

JOB DESCRIPTION Divisional Coordinator

Vacancy Ref:

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| **Job Title:**  Divisional Coordinator | **Present Grade:** 5 |
| **Department/College:** Lancaster Medical School |
| **Directly responsible to:**  Divisional Officer  |
| **Supervisory responsibility for:** n/a |
| **Main contacts:**The post-holder is required to liaise with and coordinate activities with a number of internal staff and students:• Lancaster Medical School academic and administrative staff• Undergraduate medical students across all year groups• Faculty of Health and Medicine staff• Other University Departments including but not exclusively Student Base, Student Registry, Colleges, Finance, Library, ISS, Print-Unit, Facilities, Hospitality and Central Administration**External:**  Clinical and Administrative staff at the NHS in particular University Hospitals of Morecambe Bay, East Lancashire Teaching Hospitals, Blackpool Teaching Hospital, Cumbria Partnership NHS Trust and Lancashire Care NHS Trust, General Practitioners and other healthcare professionals. Other external enquirers and visitors, suppliers of goods and services. |
| **The Role:**The post holder will provide a high level of administrative support to the Lancaster Medical School (LMS)senior team and in particular the Head of School, the Deputy Head of School, Divisional Officer and School Manager, in the smooth operation of LMS and wider initiatives. The work of the office includes frequent co-ordination with the FHM Faculty office, other academic departments and PS teams and the central University’s PS Divisions.**Major Duties:**1. To provide a high level of administrative support to the Head of School, the Deputy Head of School, the Divisional Officer and School Manager and senior leadership team, ensuring the smooth operational management of LMS.
2. To ensure that appropriate and flexible resources and structures are in place within the LMS Office to support the strategy and activities of the School.
3. To ensure strong, effective internal communication from the Head of School and careful relationship management with internal and external stakeholders.
4. To support senior governance within LMS, ensuring all high-level committees, project and working groups comply with University processes and procedures and are professionally and are proactively managed. To ensure good decision making and strong communications flow from School governance and operational groups.
5. In collaboration with the Divisional Officer and School Manager produce and/or provide management information, reports, presentations and analysis as required to support the work of the leadership team and governance groups.
6. To work with members of the wider PS team in order to provide an effective and efficient service to the school and PS teams within the Faculty and to the wider university community, including providing cover departmental colleagues when required.
7. To assist the functions of the wider School Office including:
	* Support for project management
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* Support for the Divisional Officer and Clinical Academic Support Manager including operationalizing a high-quality recruitment and induction process for relevant senior clinical academic and professional appointments including an introduction to, and understanding of, the School ‘s ambition, strategy and culture.
* To carry out any other duties appropriate to the grade as required by the Head of school or nominated representative.