

## Job description and person specification template

### Job Description

A well organised, calm, tenacious and effective Office Administrator is required to join a busy office working at the interface between health and higher education. The role holder will assist the Policy Officers responsible for the Association of Dental Hospitals (ADH), the Dental Schools Council (DSC), the Medical Schools Council (MSC) and Veterinary Schools Council (VSC) to ensure the smooth running of the organisations.

The role holder will be an experienced administrator who can immediately take on responsibilities of complex diary management, events organisation and minute-taking.

The role holder will have excellent written and oral communication skills, will be extremely well organised and will have the ability to multi-task and work well under pressure.

It would be anticipated that the role holder would be based in London or could travel there easily. Ideally, they would work from the office at least one or two days per week.

Applicants without an undergraduate degree are very welcome.

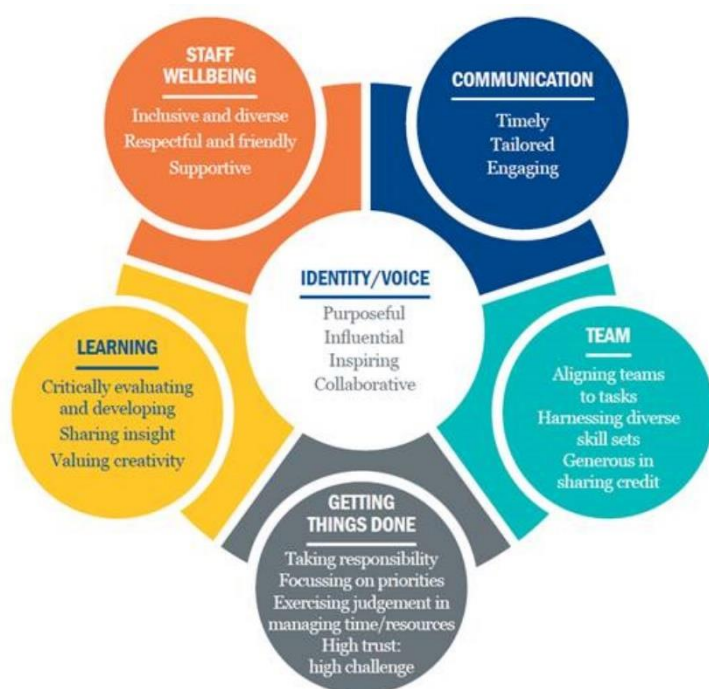
**Post title:** Office Assistant

**Responsible to:** Róisín McCallion, Senior Policy Officer

### Medical Schools Council

The Medical Schools Council provides the Secretariat for separate but complementary organisations at the interface between healthcare and higher education: the Medical Schools Council (MSC), The Dental Schools Council (DSC), the Pharmacy Schools Council (DSC), the Veterinary Schools Council (VSC), the University Hospitals Association (UHA) and the Association of Dental Hospitals (ADH). In turn each of these organisations comprises working groups and sub-committees working with clinical academics and NHS leaders at the highest of levels.

## MSC Values and behaviours



## Main Responsibilities

The role holder will have responsibility for:

- Carrying out general administrative tasks to assist with the smooth running of ADH, DSC, MSC and VSC.
- Assisting with arranging meetings including diary management, distributing invitations to meetings, and noting actions and preparing minutes.
- Assisting with the organisation of events, including organising attendee registration, liaising with venues and preparing conference materials.
- Proof reading documents
- Maintaining records, spreadsheets and databases, using a variety of software packages including Microsoft Office 365.
- Responding to telephone and email enquiries from members, stakeholders and members of the public, cascading these to the relevant member of the policy team as necessary.

## Compliance and Governance

- To take responsibility for own health and safety in line with MSC and UUK H&S policy and current legislation and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible.
- To ensure compliance with MSC and UUK's internal procedures and all external legal requirements.

## Personal Effectiveness

- To take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

## General

- To show respect to colleagues, external partners and stakeholders, and to understand and adhere to MSC and UUK's equality and diversity policy, MSC and UUK's organisational capabilities, and its value of dignity at work.
- To work collegially, and to support all the teams which the post has contact with, in achieving MSC's objectives.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

This job description will be reviewed and amended in the light of changing professional demands.

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

Last reviewed: May 2022

Essential/ Desirable	CRITERIA	ASSESSED
<b>A. EDUCATION &amp; QUALIFICATIONS</b> <i>Detail the levels of educational achievement and vocational training necessary to carry out the accountabilities of the post. Include level or standard of qualification.</i>		
<i>Essential</i>	<b>A1. Specialist</b> Experience in working in administration including minute taking and diary management.	<i>Application Form</i>
<b>B. EXPERIENCE</b> <i>Detail the level of experience required of the post holder.</i>		
<i>Desirable</i>	Experience of working in a membership organisation	<i>Application Form/ Interview</i>
<b>C. SPECIALIST KNOWLEDGE REQUIRED</b> <i>List the skills or specific personal qualities required to enable the post holder to carry out their accountabilities – (see document on competencies framework).</i>		

<i>Desirable</i>	<b>C1 Sector Awareness</b> An understanding of the higher education and health sectors	<i>Application Form/ Interview</i>
<b>D. OTHER</b> <i>Detail any specific requirements not covered by the above.</i>		
<i>Essential</i>	Numerate with good oral and written communication skills	<i>Application Form/ Interview</i>
<i>Essential</i>	Excellent IT skills, including Word, Excel, PowerPoint and database systems; including adherence to GDPR rules. Universities UK currently uses Microsoft Office 2010	<i>Application Form/ Interview/assessment</i>
<i>Essential</i>	A meticulous approach to work, combined with a willingness and ability to multitask under pressure.	<i>Application Form/ Interview</i>
<i>Essential</i>	Willingness to learn and ability to problem solve.	<i>Application Form/ Interview</i>
<i>Essential</i>	Understanding of, and commitment to, equality and diversity as set out in UUK's equality and diversity policy	<i>Application Form/ Interview</i>