



## 1 Advertisement

**Post Title: Assistant Administrator**

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

**Hours:** full time or part time hours considered 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:** 8913

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

**Placed on:** 22 June 2022

**Closing date:** 19 July 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** TBC

**Expected start date:** ASAP

- We are looking for a well-organised and self-motivated individual with excellent communication skills to provide administrative support to the Department.
- Reporting to the Divisional Assistant you will provide clerical support for a range of functions including arranging travel, preparing papers for meetings and basic diary management.
- Applicants should possess good working knowledge of Microsoft Office, and ideally would have previous experience of having worked in a busy commercial or academic environment.

Please contact Emily Pitt ([E.Pitt@bsms.ac.uk](mailto:E.Pitt@bsms.ac.uk)) for informal enquiries.

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

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

## 3. Job Description

Job Description for the post of: Assistant Administrator

**Department: Medical Education**

**Section/Unit/School: Brighton & Sussex Medical School**

**Location: Watson Building, Falmer Campus**

**Grade: 3**

**Responsible to:** Divisional Assistant

**Responsible for:** NA

**Role description:**

Assist with the general responsibility for the administrative support for a number of departmental functions including recruitment, finance and student administration.

---

### **PRINCIPAL ACCOUNTABILITIES**

1. Provide a friendly and professional reception and general enquiries service to students, faculty and visitors
2. Provide clerical support to school staff and officers
3. Within clear parameters to take responsibility for specific projects or areas of work.

### **KEY RESPONSIBILITIES**

- Working as part of a team, act as first point of contact in the administration office for students, staff and visitors.
- Respond to general enquiries seeking guidance on interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice.
- As directed assist in producing and maintaining a number of sources of information on the website and in publications
- Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff
- Follow administrative procedures, write new office procedures and set up new office systems
- Organise mailings for communication, training, and events, maintain mailing lists
- Compile agendas and draft minutes for team meetings
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables
- Support colleagues when required to assist with the production of letters and standard reports
- Raise purchase orders and arrange payment of invoices on the Finance System

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

## **Dimensions**

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Support achievement of the Division's/Unit's/School's 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.

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**

1. Good secondary education
2. With guidance, effective organisational skills to organise own workload and priorities.
3. Effective oral skills to work with colleagues and customers providing information and responding to questions and queries. Effective written communications to be able to respond appropriately to written requests for information
4. Ability to work flexibly within a small team.
5. Competent IT skills to effectively manager own workload – MS Suite.

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

- Fast, accurate word processing and an ability to ensure effective, professional standards of presentation
- The ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines
- Willingness to do routine work
- The desire and ability to work as part of a flexible team

- Helpful, cooperative and sensitive to the needs and feelings of others, including a commitment to customer service, approachability and flexibility in responding to emergencies and unforeseen events
- Reliable, honest and committed to maintaining confidentiality
- Experience of working on projects
- Experience of providing a reception service

#### **DESIRABLE CRITERIA**

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

#### **4. Person Specification**

- An appreciation of the need for a professional approach consistent with representing the Medical School in an Executive Office
- An appreciation of the need to keep certain information confidential and secure
- A high degree of personal initiative and responsibility
- A good standard of education (e.g. A level or beyond).