



1 Advertisement

Post Title: Assistant Administrator

School/department: Brighton and Sussex Medical School

Hours: part time hours considered up to 20 hours per week.

Requests for flexible working options will be considered (subject to business need). Working 20 hours over 4 to 5 days

Contract: Permanent

Reference: 9600

Salary: starting at £20,761 to £22,662 per annum, pro rata

Placed on: 08 September 2022

Closing date: 06 October 2022. Applications must be received by midnight of the closing date.

Expected interview date: TBC

Expected start date: As soon as possible

The Global Health and Infection Department at Brighton and Sussex Medical School is a fast-growing, friendly and diverse department that carries out teaching and research in settings ranging from local to global. We invite applications from well-organised and self-motivated individual with excellent communication skills for the post of Assistant Administrator to join the professional services team that support the department.

You should:

- Be well-organised and self-motivated
- Have previous administration experience in HE or similar environment
- Be flexible with a high level of personal responsibility and initiative
- Have excellent communication, time-management and multi-tasking skills
- Have a good working knowledge of Microsoft office & Outlook

Please contact Debbie Miller d.miller@bsms.ac.uk or Jenni Wilburn j.wilburn@bsms.ac.uk for informal enquiries.

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

www.bsms.ac.uk

www.brighton.ac.uk/jobs

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at [Brighton and Sussex Medical School, Global Health and Infection Department](#)

3. Job Description

Job Description for the post of: Assistant Administrator

Department: Global Health and Infection

Section/Unit/School: Brighton and Sussex Medical School (BSMS)

Location: Medical School Teaching Building, University of Sussex Famer Campus

Grade: 3

Responsible to: Senior Departmental Administrator

Responsible for: n/a

Key contacts: Senior Departmental Administrator and NIHR Project Support Officer, NIHR Programme Manager

Role description:

Assist with the general responsibility for the administrative support to the department of Global Health and Infection by providing administrative support to members of the GHI department but also to our partner organisations in overseas countries under the guidance of the GHI Senior Administrator and/or the NIHR Programme Manager.

PRINCIPAL ACCOUNTABILITIES

1. Provide a friendly and professional reception and general enquiries service to staff across the GHI department including the Head of Department, overseas partners and other students, faculty and visitors
2. Assist with travel arrangements for staff across the GHI department including the Head of Department, overseas partners and other students, faculty and visitors (flights, visas, rail, and accommodation)
3. Provide general administrative support to school staff and officers and our overseas partners
4. 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 where required
- 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.
- Assist in uploading manuscripts and articles to the Universities 'Elements' system

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 Global Health and Infection Department, BSMS 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.

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below)
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.
4. Effective written communications to be able to respond appropriately to written requests for information
5. Ability to work flexibly within a small team.
6. Competent IT skills to effectively manager own workload – MS Suite

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Have some knowledge/experience of organising travel arrangements (flights, visas, rail, and accommodation)
2. Previous experience of organising and/or servicing meetings (room booking, catering, invitations)
3. Sound working knowledge of Microsoft Office software (Word, Excel. Outlook)

DESIRABLE CRITERIA

1. One years' experience in a similar role.
2. One years' experience working in a university or similar environment
3. An interest in Global Health