmental policy and procedure.

2.2 To assist with general departmental administration during periods of heavy workload or to cover absence, as required.

2.3 To assist with special projects or initiatives as appropriate and as directed by the Medical Education Manager.

2.4 To be an active and engaged participant in the Departments Administrative team

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. Person Specification

Skills and abilities	Essential	Desirable
Strong oral and written communication skills, and interpersonal skills	X	
Ability to deal confidently with a diverse range of people and situations.	X	
Ability to prioritise workload to deadlines.	X	
A competent user of the Internet, Microsoft word, Outlook and Excel	X	
Ability to convey information effectively both orally and written, with a high level of accuracy and attention to detail as suitable to the situation.	X	
A systematic and analytical approach with the ability to organise work and time effectively and to cope with changing priorities, sometimes at short notice	X	

Knowledge	Essential	Desirable
An interest in the objectives, needs and priorities in higher education would be an advantage		X
A knowledge and understanding of HE institutions and procedures for academic and student support		X

Experience	Essential	Desirable
Experience in meeting organisation, laying out correspondence, reports and minutes professionally.	X	
Experience in dealing with sensitive information and has the ability to preserve confidentiality with respect to student and staff information.	X	
Experience of SITS		X
Experience of employment in a health care setting		X
Experience of MS Teams		X

Qualifications	Essential	Desirable
Educated to degree level or equivalent relevant work experience		X

Personal attributes and circumstances	Essential	Desirable
Attention to detail and accuracy	X	
Being comfortable working both as part of a team, and independently	X	
A demonstrated enthusiasm for continuous self-development		X

Revised October 2021 (EP)