Project Manager

Department: Centre for Health Economics

Hours of work: Full time / 37 hours per week

Contract type: Open Contract (subject to funding, which is currently available until 31st August 2027)

Salary: £33,309 - £40,927 a year / Grade 6
Introduction

The Centre for Health Economics (CHE) at the University of York is a world-leading research-only department with a successful track record of health economics research spanning almost 40 years. It has around 60 research staff and an annual income of close to £6 million raised almost entirely from external competitive grant funding from a wide range of funders. It undertakes research across most areas of the discipline, with national and international collaborators and a wide range of policy and practice partners. It offers a suite of short courses to a wide range of professionals. It is a vibrant and diverse research department with an outward looking focus and a mission to undertake research that makes a difference to society.

In recent years CHE has developed activity relating to research in global health economics 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 and other research projects can be found here: https://www.york.ac.uk/che/research/global-health/

The Centre for Health Economics (CHE) wishes to appoint a Project Manager to contribute to the development of its research programmes in Global Health Economics and related activities, in particular to the long-term National Institute for Health Research Global Health Unit titled: *Health financing for Universal Health Coverage in challenging times: leaving no-one behind*. This project is in joint collaboration with the Institute of Economic Growth in India and has partners in Brazil, Indonesia and South Africa.

Main purpose of the role

The post-holder will play a key role in supporting the Joint-Lead Applicants on the management of the NIHR Unit, working closely with Project Coordinators in overseas collaborator teams and our external stakeholders. This new post will help build and maintain key partnerships, identify and manage project risks, and provide opportunities to be involved in strategic research planning, monitoring and evaluation, capability building, training and policy engagement activities, including the organisation of international workshops, meetings and events. The post will also be responsible for the administration of the project, ensuring our contractual obligations and deliverables are met, and will assist the Unit’s Finance Officer in completion of any required financial reporting, audit and assurance requirements.

This post-holder will line manage the NIHR Unit’s full-time Project Coordinator and will be part of CHE’s wider support staff team, which includes other Project Managers and Coordinators working on a range of large-scale projects both in the UK and overseas. Further information on the team can be found here: https://www.york.ac.uk/che/staff/admin-support/

Key responsibilities

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

1. **Role Specific Responsibilities**
   - Develop and maintain agreed project plans defining criteria for control and management of the project
   - Manage project administration and budgets, and contract liaison between University of York contracts team, research office and overseas partners
- Support the Lead Applicants to plan and manage the deployment of resources to meet project milestones in liaison with collaborative partners in the UK and overseas
- Travel overseas to represent the project to external partners and facilitate events
- Line management of Unit Project Coordinator
- Determine and manage associated project risks
- Build a monitoring and evaluation system to inform project progress reporting through agreed reporting lines; evaluate and disseminate project outcomes
- Generate ideas, including preparing project briefs and obtaining the appropriate support needed
- Identify sector developments and potential funding opportunities
- Generate and maintain collaborative links with a wide range of individuals and/or professional bodies, both internally and externally

2. University of York Responsibilities for Grade 6

Service and Operational Delivery
- Oversee a responsive and proactive support service to ensure service expectations are met.
- Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
- Contribute to operational leadership teams and decision making to shape the nature and level of support services.
- Implement changes to the design and development of a service.
- Accountable for delivery of a service within a defined area or defined responsibilities.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day-to-day basis

Continuous Improvement
- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external practice to identify opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills, and ensure training and development needs of the team are met.
- Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution
- Provide advice to stakeholders in relation to complex policy, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
• Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
• Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
• Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication
• Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
• Build relationships and networks internally and externally to build and update knowledge and skills.
• Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
• Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Governance and Oversight
• Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
• Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
• Contribute to the creation or development of policy and procedures to take account of internal and external changes.
• Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation
• Plan, organise and prioritise the work of self and team members on a regular basis, taking into account operational needs and changing circumstances over the short to mid-term.
• Contribute to longer term strategic/planning of the team’s work.
• Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level or equivalent professional experience</td>
<td>Essential</td>
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<tr>
<td>Project Management qualification or equivalent professional experience (e.g., PRINCE2)</td>
<td>Desirable</td>
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<td>Significant project management experience, working with staff to deliver multiple objectives, and delivering projects successfully in a changing and high-pressured environment</td>
<td>Essential</td>
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<tr>
<td>Demonstrable knowledge of the requirements and tools of good project management (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>Essential</td>
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<td>Experience of staff supervision</td>
<td>Essential</td>
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<td>Willingness to travel overseas to manage project activities, as required</td>
<td>Essential</td>
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<td>Strong analytical, problem solving and prioritisation skills, demonstrating ability to work and deal with difficult challenges at short notice</td>
<td>Essential</td>
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<td>Understanding of the global health funding landscape</td>
<td>Desirable</td>
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<td>Experience of engaging with different cultures, having an active interest in international issues and awareness of sensitivities</td>
<td>Desirable</td>
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<td>Knowledge of research funding processes</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 6**

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Lead projects                                                                | Essential |
- Gather, analyse, interpret and report complex data/information               | Essential |
- Use digital technologies including Google applications and/or Microsoft Office | Essential |
Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential

**Behaviours:**

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<tr>
<th>Behaviour</th>
<th>Category</th>
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<td>Works collaboratively with others</td>
<td>Essential</td>
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<tr>
<td>Delivers a quality service</td>
<td>Essential</td>
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<tr>
<td>Develops self and others</td>
<td>Essential</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<tr>
<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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