

1 Advertisement

Post Title: Technical & Administrative Officer

School/department: Brighton and Sussex Medical School

Hours: full time or part 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: 8590

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

Placed on: 27 May 2022

Closing date: 24 June 2022. Applications must be received by midnight of the closing date.

Expected start date:TBC

We are looking for a well-organised and self-motivated individual with excellent communication skills to provide administrative and technical support for the Medical Research Building.

The Medical School is a joint venture between the Universities of Brighton and Sussex and admitted its first students in October 2003.

As the Technical & Administrative Officer, you will make an important contribution to laboratory research in the Medical School, helping to maintain and develop administrative systems and processes, taking charge of the procurement of all laboratory equipment, consumables and making regular maintenance appointments with engineers as well as dealing with the diary management of senior academics, assisting them with their budgets, setting agendas for technical meetings, taking meeting minutes and handling complex technical queries and correspondence professionally.

You should have previous experience of having worked in a busy office environment and have developed systems to prioritise work and meet tight deadlines as well as some experience of a laboratory technical environment or similar. You will be expected to make decisions independently and work flexibly with the needs of the building. You should have fast, accurate keyboard skills and a working knowledge of spreadsheets, networked e-mail and the Internet.

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/research/neuroscience/cds/index.aspx3> .

3. Job Description

Job Description for the post of: Technical & Administrative Officer

Department	Laboratories, Medical
Section / Unit / School	
Location	University of Sussex
Grade	4
Responsible to	Technical Services Manager

1. To work as part of the wet-lab technical team, taking charge of ordering, arranging couriers, undertaking building H&S inductions, space allocation and coordinating with SEF regarding office and lab area repairs and maintenance.
2. To co-ordinate, manage and maintain the clerical support required by the research groups occupying the MRB and to provide administrative support to senior professors in the Medical Research Building to include the Director of Research and Knowledge Exchange.
3. To act as a point of reference for all procurement issues related to the Unit4 finance system, assisting the Technical Services Manager in financial report generation and analysis.
4. To provide support for the technical working groups, committees, academic meetings & events within and related to the Medical Research Building.
5. To act as H&S coordinator for the Medical Research Building and to advise on or refer any technical H&S issues that arise.

6. To co-ordinate the record keeping related to externally regulated technical areas, assisting with preparation for inspections by governmental compliance agencies.

4. Person Specification

Essential Criteria

Knowledge:

- To possess sufficient laboratory technical knowledge to be able to understand the needs of researchers as they interface with administrative requirements.
- Knowledge of Containment Level 2 and 3 H&S and emergency procedures.
- To be a competent user of Microsoft Word, Outlook, Excel, Access and Powerpoint, the internet and email
- To lay out correspondence, reports and minutes professionally
- To be analytical and numerate

Communication:

- Excellent interpersonal skills
- Clear, accurate and appropriate written and oral communication

Experience:

- Previous experience in a busy and demanding environment (preferably laboratory) with multiple tasks and tight timelines
- Previous experience of or willingness to develop process management skills.
- Previous experience of complex procurement systems.

Team work:

- Works co-operatively with others to meet agreed objectives

Technical skills:

- Fast and accurate keyboard skills to RSA II standard or equivalent
- Excellent proof reading, presentation and finishing

Response to change:

- Contributes positively to the introduction of change
- Identifies innovative solutions to problems

Organisation:

- Good time management skills, enabling prioritisation of tasks
- Efficient and able to meet tight deadlines
- Self motivated
- Committed to self development
- Meets objectives on time
- Undertakes tasks under own initiative

Physical:

- The post holder must be able to undertake all the physical requirements of the job, including extensive use of display screen equipment according to health and safety guidelines

Desirable Criteria

- Previous experience of working in a laboratory or medical research environment
- Familiarity with medical and health services research terminology

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.