

Job Detail

(Overview, Role Detail and Person Specification)

School of Health & Society

Project Officer (International) – Grade 5

12 Months Fixed Term

(Ref: MPF2329)

Role Title: Project Officer (International)

Reports To: Project Manager

Overview

The School of Health & Society aims for excellence in both teaching and research.

The position will support global health research within the Knowledge, Health and Place Research Group led by Professor Louise Ackers, Chair in Global Social Justice. The UK registered charity, Knowledge for Change (K4C) has close working relationships with the Knowledge, Health and Place Research Group, particularly in the development of our high impact social research on health systems change in Uganda, Tanzania and other Low- and Middle-Income Countries (LMICs). Current projects focus on promoting ethical and sustainable international student placements, improving blood transfusion systems in Uganda, promoting respectful care in Midwifery, expanding access to cervical screening and amputee rehabilitation services, conducting research into antimicrobial stewardship and evaluating the impact of NHS staff undertaking international volunteering placements in LMICs (amongst others).

The role holder must have an active interest in global health, international development, project management and administration. They must demonstrate high attention to detail and creative approaches to problem solving. They must also demonstrate excellent communication, presentation and liaison skills while displaying efficiency and organisation in managing multiple priorities. They must also be willing and able to travel internationally, for a minimum period of 2-weeks at a time.

The post is offered on a fixed term for 12 months with potential for extension (subject to funding).

Role Detail

Role Purpose

The purpose of the role is to support the research team to manage the day to day running of a cluster of action-research interventions in Uganda, Tanzania and other Low- and Middle-Income Countries. The role will be funded for 12 months initially, with the likelihood of extension after this period (subject to funding). The role will involve interacting with professional volunteers from the UK (nurses, doctors, midwives and Allied Health Professionals), students from a variety of disciplinary backgrounds, international stakeholders and funding bodies such as the Foreign Commonwealth & Development Office, the Department for Health and Social Care, Health Education England, the Tropical Health Education Trust, the British Commonwealth Scholarship Commission, various health related Royal Colleges and various other stakeholders. The role will involve aspects of general administration, supporting grant applications, supporting the management of international development projects, marketing and social media management, engagement with current/prospective students and professional volunteers, presenting at conferences and conducting various health focused research projects.

Responsibilities

- Work in conjunction with Project Investigators, Project Managers and our partners in collaborating organisations in managing and successfully delivering various projects, in particular helping to develop our Ethical Student Placement programme in Uganda, Tanzania and elsewhere.
- Be prepared to travel internationally when needed to support project activities. Stays will usually last for up to 2 weeks (occasionally up to 4) and may take place 2 or 3 times a year.
- Support the Project Manager in the day to day running of these projects. This will include support with budgets and expenses, logistics, project data evaluation and the organisation and delivery of activities such as dissemination events, travel arrangements, fieldwork etc.
- Establish, maintain and update, clear and appropriate internal project databases/reporting systems in line with the study protocol.
- Provide accurate and reliable reports on project activities and outputs to the Project Investigator/Co-Investigator including those for other internal and Sponsor/partners as required.
- Provide administrative support to the Research team as required.
- Establish and maintain effective internal and external communication and dissemination systems.
- Play an active role in developing the projects' brand identity and implementing a marketing strategy.
- Manage and maintain the projects' web and social media pages.
- Work with the Project Investigator and Project Manager to prepare and coordinate all relevant paperwork necessary for the completion of reports.
- To show initiative, be keen to gradually work more independently, accept and be responsive to change, be pro-active and have a flexible approach.
- Perform any other duties appropriate to the grade as may be required by the Project Investigator and Project Manager.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy and bring to the attention of managers any matters relating to the health and safety of research staff, or research participants.
- Engage with the University's commitment to excellence and engage with the public in such a way that supports the university's reputation for public service.

- Promote equality and diversity for research participants and research staff.
- Engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.

NB: This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person Specification

Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	An education to undergraduate degree level (or higher) in a relevant subject including business, administration, project management or healthcare	E	A/I
2	A professional or postgraduate qualification in a relevant field.	D	A/I
3	Active experience of working effectively in international project management and administration in a Higher Education and/or research environment.	D	A/I

Background & Experience

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
4	Experience in administering projects to ensure tasks occur to schedule and to required standards and deadlines.	D	A/I
5	Experience of using excellent verbal and written communication skills	E	A/I
6	Experience of working in global health, volunteering, student placements and/or international policy	D	A/I

Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
7	The skills and competencies required to support the management of the day to day running of the projects, i.e. administration of budgets, travel arrangements, manage and liaise with partners to support the delivery of events and outputs etc.	E	A, I, P
8	Experience of developing skills to establish, actively maintain and manage reporting systems for internal and external partners, project outputs, risk and communication strategies etc.	E	A, I, P
9	Excellent IT skills including sound working knowledge of relevant financial management, administrative and social media software/tools (e.g. Word, Excel, PowerPoint, Outlook, Facebook, Twitter and Instagram).	E	A, I, P
10	The ability to work autonomously to organise and prioritise own workload and work to deadlines under supervision, as well as being a co-operative team member.	E	A, I, P
11	The ability to build and sustain effective working relationships with the collaborating institutions and a diverse range of stakeholders.	E	A, I, P
12	Experience in developing skills to independently manage and report on all administrative aspects of project events and outputs.	E	A, I, P
13	Experience in developing a project marketing and dissemination strategy.	D	A, I, P
14	Excellent communication, relationship building and networking skills.	E	A, I, P
15	A willingness to work flexibly to meet the demands of the project, including some	E	I

	flexibility about designated working days		
16	A willingness and ability to travel internationally, for a minimum of 2-weeks at a time	E	I

A = Application form, I = Interview, P = Presentation, T = Test

Details of any assessments required will be provided in the invitation to interview letter.

- Appointments to grade 7 and above will normally include a competency based interview and presentation and in some instances a work based simulation exercise.

Candidate guidance

Within your supporting statement you should describe how your skills and experience match the criteria listed in the person specification. Please provide narrative to each of the key sections (Background & Experience, Knowledge and Skills & Competencies).

Strong applications will demonstrate experience relevant to the **essential** and **desirable** criteria. You should aim to be as **concise and succinct** as possible when providing your narrative, as this will greatly assist the shortlisting panel in reviewing your application.