1 Advertisement

Post Title: Project Support Officer  
School/department: Brighton and Sussex Medical School (BSMS), Global Health and Infection (GHI)  
Hours: Full time considered up to a maximum of 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).  
Contract: fixed term until 31 August 2023  
Reference: 6216  
Salary: starting at £25,941 to £30,046 per annum, pro rata if part time  
Placed on: 2 July 2021  
Closing date: 30 July 2021. Applications must be received by midnight of the closing date.  
Expected start date: as soon as possible

The Global Health and Infection Department of the BSMS is looking for a confident, well organised and highly motivated Project Support Officer to support the Global Health Research Centre (GHRC) manage the multidisciplinary research activities undertaken by two major research projects: The NIHR GHRC unit on Neglected Tropical Diseases (NTDs) Phase 2 at BSMS, and the Social Science for Stigmatising Skin Conditions (5-S) Foundation, working in the UK, Ethiopia, Sudan and Rwanda.  
This post will be based in the academic Department of Global Health and Infection (GHI) at BSMS, more information about which can be found below. We are looking for someone with the following attributes:

- Educated to degree level of equivalent experience
- Experience working in higher education or research
- Self-motivated
- Excellent inter-personal and communication skills
- Excellent attention to detail

Please contact Clare Callow at c.callow@bsms.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

“Please note that this position may be subject to ATAS clearance if you require visa sponsorship.”

For full details and how to apply see our vacancies page

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

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.
2. The School / Division

**Brighton and Sussex Medical School** is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: bsms.ac.uk/about

Global Health is a cross-cutting theme at BSMS which has been highlighted as 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.

The department of GHI was established in 2016. Our multidisciplinary research programme has academic links around the world and is organised into four main themes: tackling NTDs, Infectious Diseases, HIV and Sexual Health, and Culture, Society and Health. Taking a multidisciplinary approach, we research important health problems including neglected tropical diseases (NTDs), HIV, tuberculosis, antimicrobial resistance and health care associated infections both in the UK and in low-income settings. The department hosts the Brighton and Sussex Centre for Global Health Research which was launched in 2014 with Wellcome funding and supports the NIHR Global Health Research Unit on NTDs and the NIHR RIGHT 5S Foundation which focuses on stigmatising skin NTDs such as scabies and mycetoma. GHI currently is home to 28 academics, 24 PhD students with representation from both clinical and non-clinical backgrounds at all levels, all supported by 9 professional services staff.

Please find further information regarding the school/division at https://www.bsms.ac.uk/research/global-health-and-infection/index.aspx

**The University of Sussex** is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: http://www.sussex.ac.uk/about/

**The University of Brighton** is a complex and diverse institution with a long and distinguished history of applied research. Find out more: https://www.brighton.ac.uk/about-us/index.aspx

**Brighton and Sussex University Hospitals Trust** is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: www.bsuh.nhs.uk/about-us/

**Sussex Partnership NHS Foundation Trust** specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: sussexpartnership.nhs.uk/about-us
3. **Job Description**

**Job Description for the post of:** Project Support Officer

**Department:** Global Health and Infection

**Section/Unit/School:** Brighton and Sussex Medical School (BSMS)

**Location:** BSMS, University of Sussex Campus

**Grade:** 5

**Responsible to:** Programmes Manager

**Responsible for:** n/a

**Role Description/purpose of the post:** To support the Global Health Research Centre manage the multidisciplinary research activities undertaken by two major research projects: The NIHR Global Health Research Unit on Neglected Tropical Diseases (NTDs) Phase 2 at BSMS, and the Social Science for Stigmatising Skin Conditions (5-S) Foundation, working in the UK, Ethiopia, Sudan and Rwanda.

**Key responsibilities:**

1. **Project support for the Global Health Research Centre**
   Provide day-to-day support for the Programmes Manager in the management and control of the NIHR programmes, including:
   - Minute taking at various stakeholder meetings
   - Taking responsibility for information management systems across both projects
   - Streamlining communication channels between all Centre stakeholders
   - Preparation of agendas and papers for various meetings
   - Assist in the collection of project data to inform efficient monitoring and evaluation of both projects
   - Assist in the collection and dissemination of communications materials for the Centre
   - Assist the wider professional services team with events management and travel bookings
   - Supporting the researchers with their training needs

2. **Support the Programmes Manager in all activities related to programme start up (GHRU Phase 2) and close-down (GHRU Phase 1 and 5S Foundation)**
   - Support in the development of contracts
   - Input to development of systems for efficient monitoring and reporting of finances and project activities
   - Support dissemination and close-down activities for all projects, including final reports

3. **Organise export shipments**
   - Take responsibility for the preparation and arrangement of export shipments of lab consumables and equipment to collaborators in Ethiopia, Sudan, Rwanda and other countries as required

4. **Procurement**
- Support Finance Officer with procurement of research related consumables and equipment

5. **Support the Data Manager and Project Statisticians in all activities related to programme (GHRU Phase 2) and close-down (GHRU Phase 1)**
   - Provide input and assistance to the team on data management issues
   - Support in the development of data sharing agreements
   - Assist the Data Manager to build, validate and test study databases including data entry screens and programmed data validations for consistency and accuracy ensuring they meet requirements for reporting of clinical data for the study protocol
   - Ensure appropriate and timely communications with investigative sites in the collection, entry, management, and quality control of data
   - Undertake other duties relevant to this post which may arise and as requested by Data Manager or the Project Statisticians

6. **Team Working**
   - Work closely with the Management Teams of all projects, supporting them with the delivery of programmes of activities.
   - Maintain close working relationships with key professional services teams and academic colleagues to ensure the smooth implementation of projects.
   - Work closely with the rest of the GHI professional services team to ensure a streamlined, efficient and friendly service is provided across the department.
   - Arrange regular GHI team admin meetings, minute them and follow up actions where required

7. **Budget responsibilities**
   - Raise orders against various budgets held within the Centre, including paying travel and visitor expenses as appropriate
   - Responsible for reconciling spend against various departmental budgets when necessary, e.g. during events / conferences etc.

8. **Ambassadorship - promoting the values of BSMS in line with the strategic plan**
   - Assist with ensuring the core BSMS values are promoted and understood throughout the Medical School and promoted to external stakeholders
   - Help plan, organise and support the organisation and delivery of Global Health events to a wider audience
   - Engage with and represent BSMS at regional and national networks aimed at supporting and publicising our GH activities
   - Maintain relevant information on the BSMS website ensuring that information is accurate and up to date.

9. **Other**
   - Undertake such other duties or responsibilities as may be reasonably assigned by the Programmes Manager, Head of Department or Project PIs.

   - 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
### Person Specification

#### KNOWLEDGE

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<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>A sound knowledge of research processes both academic and operational</td>
<td>X</td>
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<td>Educated to graduate level or equivalent experience</td>
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<td>Knowledge of export procedures</td>
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<td>Knowledge of overseas development aid (ODA) funding for research</td>
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<td>Knowledge of clinical data management processes</td>
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#### EXPERIENCE

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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Experience working with an international team</td>
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<td>Working in a similar role in higher education or a research organisation</td>
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<tr>
<td>Experience working in the international development sector</td>
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<td>Experience in organising export shipments - end-to-end</td>
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<td>Experience of overseeing clinical data management</td>
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<tr>
<td>Experience using a Clinical Data Management System (CDMS) or Electronic Data Capture (EDC) system (e.g. REDCap)</td>
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#### SKILLS / ABILITIES

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<th>Skill/Ability</th>
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<tr>
<td>Strong inter-personal and communication skills (verbal and written)</td>
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<td>Excellent attention to detail</td>
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<td>Strong organisational skills</td>
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<td>Self-motivator</td>
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<td>Ability to work effectively under pressure</td>
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<td>Ability to juggle competing priorities</td>
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<td>Good team worker</td>
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<td>Excellent IT skills including Microsoft Word, Excel, Outlook and the Internet</td>
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<td>Ability to synthesise and translate information for a wider audience</td>
<td>X</td>
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<tr>
<td>Awareness of data management regulations and guidelines applicable to clinical research</td>
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**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

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<tr>
<td>Thrives in a team environment but able to work independently where necessary and to accept individual responsibility</td>
<td>X</td>
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<td>Flexible and responsive</td>
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