

J O B D E S C R I P T I O N

Job Title:	Undergraduate Administrator (QA & Student experience)
Division:	Corporate
Directorate:	Medical Education
Contract Length:	Permanent
Grade:	AfC Rebanding
Working hours:	30 hrs per week
Ward/Department:	Undergraduate Medical Education
Reports to:	Head of Undergraduate Medical Education

Main purpose of job:

The post-holder will work as part of the Undergraduate Medical Education team based at the Central Manchester Foundation Trust. They will provide administrative support within the Undergraduate team. In particular, they will assist with coordinating the quality assurance data for the medical education activity within the Trust and be the administrative lead for student experience & wellness.

Organisational ability, forward planning and excellent communication skills are essential. They will work flexibly with other team members to achieve common goals and to ensure the delivery of a fully integrated student experience & wellness programme across the three years of the Undergraduate course.

The post-holder will promote a culture of wellbeing and resilience among medical students as part of the University of Manchester wellbeing strategy for students. We aim to provide a holistic approach to education, ensuring that there are activities that aid and empower students in identifying and managing challenges that may impede academic or personal success. We develop and implement a programme for students that focus on fostering the lifelong pursuit of a good study life balance through healthy lifestyle, community and mental wellbeing while supporting the current and future needs of undergraduate medical students.

Main Duties and Responsibilities

Administration

- Lead in the organisation of Years 3-5 Peer Support events by liaising with Central Student Experience and Wellness Lead, Manchester Medical School student experience team and students.

- Plan and organise various careers event for medical students with colleagues at University Alumni Office careers team with the support of Central Student Experience and Wellness Lead and the Director of Student Experience.
- Record teaching activity and delivery on central database.
- Provide administrative support for a number of quality assurance initiatives.
- Support and promote wellness programmes among medical students by collaborating on programming and initiatives with key partners, including the University of Manchester wellbeing champion, Student Support Services, Counselling Services, University of Manchester Students' Union, Pastoral Care Services, Manchester Medical Societies, and other relevant departments.
- Coordinate programming and events with the Central Student Experience and Wellness Lead and the wellness champions.
- Assist students and teaching staff with queries via telephone and email.
- Provide general administrative support for the Undergraduate team as required, (e.g. timetabling, recruiting OSCE examiners, inputting student information onto student database, photocopying, filing, making room bookings.)

General

- Provide general advice and information to students and tutors as required.
- Provide administrative support to the academic staff to ensure the smooth running to the department.
- Work with student interest groups such as wellness champions, Student representatives, Peer mentors, Manchester Medical Societies (Manmedsoc) etc. to promote wellness programming.
- Work in accordance with standard operating procedures, seeking manager's advice when required.

Professional Development

- Take every reasonable opportunity to maintain and improve personal professional knowledge, competence and skills.
- Maintain Trust mandatory training for administrative staff.

Health & Safety

Monitor and maintain health, safety and security of self and others in own work area. This involves participation in Trust and Faculty staff development programmes and adherence to health and safety and fire precautions and instructions.

Review of Responsibilities

The purpose of this document is to act as a guide to the duties, which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competence of the post holder. The job description may from time to time be subject to review and change following consultation with the post holder.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.

PERSON SPECIFICATION: Undergraduate Administrator

ATTRIBUTE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS	NVQ Level 3, RSA 3 or equivalent. ECDL or equivalent IT experience.		Application form Application form
KNOWLEDGE	Strong computer skills in the use of word processing, spreadsheet, email, internet applications, etc.		Application form / Interview
EXPERIENCE	Experience of working in a busy, customer service-orientated service within an academic unit/department/school of significant size and/or complexity. Experience of complying with existing office systems. Able to present ideas and information accurately, effectively and concisely both orally and in writing.	Customer service experience Experience of working in education or the NHS	Application form Application form / Interview
PERSONAL ATTRIBUTES	Personable, with an approachable and open style Genuine empathy with students as partners Good communicator with excellent telephone skills Enthusiastic and committed attitude		Interview Interview Interview

ATTRIBUTE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
	<p>Flexible and innovative approach to working</p> <p>Ability to set own objectives, review progress, work within timescales and determine priorities.</p>		

