Project Coordinator

**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:** £26,341 - £32,344 a year
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 Coordinator 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 provide coordination, planning, support and administrative assistance to the NIHR Unit’s Joint-Lead Applicants and Project Manager. The post holder will work closely with Project Coordinators in overseas collaborator teams and key external stakeholders. They will help develop and implement the Unit’s communication strategy, and coordinate any training and capacity building and policy engagement activities including the organisation of international workshops, meetings and events. They will also support the Project Manager in monitoring and evaluating the Unit’s progress against its agreed milestones, deliverables and risks.

Although working exclusively on the NIHR Unit, this post will also be part of CHE’s wider support staff team, which includes other Project 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
   - Administer and coordinate designated aspects of the project throughout the project life cycle from initiation to successful conclusion, using project management tools, communication methods, software/applications and online tools
   - Facilitate internal and external communication/ liaison between project team members, project collaborators and other key stakeholders: act as the main point-of-contact for project enquiries;
develop and manage the project’s online presence and support programme promotion; responsible for delivering occasional presentations on project progress and activities to internal and external stakeholders

- Monitor programme progress against agreed milestones and objectives; monitor and update programme risk register in collaboration with Project Manager; assist in monitoring project budgets
- Co-ordinate UK and international travel for team and programme members
- Organise appointments, meetings, seminars, workshops, acting as point of contact for visitors.
- Write and prepare summaries of meetings/ workshops, interim reports/ papers, minutes.
- Maintain the project leaders documentation collection; proofread papers, reports and publications in terms of presentation; responsible for filing and organisation of project documentation.
- Develop and manage informational and data asset registers and databases, project web pages and sub-websites, and social media content.
- 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.
- Assist with the compilation/ distribution/ initial analysis of questionnaires and undertaking preliminary analyses of data and/or organising data into appropriate formats and/or compiling data into reports for internal use and as mandated by the funder.

2. University of York Responsibilities for Grade 5

Service and Operational Delivery

- Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
- Deliver services to standards set by others, using initiative and independent action to meet service needs.
- Manage the resolution of escalated or complex issues or queries where the answer requires consideration without precedent.
- Where appropriate, solicit customer views on the nature and quality of the service provided.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.

Continuous Improvement

- Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
- Contribute to and/or initiate the development and improvement of methods of service delivery.
- Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
- Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution

- Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
- Carry out investigations, searches and research information and data to identify trends and patterns.
- Analyse data and statistics and provide reports for higher level decision makers.
- Provide expertise to support compliance with legislation and statutory duties.
Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
- Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
- Engage with external peers and specialists to exchange knowledge and information.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Collaborate with team members to identify and implement service improvements or alterations.
- 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

- Implement and monitor recognised procedures to ensure compliance.
- Provide training to team members on procedure e.g., data handling and recording.
- Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation

- Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
- Contribute to longer term plans/programmes of work.
- Plan and organise small scale projects.
### Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Experience coordinating projects working with a range of stakeholders</td>
<td>Essential</td>
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<tr>
<td>Experience in arranging, servicing and facilitating meetings and events (e.g., preparation of agenda and taking minutes, coordinating invitations, enquiring and making reservations with meeting venues, organising and booking travel)</td>
<td>Essential</td>
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<tr>
<td>Demonstrable knowledge of the requirements and tools of good project coordination (including financial administration)</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>Able to use initiative to solve unusual or complex problems</td>
<td>Essential</td>
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<td>Able to engage with different cultures and have an interest in international issues and awareness of sensitivities</td>
<td>Desirable</td>
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<tr>
<td>Able to promote and coordinate online communications, including blogs and social media channels (i.e., Twitter)</td>
<td>Desirable</td>
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<tr>
<td>Using monitoring, evaluation and learning (MEL) methods/ tools to support programme planning</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 5**

**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:**

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

**Behaviours:**
<table>
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<tr>
<th>Task</th>
<th>Essentiality</th>
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<tr>
<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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