Project Coordinator
Centre for Health Economics

Closing date: 5 November 2017
Interview date: 21 / 22 November 2017
Vacancy reference: 6126
INTRODUCTION

The Centre for Health Economics (CHE) wishes to appoint a Project Co-ordinator to contribute to its global health economics research programmes and related activities, in particular to the long-term project recently awarded through the Global Challenges Research Fund (GCRF) titled: *GCRF Thanzi la Onse (Health of All)*, in collaboration with project partners in the UK, Malawi and Uganda: [https://www.york.ac.uk/che/news/2017/new_gcrf_funding/](https://www.york.ac.uk/che/news/2017/new_gcrf_funding/)

In recent years CHE has developed research in global health economics, and is undertaking various types of research relating to how resources are, and should be, used to improve the health and wellbeing of populations in low- and middle-income countries. Further information on this programme of research can be found here: [https://www.york.ac.uk/che/research/global-health/](https://www.york.ac.uk/che/research/global-health/)

The Project Co-ordinator will support the *GCRF Thanzi la Onse* Programme Director on the day-to-day management of the programme including: communications between research collaborators in the UK and Africa and external stakeholders; partnership building and strategic research planning; and capability building and training activities.

There will also be an opportunity to support other CHE global health research projects with partners in Latin America, Sub-Saharan Africa, and South East Asia.

Our global health programme currently has one Project Co-ordinator. This new post will work closely with this member of staff and will join the team of support staff for the Centre for Health Economics. Further information on the team can be found here: [https://www.yorkac.uk/che/staff/admin-support/](https://www.yorkac.uk/che/staff/admin-support/)
Main purpose of the role

To provide co-ordination, planning, support and administrative assistance to global health research projects focusing upon low- and middle-income country settings.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Support the GCRF Thanzi la Onse Principal Investigator and Programme Director in the day-to-day management of the research programme: communications between research collaborators in the UK and Africa and external stakeholders; partnership building and strategic research planning; and capability building and training activities
- Administer and co-ordinate designated aspects of the project throughout the project life cycle from initiation to successful conclusion, using project management software/applications and online tools
- Facilitate communication/liaison between project team members, project collaborators and other key stakeholders, in order to explain the project concept and obtain required materials, and to ensure that the project is delivered in line with agreed milestones and objectives; responsible for delivering occasional presentations on project activities to internal and external stakeholders
- Liaison with a diverse range of internal and external collaborators, and regular contact with international contacts involved in research projects, meetings and workshops abroad
- Maintain the project leaders’ documentation collection; proof read papers, reports and publications in terms of presentation; responsible for filing and organisation of project documentation
- Organise UK and international travel for team and project members
- Write and prepare summaries of meetings/workshops, papers, minutes
- Monitor project budgets and provide standard budget reports
- Organise appointments, meetings, seminars, workshops, etc., acting as point of contact for project queries and visitors
- Co-ordinate the development and management of the GCRF Thanzi la Onse e-learning programme, including supporting the development of teaching materials and liaising with both students and tutors
- Develop and manage informational databases, project web pages and sub-websites
- Assist research staff with the development of grant applications; liaising with finance and research support colleagues
- Conduct literature/data searches, and extract, collate or summarise data; undertake some desk-based searches or other investigation under the direction of the project leader/project manager
- Assist the project leads’ by undertaking preliminary analyses of data and/or organising data into appropriate formats and/or compiling data into reports
- The role may include overseas travel to Africa on average once a year

JOB DESCRIPTION

At a glance

Salary
Grade 5 of the University of York salary pay scale; £24,983—£30,688 a year

Hours of work
Full time; 37 hours per week

Contract type
Fixed term contract for 22 months

Based at
Campus West
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential/Desirable</th>
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<tr>
<td>A levels or NVQ level 3, or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>University degree or equivalent experience</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential/Desirable</th>
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<tr>
<td>Thorough knowledge of Microsoft Office Packages (Word, Excel, Powerpoint)</td>
<td>Essential</td>
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<td>Requirements of good project co-ordination and administration (including financial administration)</td>
<td>Essential</td>
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<td>Knowledge of international organisations and agencies working in the field of global health and international development</td>
<td>Desirable</td>
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<td>Knowledge of establishing and co-ordinating e-learning programmes</td>
<td>Desirable</td>
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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential/Desirable</th>
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<tr>
<td>A high standard of written and verbal communication skills</td>
<td>Essential</td>
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<td>Able to use initiative to solve unusual or complex problems</td>
<td>Essential</td>
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<td>Good planning and organisational skills with a good attention to detail, including the ability to meet deadlines and work under pressure</td>
<td>Essential</td>
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<td>Good documentation skills; able to keep accurate records</td>
<td>Essential</td>
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<td>Able to work as part of a team but also independently</td>
<td>Essential</td>
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<td>Able to prioritise workload to meet deadlines and achieve targets</td>
<td>Essential</td>
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<td>Good numerical skills</td>
<td>Essential</td>
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# Person Specification

## Experience

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<tr>
<th>Essential / Desirable</th>
<th>Experience</th>
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<tr>
<td>Essential</td>
<td>Organising, minuting and summarising outcomes from meetings and workshops</td>
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<tr>
<td>Essential</td>
<td>Arranging, servicing and facilitating meetings and events, e.g.: preparation of agenda and minutes, coordinating invitations</td>
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<td>Essential</td>
<td>Booking UK and international travel</td>
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<td>Essential</td>
<td>Implementing administrative processes in a complex organisation/situation</td>
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<td>Essential</td>
<td>Taking an active part in a team, helping colleagues as required to ensure tasks are completed on time and to required standard</td>
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<td>Essential</td>
<td>Working with financial information</td>
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<td>Desirable</td>
<td>Experience of the international development field</td>
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<td>Desirable</td>
<td>Experience of engaging with different cultures in project co-ordination role</td>
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<tr>
<td>Desirable</td>
<td>Experience of administering e-learning programmes; co-ordinating with students and tutors</td>
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<tr>
<td>Desirable</td>
<td>Preparing and presenting statistical information and reports</td>
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## Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Essential</td>
<td>Willingness to learn new techniques</td>
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<td>Essential</td>
<td>Comfortable working flexibly, under pressure and to tight deadlines</td>
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<td>Essential</td>
<td>Calm and approachable manner</td>
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<td>Essential</td>
<td>Responsible, reliable and highly motivated</td>
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<td>Essential</td>
<td>Commitment to providing a high quality service</td>
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<td>Essential</td>
<td>Tactful and diplomatic</td>
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<td>Desirable</td>
<td>Interest in international issues and awareness of sensitivities</td>
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<td>Desirable</td>
<td>Willingness to travel overseas once or twice a year</td>
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Background:
The Centre for Health Economics (CHE) was established at the University of York in 1983, and was one of the world’s first research institutes dedicated to the study of the economics of health and health care. It rapidly established a leading international reputation, and is now one of the world’s largest health economics research centres. In a ranking of the top 100 institutions in health economics in the world, the University of York has been ranked 7th and the highest European institution.

We have a 30-year track record in delivering high quality policy-relevant research which makes a difference to society nationally and internationally. We maintain high scientific standards and place a premium on the rigour and quality of our work. Our mission is to be a globally recognised research centre, committed to the development and application of the discipline of economics in order to promote health and wellbeing through the effective, efficient and equitable use of scarce resources.

Research:
The defining characteristics of CHE’s research are:

- **Methods rigour:** CHE’s research is distinguished by a major focus on the development and application of advanced methods and analytical techniques to address important and complex questions.
- **Policy focus:** We aim to inform and influence health policy and practice, nationally and internationally.
- **Engagement:** We work alongside decision-makers, practitioners and academic colleagues to prioritise, design and deliver timely research which is communicated effectively to relevant users in accessible formats, including a range of teaching and training activities.
- **Excellence:** We have a long track record of producing high quality research, spanning over 30 years, within a leading UK institution and in one of the world’s top 100 universities.

The core research themes covered by CHE are:

- Economic evaluation of health technologies
- Econometric methods
- Equity in health and health care
- Health and social care
- Health policy
- Public health
- Global health

Further details of the projects and topics within the core themes can be found on our website: [http://www.york.ac.uk/che/research/](http://www.york.ac.uk/che/research/)

Global health:

CHE’s activities in the economics of global health have recently expanded and developed. The research spans across a range of themes. Recent and ongoing externally funded research includes, for instance, the estimation of relevant cost-effectiveness thresholds in low and middle income countries (LMICs), health benefits package design, economic evaluation of HIV policies, evaluating investments in new product development, the evaluation of fiscal policies to improve diet, analysis of levels and determinants of efficiency in health systems, and the impacts of development assistance for health on domestic resource allocation and health outcomes.
Our work in these and other areas is in collaboration with other academic groups in the UK and overseas and policy institutes including the World Health Organization, the World Bank, the Bill and Melinda Gates Foundation, and the Global Fund to Fight AIDS, Tuberculosis and Malaria.

The aim of the global health economics work is to further diversify the research to encompass the full range of research areas in CHE. Further details on global health research: [http://www.york.ac.uk/che/research/global-health/](http://www.york.ac.uk/che/research/global-health/)

**GCRF Thanzi la Onse (Health of All) programme:**
Thanzi la Onse (TLO) is funded through the RCUK Collective Fund 'Growing Capability' Award, and led by CHE with partners based in the UK, Malawi and Uganda. The primary objective of the programme is to improve population health and reduce health inequalities by enhancing the efficiency and equity of health care provision through data-informed prioritisation of resource allocation in low-income settings.

Research activities fall under three research themes: Epidemiology & Modelling – led by Imperial and University Colleges London; Health Economics – led by CHE; and Politics & Governance – led by the Overseas Development Institute and York’s Department of Politics. The successful candidate will support the Programme Director – Paul Revill – in the day-to-day management of the research programme, including: communications between the programme collaborators in UK, Malawi and Uganda, and external stakeholders; partnership building and strategic research planning; and capability building and training activities. More information: [https://www.york.ac.uk/che/news/2017/new_gcrf_funding/](https://www.york.ac.uk/che/news/2017/new_gcrf_funding/) and [http://www.rcuk.ac.uk/documents/gcrf-calls/growcallbooklet37finaljuly2017-pdf/](http://www.rcuk.ac.uk/documents/gcrf-calls/growcallbooklet37finaljuly2017-pdf/)

**Our impact:**
CHE’s researchers play a leading role in many national and international societies and make high-profile presentations at scientific meetings across the world. CHE has a very strong policy impact both nationally and internationally. Within the UK, examples include work at the most senior level with policy formulation in the Department of Health and its devolved equivalents, HM Treasury, the National Institute for Health and Care Excellence, the Office for National Statistics, Cabinet Office and Home Office.

Internationally, its researchers have worked at a senior level with many national ministries and health care agencies, in countries in every continent, and with international organizations including the World Health Organisation, the World Bank, the International Monetary Fund, the European Commission and the Organisation for Economic Cooperation and Development.

In 2007, the University of York was awarded the Queen’s Anniversary Prize for Higher and Further Education, in recognition of the contribution health economics research has made to the way society thinks about health and health care over the last 25 years.

**Teaching and training:**
CHE attracts over 300 people a year from all over the world to be trained in the methods developed by our researchers. The York Summer Workshops in Health Economic Evaluation has been running for over 20 years and comprises three residential workshops aimed at decision-makers and academics: [https://www.york.ac.uk/che/courses/york-summer-workshops/](https://www.york.ac.uk/che/courses/york-summer-workshops/). We run a further four courses focusing on methods and applied research methods: [https://www.york.ac.uk/che/courses/](https://www.york.ac.uk/che/courses/).

There are currently eight PhD students based at CHE, supervised by our staff and registered either in the Department of Economics and Related Studies or in the Department of Health Sciences. We run an active visitor programme, hosting around 20 visitors each year from all
over the world and offering the Alan Williams Fellowship programme to support visits from early and mid-career researchers.

CHE is part of the Research Centre for Social Sciences: [http://www.york.ac.uk/social-science/](http://www.york.ac.uk/social-science/) , a £2 million investment for research training at disciplinary and interdisciplinary levels, offering dedicated facilities for research and provision for workshops, visitors, and conferences. It is the home of the ESRC Doctoral Training Centre which houses around 70 PhD students as well as associated research groups. CHE has access to excellent research infrastructure, including lecture theatres, seminar rooms, and focus group rooms with audio-visual recording facilities. High quality computing facilities dedicated to the social sciences are available for computationally intensive analysis and a computing lab is available for training and related events.

**Athena SWAN:**

At CHE we strive to provide a supportive and family friendly work environment and to offer equal opportunities to all staff members. We have an Athena SWAN bronze award which recognises our commitment to good practice in recruiting, retaining and supporting the careers of women. We will continue to build on this success by further improving our processes and ensure fair, flexible, accessible and transparent working conditions for all members of staff.

See: [https://www.york.ac.uk/che/equality-and-diversity/](https://www.york.ac.uk/che/equality-and-diversity/)
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6126
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 5 November 2017

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to paul.revill@york.ac.uk or trish.smith@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835