

1. Advertisement

Post Title: Administrative Assistant (Clinical Practice)

School/department: Brighton and Sussex Medical School

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

Contract: permanent

Reference: 7589

Salary: starting at £19,623 to £21,686 per annum, pro rata if part time

Placed on: 12 April 2022

Closing date: 20 May 2022 . Applications must be received by midnight of the closing date.

Expected start date: ASAP

This post was recently advertised – Previous Applicants need not apply.

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

Based at the Watson Building at the University of Brighton Falmer Campus, the post-holder is part of the curriculum support team and provides general administrative support to the team in relation to teaching and assessments in Years 1, 2 and 4 of the undergraduate medical degree programme and the work of the Patient Educators Group.

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.

Duties will include assisting with enquiries from students, data entry, maintenance of record systems, uploading teaching materials, supporting school staff, photocopying and management of coursework.

Applicants should have a good standard of education and possess excellent IT, communication and organisational skills. Experience in customer service provision is an essential requirement

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. Brighton and Sussex Medical School and partners

Brighton and Sussex Medical School is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: bsms.ac.uk/about

The University of Sussex is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: <http://www.sussex.ac.uk/about/>

The University of Brighton is a complex and diverse institution with a long and distinguished history of applied research. Find out more: brighton.ac.uk/about-us/

Brighton and Sussex University Hospitals Trust is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: bsuh.nhs.uk/about-us/

Sussex Partnership NHS Foundation Trust specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: sussexpartnership.nhs.uk/about-us

3. Job Description

Job Description for the post of: Administrative Assistant (Clinical Practice)

Department

Section / Unit / School Brighton and Sussex Medical School

Location Watson Building, University of Brighton, Falmer Campus

Grade 3

Responsible to Clinical Practice Team Manager

Responsible for N/A

The Administrative Assistant (Clinical Practice) is one of several posts which contribute to the administration of the undergraduate medical degree programme (Bachelor of Medicine, Bachelor of Surgery) at BSMS. As part of the curriculum support team, the post-holder supports the work of the Clinical Practice School Office which manages teaching and assessment in Years 1, 2 and 4 of the undergraduate medical degree programme and also the work of the Patient Educators Group.

The post-holder will be responsible to the Clinical Practice Team Manager, 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.

Main areas of responsibility:

- 1. Provide general administrative support for years 1, 2 and 4 of the BM BS programme and the Patient Educators Group.**
- 2. Provide a general enquiry and counter service for students and staff.**
- 3. Assist with the organisation and administration of teaching timetables.**
- 4. Assist with the organisation of examinations and assessments.**
- 5. Provide support to committees and meetings related to the administration of the BM BS programme and the Patient Educators Group.**
- 6. Maintain computer and paper-based records.**
- 7. Assist with occasional School events such as open days, admissions days, registration and graduation.**
- 8. Undertake such other duties consonant with the grade as determined by the Clinical Practice Team Manager.**

Specific Duties:

- 1. Provide general administrative support for clinical practice modules in the BM BS programme.**
 - 1.1. Provide general administrative support to the Curriculum and Assessment Manager, Phase Leaders and other members of the School Office team including filing, photocopying, making appointments with students.
 - 1.2. 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 'MyStudies' managed learning environment (Blackboard).
 - 1.3. Process room booking requests from members of staff and students.
 - 1.4. Draft letters for current and past students e.g. confirmation of status, basic references.
 - 1.5. Draft transcripts of grades for current and past students.
 - 1.6. Manage the return of work and other post.
- 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, staff and visitors who present themselves in person and provide advice and information in response to their enquiries.
 - 2.3. Liaise with other members of staff including Phase Team and the Student Support team concerning issues raised by students.
- 3. Assist with the organisation and administration of clinical practice modules teaching timetables;**
 - 3.1. Support the work of the Course Coordinators in relation to the organisation and management of teaching timetables.
 - 3.2. Assist with timetabling and module handbook production e.g. allocating student groups, checking and proof-reading.
 - 3.2. Book rooms for teaching, ensuring there are no clashes.
 - 3.3. Book taxis for students on placements outside of the immediate area.

- 3.4. Liaise with teachers and students and provide *ad hoc* support to ensure teaching sessions run smoothly.
- 3.6. Ensure teaching materials are loaded promptly on to the web-based 'MyStudies' managed learning environment (Blackboard).

4. Assist with the organisation of the clinical practice modules examinations and assessments.

- 4.1. Support the work of the relevant professional service teams in relation to the organisation of examinations and assessments.
- 4.2. Assist with the on-line and in-person submission of written assessments by students.
- 4.3. Provide information to staff and students on the timings of examinations.
- 4.4. Prepare equipment for examinations.
- 4.5. Assist with the invigilation of examinations and other assessment events e.g. formative module assessments.
- 4.6. Liaise with other staff to organise marking.
- 4.7. Collate and check marks and liaise with markers.
- 4.8. Enter grades on School and University databases.

5. Provide support to committees and meetings related to the administration of the BM BS programme.

- 5.1. Support the work of the Curriculum and Assessment Manager, Phase Leaders and other members of the School Office team in relation to committees including organising meetings, preparing, copying and distributing documents, processing room bookings, organising catering.

6. Maintain computer and paper-based records.

- 6.1 Maintain a variety of computerised and paper-based records systems relating to the administration of the BM BS programme.
- 6.2 Ensure that the appropriate level confidentiality is maintained.

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 Clinical Practice Team Manager.

- 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.

5. Person Specification

Skills and abilities	Essential	Desirable
Excellent written and oral communication skills with attention to detail	X	
The ability to think clearly and maintain accuracy while working in a busy environment	X	
Highly developed IT skills – proficient in the use of word processing software, networked email and spreadsheets (e.g. MS Word, Outlook and Excel)	X	
Excellent organisational skills and the ability to plan and prioritise work to meet deadlines set by a number of different people	X	
The ability to understand complex and unfamiliar issues without difficulty	X	

The ability to work in a team and to take personal responsibility for tasks within the team's remit	X	
The ability to deal with a large number of people from wide-ranging backgrounds	X	

Knowledge	Essential	Desirable
Familiarity/comfort with medical/scientific terminology (or the ability, aptitude and willingness to learn this in post)		X
Awareness of BSMS's responsibilities in relation to the Disability and Equality Duties of the Universities of Brighton and Sussex		X

Experience	Essential	Desirable
Customer service experience	X	
Committee servicing and minute-taking		X
Using a web-based managed learning environment (e.g. Blackboard)		X
Operating and understanding a timetabling system		X
Using automated examination and marking software, and optical marker equipment		X
Using a computerised student records system (e.g. SITS).		X
Proof reading		X

Qualifications	Essential	Desirable
Education to A level or equivalent	X	
Education to first degree or equivalent work experience		X

Personal attributes and circumstances	Essential	Desirable
A professional and confident approach consistent with representing the Medical School in a front-of-house service	X	
An appreciation of the need to keep certain information confidential and secure	X	
A high degree of personal initiative and responsibility	X	
A willingness to work flexibly when necessary to support the team or to ensure that specific activities are delivered	X	

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science and engineering at Sussex.