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**Job title:** Professional Statutory and Regulatory Bodies (PSRB) Officer

**Post number:** HC5065

**Reports to:** Deputy School Admin Manager

**Department:** School of Health Sciences

**Location:** Falmer or Eastbourne

**Grade:** 5

**Purpose of the role:**

In liaison with the Deputy School Admin Manager, School Operations Manager and Associate Dean, Education & Student Experience, to be responsible for the co-ordination and delivery of effective administration which prepares and supports the School of Health and Sport Sciences (working title) in meeting the requirements of Professional Statutory and Regulatory Bodies (PSRBs)

**Main areas of responsibility:**

* To be responsible for designing, creating, writing, developing and implementing systems and procedures to ensure effective administrative support for adhering to PSRB related requirements.
* At the request of the School’s Managers, to induct, train and supervise members of the administrative team in the use of relevant new processes and systems in support of PSRB related requirements.
* To act as the School contact for PSRB administration, which includes liaison with staff within the School and across Academic Services, central departments and PSRBs.
* To maintain a current and up-to-date knowledge of PSRBs related to the academic portfolio of the School and their requirements and their inspection frameworks through regular liaison with the relevant PSRBs, developing a network of contacts inside and outside of the institution and keeping up-to-date with national and local policy developments
* To maintain and develop accurate administrative records relating to PSRB-related matters, ensuring these will meet PSRB inspection needs / requirements and the needs outlined by senior colleagues.
* To liaise with and assist staff at all levels in the preparation and execution of audits by PSRBs, to support the submission of applications and paperwork relating to PSRB validation of the School’s academic portfolio and to analyse data connected to PSRB-related provision, where it relates to the School.
* To participate fully in discussion with the School’s Managers with responsibility for Quality Assurance in strategic planning and decision making with regard to the development of new collaborative provision and of effective and efficient management information systems and administrative processes in support of the same.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act.

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**).

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| **Essential criteria** |  | **A, I, E** |
| **Knowledge** | * Knowledge of setting up, working with and monitoring effectiveness of administrative systems | **A, I** |
| **Qualifications** | * Good level of secondary education * Relevant further education / study or equivalent work experience | **A**  **A** |
| **Experience** | * Demonstrated ability to devise and implement systems and procedures * Demonstrated ability to understand the information needs of others * Highly developed interpersonal skills * A record of successful performance at an appropriate level of responsibility; * Experience of setting and meeting objectives on own initiative; * Demonstrated commitment to continuous self - development | **A,I**  **A,I**  **A,I**  **A,I**  **A,I** |
| **Technical/work based skills** | * Expert in the use of database, word processing and spreadsheet packages with a proven ability to manipulate, analyse and interpret data * Able to communicate information (including statistical data) in a detailed and accurate way orally and in writing, as suitable to the situation * A high level of analytical, communication or problem solving ability gained from work experience or a qualification such as an HND | **A,I**  **A,I**  **A,I**  **A,I** |
| **Desirable** | * Understanding of the PSRBs which accredit the School’s provision | **A** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a full time post (37 hours per week), on a permanent basis.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example) and further information can be found on the ‘Balancing Working Life’ section here [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| **Grades** | **Basic entitlement per year** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic departments (schools and colleges)](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx" \o "Academic departments)
* Read the University’s [2016 - 2021 Strategy](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: February 2021