



1 Advertisement

Post Title: Senior 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: 7993

Salary: starting at £26,341 to £30,497 per annum, pro rata if part time

Placed on: 12 April 2022

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

Expected Interview date: TBC

Expected start date: ASAP

This vacancy is only open to those currently employed by the University of Sussex or the University of Brighton

Brighton and Sussex Medical School warmly invites applications for the above post. The role is an ideal opportunity for an experienced administrator who wishes to move in a new and exciting direction at the Medical School.

The post holder will be flexible and competent to managing priorities of Academic, Research and associated staff in the Department of Clinical and Experimental Medicine working in a flexible way both remotely and in the Medical School Research Building.

The successful candidate will be a proven team player who will always go the extra mile to support the department and be fully engaged in the wider university community.

Please contact Lucinda Eggleton l.eggleton@bsms.ac.uk or mobile 07715764141 for informal enquiries.

For full details and how to apply see our [vacancies page](#)
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 www.bsms.ac.uk

3. Job Description

Job Title:	Senior Departmental Administrator (Haematology-oncology)
Grade:	G5
School/Division:	Brighton and Sussex Medical School/Clinical and Experimental Medicine
Location:	Medical Research Building
Responsible to:	Chris Pepper
Direct reports:	n/a
Key contacts:	Professor Chris Pepper

Role description:

To have general responsibility for the administrative support for a number of departmental functions including recruitment, finance and student administration. Will have a more detailed level of knowledge and experience in their subject area than their colleagues.

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, take responsibility for specific projects or areas of work.

KEY RESPONSIBILITIES

Working as part of a team and within the wider institution, support colleagues in their work and act as point of contact in the administration office for students, staff, visitors and external enquiries. Respond to general enquiries interpreting university and external regulations as appropriate, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice.

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. Contribute ideas and suggestions for improvements to work practices and methods.

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

Assist with staff recruitment: prepare job adverts, job descriptions and further particulars, letters of acceptance and standard contracts, collate applications and compile interview schedules

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.
- The post holder reports to Chris Pepper, 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 (see role-specific criteria below).
2. Effective planning and organisational skills to organise own workload and priorities and to support colleagues with theirs.
3. Effective oral and written communications skills to work with colleagues and customers providing information, explanations and interpretation where needed, responding to questions and queries.
4. Ability to work flexibly within a team and also on own initiative.
5. Competent IT skills to effectively manager own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of working on Human Tissue Authority governance, including:
 - i. Managing databases of HTA related projects, events, staff, samples etc.
 - ii. Assisting with the scheduling and conduct of the internal auditing process.
 - iii. Assisting with production and delivery of material related to HTA governance
 - iv. Managing sample storage and cataloguing with lab technicians.
2. Experience of monitoring spending on large research grants and hosting regular budget meetings to update budget holders on current spending. Ability to independently liaise with finance managers to identify and rectify any discrepancies in budget reporting.
3. Experience of placing orders using Unit 4 and a willingness to ensure best value by comparing suppliers and negotiating discounts on all items of lab expenditure.
4. Experience of inputting and managing data within the FreezerPro sample management system.
5. Experience of dealing with day-to-day administrative queries within an interdisciplinary research. Ideally, with experience of dealing with the particular issues generated by a team including both laboratory and computational researchers.

DESIRABLE CRITERIA

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