Department of Global Health and Infection, Brighton and Sussex Medical School
Research Centre Project Officer (Wellcome Trust Brighton and Sussex Centre for Global Health Research)

Part time (0.6 FTE), Fixed Term until 31 December 2018

Salary range: Starting at £24,565 and rising to £28,452 pro rata, per annum. It is normal to appoint at the first point of the salary scale.

Expected start date: as soon as possible

We are looking for a confident, well-organised and self-motivated individual with excellent interpersonal skills to provide logistical and administrative support to the Wellcome Trust Brighton and Sussex Centre for Global Health Research. The Centre was opened in January 2014 and aims to build capacity for independent research at partner institutions in low and middle-income countries. It is based within the academic Department of Global Health and Infection at BSMS. You will provide a professional interface between the Centre, our research partners and other stakeholders (e.g. funding agencies, other academic organisations). Working closely with the Centre’s Director and Research Fellow, you will make an important contribution to the research and training achievements of the Centre and use your excellent communication and IT skills to help disseminate our work in Global Health using a range of media.

Closing date for applications: 03 February 2017

Interested candidates are encouraged to discuss the position informally with Centre Director Professor Melanie Newport, Chair in Infectious Diseases and Global Health, m.j.newport@bsms.ac.uk and/or Professor Gail Davey, Chair of Global Health Epidemiology, g.davey@bsms.ac.uk.

For full details and how to apply see:

www.sussex.ac.uk/jobs  www.brighton.ac.uk/jobs  www.bsms.ac.uk

We are committed to equality of opportunity
Post title: Project Officer (Wellcome Brighton and Sussex Centre for Global Health Research) 0.6 FTE

Section / Unit: Global Health and Infection

Location: University of Sussex

Job Reference: 1571

Grade: 5

Responsible to: Director of the Wellcome Brighton and Sussex Centre for Global Health Research

Purpose of the post:

Working closely with the Wellcome Trust Brighton and Sussex Centre for Global Health Research (referred to subsequently as the Centre) Director, you will provide logistical and administrative support for the Centre and its academic staff, including the Centre Research Fellow (Dr Leena Al-Hassan).

Background information:

The Centre was launched in January 2014. We aim to build capacity for independent research at partner institutions in low and middle income countries, supporting environments that empower scientists to contribute to a wider global health research enterprise. The Centre supports research training for academic staff and postgraduate students from partner institutions (currently in African and South American countries), e.g. by organising workshops and scientific meetings, online resources and the provision of tailored support and mentorship for individuals to develop their scientific ideas and submit competitive funding proposals.

The Centre is embedded within the Department of Global Health and Infection at BSMS. Global Health is a cross-cutting theme at BSMS and a key strength for development in our strategic plan. We work in close partnership with our parent universities (Brighton and Sussex) to develop novel opportunities for teaching and research. Important Global Health issues permeate the undergraduate curriculum and we offer a popular Global Health MSc that draws on expertise from across both campuses. We have a Health Link with the Medical School and University Teaching Hospital in Lusaka, Zambia which supports educational activities such as staff and student exchanges. BSMS has a vibrant Global Health research programme with academic links around the world. Taking a multidisciplinary approach, we work on important health problems in low-income settings. We also work in partnership with community organisations and non-governmental organisations, many of which are based locally.
Main areas of responsibility:

1. Project work
2. Budget responsibilities
3. Administrative responsibilities
4. Ambassadorship

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Specific duties

1. Project work:
   1.1. To support the academic research and training activities of the Centre ensuring that key milestones and objectives are identified and met and appropriate follow-up action taken
      1.1.1. To assist with funding applications (e.g. collating information, information searches, basic data analysis and presentation, budget preparation, completing online application forms, assist with editing and proof-reading draft grant applications)
      1.1.2. To assist with identification and notification of funding opportunities to Centre members in liaison with University Research Office staff
      1.1.3. To help identify training needs and to organise workshops and other training activities in collaboration with overseas partners
      1.1.4. To collate and maintain a Centre database of activities and research outputs (grants and publication submissions and outcomes, conferences, workshops).
      1.1.5. To develop and maintain an online resource centre that provides information and other support for overseas researchers affiliated to the Centre

1.2. To develop and deliver a comprehensive Communications Strategy for the Centre,
   1.2.1. To develop copy for the Centre’s web pages and ensure these are kept up to date, and manage the Centre’s social media accounts
   1.2.2. To develop, edit and manage distribution of a quarterly e-newsletter for the Centre
   1.2.3. To work closely with the BSMS Communications team to ensure timely and appropriate dissemination of information about the Centre’s activities

2. Budget responsibilities
   2.1. To manage and monitor the Centre’s main budget as well as grants held by Centre members, and provide reports on expenditure to the Director or delegated academics
   2.2. To actively seek external sources of funding for development and public engagements activities
2.3. To raise orders against various budgets held within the Centre, including paying travel and expenses as appropriate

3. Administrative responsibilities
   3.1. Schedule and service regular meetings associated with the Centre’s activities, produce agendas and minutes and take forward agreed actions
   3.2. To coordinate an annual report for the Director, and to develop and support initiatives arising from the report
   3.3. To take the lead on events planning, including venue booking, catering, accommodation, budget management and associated correspondence, for workshops, seminars and conferences
   3.4. To work as part of a Departmental administrative team and undertaking other duties consonant with the grade as determined by the Head of Department
   3.5. To liaise with colleagues in the Universities’ professional services as required e.g. Human Resources, Research Services, Communications and External Affairs

4. Ambassadorship - promoting the values of BSMS in line with the strategic plan
   4.1. To assist with ensuring the core BSMS values are promoted and understood throughout the Medical School and promoted to external stakeholders
   4.2. To help plan, organise and support the organisation and delivery of Global Health events to a wider audience
   4.3. To be the first point of contact for the Centre’s activities including building a relationship with the wider GH communities across both universities and externally
   4.4. To engage with and represent BSMS at regional and national networks aimed at supporting and publicising our GH activities
   4.5. To maintain relevant information on the BSMS website ensuring that information is accurate and up to date.

5. Other
   5.1. To undertake such other duties or responsibilities as may be reasonably assigned by Head of Department or the Medical School Secretary/Deputy Medical School Secretary
Person specification

Criteria can only be described as essential if the outcome required is absolutely dependent upon them. Consider reasonable adjustments and discount factors that unfairly discriminate on the grounds of race, age, religion or belief, gender, sexual orientation or disability.

SKILLS / ABILITIES

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Strong oral and written communication skills, and interpersonal skills</td>
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<td>Ability to collect, analyse and present data in order to evaluate success of a project.</td>
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<td>Ability to deal confidently with a diverse range of people and situations. To be credible and persuasive explaining and promoting values and initiatives.</td>
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<td>Ability to prioritise workload and projects to deadlines.</td>
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<td>Competent IT user, including ability to analyse data and produce graphs and charts using Excel and update web pages using a content management system.</td>
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<td>The ability to be self-directed, use initiative and take responsibility in coordinating project work.</td>
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<td>Excellent presentation skills including the ability to communicate complex ideas clearly to a lay audience</td>
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KNOWLEDGE

| Awareness of the key issues in Global Health and International Affairs | X |

EXPERIENCE

| Experience of committee administration. | X |
| Experience of project work and delivering strategic objectives. | X |
| Experience of report writing tailored to specific audiences. | X |
| Experience of working in a Higher Education environment or equivalent | X |
| Evidence of using social media or networking for a specific campaign, event or project. | X |
QUALIFICATIONS

| Educated to degree level or equivalent relevant work experience | X |

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

| Attention to detail and accuracy | X |
| Dependable and trustworthy | X |
| Being comfortable working both as part of a team, and independently. | X |
| Able to bring an innovative approach to tasks and projects. | X |
| Willingness to travel (e.g. to overseas partner institutions) | X |

The criteria should be changed to reflect the job description and the number of criteria boxes can be increased or decreased.

**Senior leadership and management**

The Vice-Chancellor is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

**The Medical School**

The School is an equal partnership between the Universities of Sussex and Brighton together with NHS staff throughout the South East Region. The arrangements for the School’s governance reflect this approach and students are awarded joint degrees of both Universities.

The School is fully committed to the principles of *GMC: Standards of Promoting Excellence*; it endorses the value of medical education in a multi-professional context, and promotes the highest possible standards in its three pivotal components of teaching, clinical practice, and research (both fundamental and applied).

There is an annual intake to undergraduate medicine of approximately 138 students. BSMS has proved exceptionally popular and has regularly achieved one of the highest application rates of any UK medical school. Students spend their first two years
primarily on the universities’ campuses at Falmer; thereafter the
focus shifts to the associated teaching hospitals in Brighton and the
surrounding area. There are purpose-built teaching facilities in all
areas.

The curriculum emphasises early clinical involvement, a broad range
of experience and a firm foundation in basic science. A wide range
of teaching and learning approaches are employed, tailored to the
particular circumstances; we are not committed to a single method of
delivery. Feedback from the National Student Survey has
demonstrated an exceptionally high level of student satisfaction, with
BSMS being consistently amongst the top 10 performing schools in
the country with scores of over 90%.

The research undertaken at BSMS aims to make a genuine
contribution to the evidence and science underpinning clinical
practice, and to benefit people and patients in their health and
wellbeing. We expect our key domains of research strength to be
recognised on the international stage and these are represented by
the new departments of Global Health and Infection (including HIV
and sexual health) and Neuroscience (including mental health and
neurology). We have made significant investments in research
infrastructure, including a world-class Clinical Imaging Sciences
Centre (CISC) housing a 3T and 1.5T MRI and a PET-CT scanner
and a Clinical Investigation & Research Unit (CIRU) dedicated to
patient-orientated research and early clinical trials.

Following the appointment of Professor Malcolm Reed as Dean in
December 2014, the Medical School has undergone a strategic
review and is now reorganised into the following Departments for the
academic year 2016/17:

Neuroscience
Clinical and Experimental Medicine
Global Health and Infection
Primary Care and Public Health
Medical Education

**Administration.** The Medical School’s Administration is led by the
Medical School Secretary. The School’s 60+ support staff offer
support to a range of functions including curriculum development
and delivery, admissions, library and IT, communications, student
welfare, human resources, research and finance.

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**The Universities**
The Universities of Brighton and Sussex have formed a highly
effective and successful partnership that has resulted in the creation
of this first new medical school in the South East region outside of
London. Each institution has its own distinct culture and each is proud
of its history and achievements but they have a long and successful
history of collaboration.

**Research and teaching**
Both universities are committed to excellence in teaching and
research.
Sussex is a progressive university delivering innovative thought and action, with a worldwide reputation for excellence in research and discovery. Its distinctive approach leads to the development of high quality new research which crosses traditional boundaries, benefits and enriches society, and influences policy at international, regional and national levels. Sussex research has a positive impact on people’s lives. In the Times Higher Education World University Rankings 2016, Sussex was ranked 23rd in the UK and 140th in the world for research influence.

The results of the government-commissioned Research Excellence Framework (REF) in 2014 show that over 75% of research activity at Sussex is categorised as ‘world leading’ (4*, 28%) or ‘internationally excellent’ (3*, 48%) in terms of originality, significance and rigour, whilst 98% of research activity at Sussex is categorised as either ‘world-leading’, ‘internationally excellent’ or ‘internationally recognised’.

The University of Brighton has a long and distinguished history of applied research. This serves to sustain and nourish its mission to help form professional and vocational careers. Ultimately, the university aims to transform the lives and experiences of people and their environments with research that matters. In the REF2014, 92% of its research was judged to be world-leading or internationally excellent in terms of the impact it makes, putting it in the top 25% for the sector. 38% of the university’s work in the Health Sciences was rated as world-leading.

BSMS made a major contribution to its host universities’ submissions in the most recent Research Excellence Framework (REF2014). The majority of BSMS staff submitted contributed to Psychology, Psychiatry and Neuroscience, and Biological Sciences at the University of Sussex, both ranked 10th, or the joint submission with the University of Brighton (Allied Health Professionals, Dentistry, Nursing and Pharmacy – ranked 27th). A smaller number of academics were submitted with Sociology and English at Sussex.

Brighton and Sussex University Hospitals (BSUH) is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. The Brighton campus includes the Royal Alexandra Children’s Hospital and the Sussex Eye Hospital, and the Haywards Heath campus includes the Hurstwood Park Regional Centre for Neurosciences.

In May 2014 the UK Government agreed the release of £420m to redevelop the Royal Sussex County Hospital site. The plans will see the site’s 19th century buildings replaced with new, modern facilities for the delivery of healthcare, for teaching and for research.

Revised August 2016 (PP-D)