

## **Administrative Assistant (Medicine Programmes) - School of Medicine & Dentistry - Grade E**

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### **Job Description**

#### **Purpose**

To provide comprehensive, high quality administrative support to Phase 1 (Years 1 & 2) of the MBBS and MPAS programmes (this could also extend to other courses in the School of Medicine & Dentistry).

#### **Duties**

1. Coordination of School level Induction activities, examples of which will include timetabling, liaison with and coordination of external speakers, group building exercises, maintaining up to date staff information (via Padlet), ordering name badges, granting access to specialist space.
2. Coordination of School level Timetabling activities, examples of which will include working with Year Leads to coordinate the teaching timetable, management and maintenance of student group allocations, liaison with central services to ensure compliance with university processes, procedures and deadlines.
3. To ensure the effective delivery of teaching sessions, examples of which include the booking of rooms/venues, collation/preparation of teaching materials, coordination and monitoring of student feedback, organisation of educational resources and liaison with tutors, students and visitors.
4. Coordination and monitoring of student attendance, ensuring that School level data is accurately captured and recorded. Liaison with central services to ensure compliance with university processes and procedures.
5. Coordination and dissemination of student related data to support the smooth running of the programme(s).
6. Coordination of staff allocated to various activities, examples of which include MMIs, OSCEs, Open Days, Offer Holder Days, Outreach activities to ensure consistent and fair levels of involvement/engagement.
7. Organisation of local activities/events, e.g. Frontier Education, School trips, Train the Tutor.
8. To attend, service and minute meetings as required, ensuring paperwork is disseminated on time and subsequent actions are followed up.
9. To build and maintain appropriate filing systems/databases as required.
10. To maintain appropriate cover and to support where required University-wide events such as Open Days, Clearing, Graduation, Welcome and Registration.
11. With regards to the nature of the role and its impact upon our students, make an active contribution to and support the improvement of the student experience.
12. Create, update and maintain information on Teams, SharePoint etc. ensuring information is relevant, timely and visible to all those who require access to it.
13. To adopt and demonstrate values and behaviours which are aligned to the University's values.
14. Undertake such other relevant duties and responsibilities, appropriate to the grade, as may be determined, from time to time, by the Associate Dean/Academic Team/School Operations Manager.

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Experience of managing a varied and demanding workload, using initiative and excellent organisational skills (Application/Interview).
- Demonstrable evidence of proficiency in the use of IT and Microsoft Office suite of packages and digital technologies (Application/Interview).
- Experience of organising, updating and maintaining accurate records and information (Application/Interview).
- Evidence of working unsupervised and exercising judgement and initiative. A demonstrable commitment to service excellence and continuous improvement (Application/Interview).
- Evidence of proactiveness in the continual review of working practices (Application/Interview).
- Experience of providing good customer service and assimilating large volumes of information to support customer service delivery (Application/Interview).
- A range of GCSEs, including English Language and Maths at Grade C/grade 4 or above, or appropriate equivalent experiential learning (Application).
- Demonstrable evidence of both strong written and verbal communication skills to present information clearly and succinctly to individuals and groups (Application/Interview).
- Ability to work collaboratively and flexibly with all key stakeholders and colleagues (Application/Interview).
- Ability to problem solve, demonstrate initiative and contribute ideas (Application/Interview).
- An awareness of confidentiality, GDPR legislation and matters of IT security (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Supporting All and Creating Opportunity, as a framework for decisions, actions and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience and knowledge of working in Higher Education in the area of student academic administration (Application/Interview).
- Experience of servicing meetings (Application/Interview).