Advertisement

Post Title: Global Health Research Programmes Manager
School/department: Brighton and Sussex Medical School (BSMS)
Hours: Part time or full time hours considered up to a maximum of 1FTE. Requests for flexible working options will be considered (subject to business need).
Contract: Fixed term until 30th September 2026
Reference: 7429
Salary: Starting at £42,149 to £50,296 per annum, pro rata if part time
Placed on: 14 December 2021
Closing date: 14 January 2022. Applications must be received by midnight of the closing date.
Expected interview date: 25 January 2022
Expected start date: As soon as possible.

The Department of Global Health and Infection at BSMS seeks to recruit an enthusiastic, motivated and well-organised individual with excellent interpersonal skills to manage the multidisciplinary research activities undertaken by two major NIHR-funded research programmes: The NIHR Global Health Research Unit on Neglected Tropical Diseases at BSMS Phase 2, and the Social Science for Stigmatising Skin Conditions (5-S) Foundation, working in the UK, Ethiopia, Sudan and Rwanda.

Joining our growing, diverse and dynamic team (https://www.bsms.ac.uk/research/global-health-and-infection/index.aspx), you will:

- Be educated to degree level or have equivalent experience
- Have relevant project management experience, preferably within a Global Health context
- Have excellent problem solving and analytical skills and
- Outstanding administrative and communication (oral and written) skills

Please contact Professor Melanie Newport (Head of Department and Principal Investigator, m.j.newport@bsms.ac.uk) or Professor Gail Davey (Principal Investigator, g.davey@bsms.ac.uk) for informal enquiries.

For full details and how to apply see our vacancies page, www.brighton.ac.uk/jobs or 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 / Department

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: https://www.bsms.ac.uk/about

The Department of Global Health and Infection at BSMS is home to a vibrant Global Health research programme with academic links around the world. Taking a multidisciplinary approach, we work on important health issues organised across 4 themes: tackling NTDs, Infectious Diseases, HIV and Sexual Health, and Culture, Society and Health. Global Health activities extend across BSMS into wide-ranging disciplines including Biomedical Ethics, Psychiatry and Public Health. Opportunities to collaborate with colleagues from other Schools at both Brighton and Sussex Universities and at the Institute of Development Studies (IDS) are facilitated through a Global Health Network that meets regularly. We also work in partnership with community organisations and non-governmental organisations, many of which are based locally. The Department also contributes widely to teaching and learning at BSMS through support of undergraduate medical education and our popular Global Health MSc programme. The Department currently has seven Professors, eight Senior Lecturers/Research Fellows, twelve Lecturers/Research Fellows and eighteen PhD students. Our Professional Services team comprises seven people including this post, and provides administrative support across the Department.

For more information on GHI see: https://www.bsms.ac.uk/research/global-health-and-infection/

The **University of Sussex** is a leading research-intensive university near Brighton. Find out more: https://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/

3. Job Description

Job Title: Global Health Research Programmes Manager
Grade: Grade 8
School: Brighton and Sussex Medical School (BSMS)
Location: University of Sussex campus
Responsible to: Principal Investigators through to Head of School
Direct reports: Global Health Research Finance Officer
Global Health Research Project Support Officer
Key contacts: Members of research groups including trainees, members of faculty within the Department, School and University, overseas partner investigators and their institutions, funding agencies.

Purpose of the post: The post-holder's key role is to provide comprehensive leadership for the overall day-to-day management of two major NIHR-funded Research Programmes to ensure delivery of the Programmes' aims. The Global Health Research Programmes Manager (GHPM) leads a team of two other professional services staff who provide administrative support for the Programmes. A key role is that of managing the interfaces between project team members, partners and all stakeholders including funders and policy makers. Managing the key communications for the project, and co-ordinating the different work packages across the Programmes are also critical to the success of this post.

The Research Programmes
The Research Programmes comprise:

a) the NIHR Global Health Research Unit (GHRU) on Neglected Tropical Diseases (NTDs) at BSMS Phase 2 (budget £6.98 million) which uses four thematic approaches to study three NTDs - podoconiosis, mycetoma and scabies. The research is carried out in partnership with four overseas institutions in three low-income partner countries: CDT-Africa at Addis Ababa University, Ethiopia; the Armauer Hansen Research Institute, Addis Ababa, Ethiopia; the Mycetoma Research Centre, University of Khartoum, Sudan and the University of Rwanda, Rwanda.

b) the NIHR Social Sciences for Severe Stigmatising Skin Diseases (5S) Foundation at BSMS (budget £3.5 million) which aims to end neglect of the same three NTDs by bringing the social sciences to bear on these conditions, working alongside the NIHR GHRU in Ethiopia, Sudan and Rwanda. Our research will transform the health and wellbeing of people affected by these conditions by identifying interventions informed by social science perspectives at the level of the patient, the community and national and international policy.

Key responsibilities:

1. **Project management and co-ordination:**
   Responsible for the management, coordination and control of the Programmes, including; scope, timelines, resources, budget, risks and issues, relationships, and communication, in accordance with best practice. Co-ordinate and manage interactions with stakeholders including project team members and internal and external stakeholders such as funders and policy makers, ensuring effective communication between relevant teams across the partner organisations. Establish systems for ensuring completeness of key project information and documentation. Develop and nurture new research partnerships. Organise joint Annual Programme meetings rotating around partner countries, attended by all parties. Maintain close working relationships with key professional services teams (Finance, Press & Communications, Web, Marketing)

   The postholder will be a member of the Programme Management Board of both NIHR Programmes and contribute to the delivery of operational strategy, internal management and direction for the Programmes.

2. **Team leadership and management:**
   Lead and manage a small team, ensuring delivery of efficient and effective, administrative support to all partners across both Programmes. Ensure team members are adequately trained and their performance is appropriate and consistent for their role: plan workloads, identify training and development needs, undertake performance reviews. Line manage the Project Support Officer.

3. **Contract negotiation and review:**
   Lead contract negotiations with partner organisations, sub-contractors and consultants for the practical support of contract set-up including responsibility for their oversight and timely conclusion. These should take into account different types of agreements needed at all stages over the project lifecycle including with third parties (sub-contractors etc.), and appropriate arrangements for review and signature. Lead on ensuring contractual compliance from all partners. Lead on development and monitoring of intellectual property (IP) framework for each programme.

4. **Project budgets and financial management:**
   Establish finance monitoring systems, and oversee grants finances, taking into consideration University requirements. Authorise expenditure, balancing budgets in unpredictable circumstances such as fluctuating exchange rates. Ensure effective interaction between the University and overseas partner institutions regarding account establishment, transfer of

finances and financial project management. Line manage the Global Health Research Finance Officer.

5. **Partnerships:**
Ensure a similar level of research administrative support is provided to Programme partners by liaising with relevant organisations. Collate and provide data to relevant advisory and executive committees (e.g. UK Department for Business, Energy & Industrial Strategy immigration policy group). Represent the partner organisations at national groups and meetings as well as with funders as appropriate such as NIHR.

6. **Management Meetings**:
Attendance at and contribution to a range of management meetings for each of the two Programmes, such as: monthly research progress, quarterly Programme Management Board (comprising PIs and senior co-applicants from partner institutions), and Strategic Advisory Board meetings. Responsible for servicing arrangements for these meetings (agenda, preparation of papers, minute writing) reporting meeting outcomes to funders. Ensure actions are followed up.

7. **Monitoring, evaluation and reporting:**
Monitor the activity of the Programmes against the agreed milestones, and keep stakeholders notified of progress, highlighting key issues, making recommendations for action where necessary. Provide regular high-quality reports to the Programme Management Board, Strategic Advisory Board meetings and NIHR. Monitor the Risk Register for each Programme and flag issues arising above a threshold to the Strategic Advisory Board. Develop a monitoring and evaluation framework, an impact strategy and a dissemination plan for each Programme. Write policy and technical briefs, suitable for a range of audiences. Compile reports as required to external investors and grant-funding agencies on progress and budgets.

8. **Systems**
Establish tracking systems for the Programmes' activities. Develop and operate information systems to effectively capture, manage and report on all programme activities. Liaise with the Programme's' data manager to establish access and training to systems such as Sharepoint and the REDCap data management system. Where feasible, work with partner organisations to harmonise these. Lead the regular review and development of procedures and systems.

9. **Training and Development.**
Provide support to Programme administrative staff through training and staff development activities such as workshops and events. Undertake personal training and development in areas agreed with line manager. Initiate and facilitate a Trainees' network for both Programmes.

KNOWLEDGE

	Essential	Desirable
High level understanding of the Global Health landscape with awareness of the key issues in Global Health and International Affairs	√	
Understanding of health research, particularly in low income settings	√	

Knowledge of research administrative and management systems and processes	√	

DEMONSTRABLE EXPERIENCE

	Essential	Desirable
Relevant and extensive project management experience, preferably within a Global Health context	√	
Experience of working in a university research environment		√
Administrative system and process design and implementation	√	
Experience of reviewing, negotiating, and drafting contracts and agreements	√	
Managing and developing staff	√	
Supporting and servicing executive / management meetings	√	

QUALIFICATIONS

	Essential	Desirable
Degree or equivalent qualification, or qualified by directly relevant experience	√	
Higher research degree such as MSc or MA in relevant discipline such as Global Health, Development, Management		√
Membership of Professional Organisation such as the Association of Research Managers and Administrators		√

SKILLS / ABILITIES

	Essential	Desirable
Strong administrative and organisational skills	√	
Effective leadership and decision-making	√	
Ability to build effective relationships with, and command the respect of, a wide range of stakeholders, including senior staff members	√	
Demonstrably strong influencing, negotiating and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all levels	√	
Ability to prioritise and execute tasks in an environment with competing demands	√	
Competence using Word, Excel, Email and corporate systems	√	
Staff management skills	√	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Communicate well orally and in writing producing high quality reports for internal and external purposes.	√	
Flexible (multi-tasking), responsive, problem-solving, positive, and client-focused.	√	
A team player able to work independently and to accept individual responsibility	√	
Assured giving presentations	√	
Able to relate to the wider University and partner institution strategic and operational picture	√	
Willingness to travel including overnight stays	√	

December 2021