

1. Advertisement

Post Title: Assessment Co-ordinator

School/department: Brighton and Sussex Medical School

Hours: Full-time hours considered up to a maximum of 36.5 hours. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, UK

Contract: Permanent

Reference: 21047

Salary: starting at £24,144 to £27,396 per annum, pro rata if part time.

Placed on: 18 July 2023

Closing date: 04 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

Based at the University of Brighton Falmer site, the post is part of the Curriculum Support team that manages the organisation and administration of assessments in Years 1 to 5 of the undergraduate medical degree programme and Years 1 and 2 of the Physician Associate courses.

The post-holder will be required to make occasional visits to the Brighton and Sussex Medical School (BSMS) buildings at the University of Sussex and our hospital sites at Royal Sussex County Hospital, Brighton and Princess Royal Hospital, Haywards Heath.

The postholder has specific responsibility for the organisation and delivery of undergraduate and postgraduate practical assessments at the University of Brighton Falmer site.

They will be the first point of contact in person as well as online for faculty, clinicians and students for practical assessment queries. They will work closely with BSMS academic and administrative staff, colleagues in administrative and academic units in the parent universities and clinical staff in NHS partner organisations.

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.

The successful candidate will be required to work additional hours during the busy exam periods in January, February and May to July each year. The post holder will be recompensed for additional hours worked.

Please contact Tasmin Barnett, Student Systems and Assessment Manager, 07823 516360 or t.barnett@bsms.ac.uk 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.

GENERIC ROLE PROFILE

Job Title:	Assessment Co-ordinator
Grade:	G4
School/Division:	Brighton and Sussex Medical School / Professional Services
Location:	Watson Building, University of Brighton, Falmer campus
Responsible to:	Assessment Team Manager
Direct reports:	NA
Key contacts:	Senior Assessment Co-ordinators, BSMS Clinical Skills team, BSMS School Offices, Faculty and Trust staff.

Role description:

To serve as a point of contact and link between students, staff members, internal departments, and external contacts. To provide clerical and administrative support ensuring that the assessment processes for exam delivery for which they are responsible operate smoothly.

PRINCIPAL ACCOUNTABILITIES

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

1. Support the successful delivery of university under and post graduate summative Objective Structured Clinical Exams (OSCE's) and national medical exams at BSMS 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 students, faculty, NHS colleagues and external contacts in the effective and efficient delivery of practical assessments. Assess and triage queries and potential issues, advising on solutions where possible and referring to more senior colleagues where necessary.
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 university and local NHS trusts in line with local policy and procedure, assist with the planning, scheduling and delivery of assessments and meetings 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.
 - Provide administrative support for electronic exam software e.g. Practique, iPads
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 online sources of information to accurately reflect current policy and events 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
 - Providing usage and uptake reports as requested
6. This role does not have any budget responsibility.
7. This role does not have any line management responsibility.
8. This role does not have any responsibilities for equipment or premises.
9. Support achievement of BSMS'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.

INDICATIVE PERFORMANCE CRITERIA

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education
2. Effective planning and organisational skills to organise own workload and priorities
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries
4. Ability to work flexibly within a small team and also on own initiative
5. Competent IT skills to effectively manage own workload – MS Suite

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of organising events and / or examinations
2. Experience of managing information in a secure and confidential manner
3. Ability to work additional hours during busy exam periods (Jan, Feb and May – July). This is planned in advance and staff will be able to take time back.

DESIRABLE CRITERIA

1. Familiarity with medical / scientific terminology
2. Experience of proof-reading documents