



## 1 Advertisement

**Post Title:** Curriculum and Assessment Officer (x 2)

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

**Hours:** Full time (36.5 hours per week).

Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 9604

**Salary:** starting at £27,131 to £31,411 per annum, pro rata if part time

**Placed on:** 23 September 2022

**Closing date:** 14 October 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** TBC

**Expected start date:** As soon as possible

Brighton and Sussex Medical School invites applications for the posts (x2) of Curriculum and Assessment Officer.

With one post being based at the Medical Teaching Building, on the University of Sussex Falmer campus and one post being based at the Audrey Emerton Building, Brighton, the post-holders will play a key role in the delivery of the Medical undergraduate degree programme

The post-holder reports to the Curriculum and Assessment Manager but works 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.

Applicants should have a good standard of education and possess excellent IT, communication and organisational skills. The post requires a high level of personal responsibility and initiative.

Please contact Louise Mimmagh, [L.Mimmagh@bsms.ac.uk](mailto:L.Mimmagh@bsms.ac.uk) or Lisa Kearley [l.kearley@bsms.ac.uk](mailto:l.kearley@bsms.ac.uk) for informal enquiries.

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

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

## **3. Job Description**

Job Description for the post of: Curriculum and Assessment Officer (x 2)

**Department: Brighton and Sussex Medical School**

**Location: One post is located at the Royal Sussex County Hospital / One post is located at the University of Sussex Falmer Campus**

**Grade: 5**

**Responsible to:** Curriculum and Assessment Manager

**Responsible for:** N/A

### **Role description:**

Working as part of a team, to provide up to date and accurate information, advice and guidance to students, managers and staff at all levels on a specified range of services, procedures or policies.

To liaise between service users and operational teams in relation to queries and requests.

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### **PRINCIPAL ACCOUNTABILITIES**

- Provide information, advice and guidance on the range of services and activities within the specified area
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

### **KEY RESPONSIBILITIES**

- Confidently advising students, line managers and staff members, using appropriate methods of communication tailored to the audience answering straightforward questions or researching regulations, policies, and procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations where feelings may be running high.
- Developing and maintaining productive and collaborative relationships with students, managers, colleagues, and other service areas demonstrating professional credibility

- Develop and maintain an in-depth understanding of the area within which the role operates and the work of relevant external agencies, service providers, employers and training providers
- Researching particular areas of enquiry to ensure appropriate advice is given
- Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team
- Supporting senior colleagues where appropriate in educating and developing the knowledge and understanding of users about the services provided to promote self-service and self-reliance
- Where required, deliver coaching and training to develop capabilities in line with required improvements
- Producing high quality, up to date accurate information on relevant subject areas for publications and web pages
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement
- Preparing ad hoc and regular management reports on the use of the service area to aid the improvement of processes and understanding of the services provided
- Provide advice on ongoing projects and how they might affect service users
- Providing support and guidance for the service area administration team
- 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.
- The post holder reports to the [manager job title], they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- 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. Effective planning and organisational skills.
3. Well developed interpersonal skills with the ability to quickly build rapport
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a small team and on own initiative.
6. Competent IT skills to effectively manager own workload – MS Suite.

## **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Good working knowledge of area of expertise
2. organising examinations
3. committee servicing
4. producing documents and reports
5. proof reading
6. using a web-based managed learning environment (e.g. MyStudies)
7. using an electronic student records system (e.g. SITS)
8. Education to first degree or equivalent.

## **DESIRABLE CRITERIA**

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.
3. An appreciation of the need for a professional approach consistent with representing the Medical School in a front-of-house service.
4. An appreciation of the need to keep certain information confidential and secure.
5. A high degree of personal initiative and responsibility

6. A willingness to work flexibly when examinations require