

## 1 Advertisement

**Post Title:** Assistant Administrator

**School/department:** BSMS, Primary Care and Public Health

**Hours:** Part time considered up to a maximum of 0.5 FTE

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

Wednesday, Thursday and Friday required.

**Location:** Brighton, United Kingdom

**Contract:** Permanent

**Reference:** 21489

**Salary:** starting at £23,144 to £24,248 per annum, pro rata if part time

**Placed on:** 31 August 2021

**Closing date:** 27 September 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

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

We are looking for a well-organised and self-motivated individual with good communication skills to provide administrative support to the Senior Administrator.

This role is a job share with the current Assistant Administrator within the department of Primary Care and Public Health.

Please contact Sonia Khan [s.khan@bsms.ac.uk](mailto:s.khan@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](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

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

### 3. Job Description

Job Description for the post of: Assistant Administrator

**Department:** Primary Care and Public Health (PCPH)

**Section/Unit/School:** Brighton and Sussex Medical School

**Location:** Watson Building, University of Brighton, Falmer Campus

**Grade:** G3

**Responsible to:** Sonia Khan

**Responsible for:** N/A

#### **Role Description:**

To provide administrative support to the Senior Departmental Assistant and the Division of Primary Care and Public Health.  
Public Health.

#### **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 **Provide a friendly and professional general enquiry and counter service for staff and visitor**
  - Deal with post and in-person queries
  - Deal with, or refer, basic queries and correspondence
  - Provide prompt, accurate and effective email and phone advice
  - Distribution of post and documentation, and maintenance of notice boards
  - Preparation and updating of documentation
  - Effectively and efficiently deal with enquiries from staff and visitors
- 2 **Provide clerical support to school staff and officers**
  - Provide support with meetings, copying papers and reports

- Maintain records, including paper based and data systems
- Enter data into systems as required
- Assist with submission of assessed work and related processes

**3 Within clear parameters to take responsibility for specific projects or areas of work**

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**INDICATIVE PERFORMANCE CRITERIA**

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

1. Good secondary education.
2. Effective planning and organisational skills to manage own workload and priorities.
3. Effective oral and written communication skills to work with colleagues and customers, providing information and responding to questions and queries.

**ESSENTIAL ROLE SPECIFIC CRITERIA**

1. Willingness to do routine work.
2. The desire and ability to work as part of a flexible team.
3. Fast, accurate word processing and an ability to ensure effective, professional standards of presentation.
4. Someone helpful, cooperative, and sensitive to the needs and feelings of others, including a commitment to customer service.
5. Approachability and flexibility in responding to emergencies and unforeseen events.
6. The ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines.
7. Reliability, honesty and a commitment to maintaining confidentiality.
8. Good working knowledge of Microsoft outlook, word, excel and PowerPoint.
9. Self-Motivated

**DESIRABLE CRITERIA**

1. Two years' experience in a similar administrative role.

2. Experience of working in a university or similar environment.
3. Keen to learn other digital tools as required.
4. Experience of providing a reception service.
5. Good time management skills enabling prioritisation of tasks.