



Job Description and Person Specification

Coventry HDRC Project Officer

Job Details	
Grade	GRD5
Service	Public Health Team
Location	Friargate
Job Evaluation Code	D2085D

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Providing support to the Health Determinants Research Collaborations under the direction of the Coventry HDRC management.

Main Duties & Key Accountabilities

Supporting the Programme Officer, Head of and Director of Coventry HDRC in the overall development of the research programme

Undertaking administrative duties including organising room bookings and taking minutes of HDRC Programme Meetings including management committee, independent steering committee, pillar

meetings
Supporting core processes and activities within the team
Managing HDRC Microsoft Teams and SharePoint systems on behalf of the collaboration
Managing financial payments to partners and contributors
Supporting the Programme Officer with the coordination of internal communication within the HDRC
Supporting the Programme Officer with National Institute for Health & Care Research reporting requirements and compliance
Supporting partner organisations with NIHR/HDRC performance and financial reporting queries
Supporting the implementation, development and use of HDRC policies and operating procedures, including Data and Governance, Training, PPIE, EDI and Safeguarding
Representing senior colleagues on specific issues where required

Key Relationships

External:	University Hospital Coventry & Warwickshire University of Warwick Coventry University Voluntary Sector Organisations in the HDRC
Internal:	HDRC Programme Officer Head of Coventry HDRC Director of Coventry HDRC HDRC staff Public Health Team

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge	Understand the principles of good practice in Project Management, Techniques and Systems. A good understanding and knowledge of ICT packages to produce high quality documents including reports, and presentations.
	Equal opportunities including issues relating to disadvantaged communities or areas as part of the scope of the Project.
Skills And Ability	Organisational skills, e.g. time management, managing priorities and meeting deadlines.
	Excellent written and verbal communication skills including report writing.
	Interpersonal and negotiating skills to develop effective working relationships with communities and partner organisations.
	Networking skills, fostering inter-agency work and working across organisational barriers.
	Numeracy skills.
	Well-developed information technology and communication skills.
	Accuracy and attention to detail.
	Able to work on own initiative, contribute to teamwork and demonstrate flexibility in working as part of a team.
Experience	Administrative experience including organising meetings and minute taking. Work with policy development, projects or programmes to support and deliver projects.
	Participation in working groups, particularly with other partners and community representatives.