

1 Advertisement

Post Title: Senior Medical Education Co-ordinator

School/department: Brighton and Sussex Medical School

Hours: Full-time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, UK

Contract: Permanent

Reference: 20877

Salary: starting at £28,759 to £32,982 per annum, pro rata if part-time.

Placed on: 24 July 2023.

Closing date: 21 August 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed.

Expected start date: as soon as possible

Brighton and Sussex Medical School invites applications for the post of Senior Medical Education Co-ordinator.

This pivotal role will provide excellent administrative support to the Department of Medical Education's Postgraduate taught students and academic staff.

The role will be part of a team and will develop and manage processes to support the delivery of the courses within the PGT portfolio.

The role would suit an experienced administrator with a proven track record of strong organisational skills.

The successful candidate will be a team player, with excellent IT skills, have a supportive approach to students and be able to communicate information in an understandable way orally and in writing.

The post requires a high level of personal responsibility and initiative.

There is no line management responsibility for the role, however there may be a supervisory element.

Based at the BSMS site on the University of Brighton Falmer campus, the post-holder will work closely with the post-graduate course teams, other colleagues within BSMS and external stakeholders including GP placements and the GMC.

Please contact Emily Pitt E.Pitt@bsms.ac.uk for informal enquiries.

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, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

“Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.”

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.

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 <https://www.bsms.ac.uk/index.aspx>

3. Job Description

Job Title:	Senior Medical Education Co-ordinator
Grade:	G5
School/Division:	BSMS
Location:	University of Brighton, Falmer campus
Responsible to:	Medical Education Manager
Direct reports:	n/a
Key contacts:	PGT Course coordinators PGT Course and Module leads

Role description:

To have general responsibility for the co-ordination support across a number of areas/functions acting as a point of contact and link between students, staff members, internal departments, and external contacts. To co-ordinate the provision of clerical and administrative support ensuring that the processes and services for which they are responsible operate smoothly. Will have a more detailed level of knowledge and experience in their subject area than their colleagues

PRINCIPAL ACCOUNTABILITIES

In relation to a range of named services or processes, to:

1. Support the successful delivery of the services or processes of the division/school through the effective co-ordination of activities, events and meetings
2. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied
3. To act as the main point of contact for service users in the effective and efficient delivery of services.
4. Provide support for quality assurance and staff and/or student feedback activities including reporting on usage and uptake information.

KEY RESPONSIBILITIES

1. Working as part of a team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of activities, events and meetings respond to 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, including, but not limited to;
 - Helping to ensure that time lines and resources are identified, realistic and achievable
 - Proactively raising issues arising in advance for discussion and resolution
 - Co-ordinating the delivery of activities according to the schedule and in liaison with managers responsible for delivery
 - To act as an ambassador for the service, with a focus on customer service and delivery
 - Contribute ideas and suggestions for improvements to work practices and methods.
2. Communicating effectively with all stakeholders
 - Publicising activities, events and meetings to all relevant staff, students or external parties in an effective way
 - Contributing to the editing of local guidelines ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date and accessible
 - Maintaining website pages (and other sources of information) to accurately reflect current activity in an engaging way
3. Providing support, information and guidance to staff and students.
 - To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries
 - Providing guidance on relevant procedures and processes
 - Ensuring staff and students are aware of procedures and processes
4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes

5. Creating and maintaining accurate information on activity that has taken place
 - Creating comprehensive records and files for future reference, both in standard form and for one off bespoke requests
 - Providing usage and uptake reports as requested
 - Presenting data on attendance and usage to enable analysis and interpretation

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 Medical Education Manager, 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.

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

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. Well-developed interpersonal skills with the ability to quickly build rapport
3. Effective planning and organisational skills to organise own workload and priorities.
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 also on own initiative.
6. Competent IT skills to effectively manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. A track record of developing administrative processes
2. Well organised with the ability to manage multiple work streams. Ability to prioritise and ensure tasks are completed.
3. Experience producing documents and reports
4. Good proof reading skills
5. Experienced in managing multiple priorities

DESIRABLE CRITERIA

1. Three years' experience working in a university or similar environment.
2. An appreciation of the need for a professional approach consistent with representing the Medical School in a front-of-house service.
3. An appreciation of the need to keep certain information confidential and secure.
4. A high degree of personal initiative and responsibility
5. A willingness to work flexibly when examinations or events require
6. Experience of using a web-based managed learning environment (e.g. MyStudies)
7. Experience of using an electronic student records system (e.g. SITS) or similar system