Job Description and Person Specification

Job Description

Job Title	Coventry HDRC Project Assistant
Grade	5
Service	Public Health
Reports to	Programme Officer HDRC
Location	Friargate
Job Evaluation Code	D2085D

About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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.

About the Service your team will provide

Coventry City Council has been awarded £5 million by the NIHR to create a pioneering research platform: the Health Determinants Research Collaboration (HDRC). This is part of a wider £50 million investment from the NIHR for a selected number of local authorities across the country to build capacity and capability to conduct high-quality research to address health inequalities and improve health outcomes. The HDRC will substantially increase the City Council's monitoring and evaluation capacity, enabling us to measure what works in addressing the wider determinants of health. The new HDRC will enable a culture change whereby our departments and staff are aware of the importance of the wider determinants of health and are confident in using, sharing and creating new research evidence. As a result of the HDRC, staff will be equipped and inspired to be innovative in their thinking, to develop research questions and seek support from the HDRC for research grant applications. Finally, the HDRC will engage communities, supporting them to have a clear voice throughout everything this research collaborative seeks to achieve.

Main Duties & Key Accountabilities

Under the direction of the Head of Coventry HDRC and Programme Officer HDRC, this post will principally assist with providing support to the coordination, management and general functioning of the HDRC.

1. Support the Programme Officer, Head of and Director of Coventry HDRC in the overall development of the research programme.

2. Undertake administrative duties including:
   - Organise room bookings and take minutes of HDRC Programme Meetings including management committee, independent steering committee, pillar meetings.
   - To support 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

3. Support the Programme Officer with the coordination of internal communication within the HDRC.

4. Support the Programme Officer with NIHR reporting requirements and compliance.

5. Support partner organisations with NIHR/HDRC performance and financial reporting queries.

6. Support the implementation, development and use of HDRC policies and operating procedures, including Data and Governance, Training, PPIE, EDI and Safeguarding.

7. Where appropriate, represent and deputise for senior colleagues on specific issues.

8. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
University Hospital Coventry & Warwickshire University of Warwick Coventry University Voluntary Sector Organisations in the HDRC	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.

Smoke Free
The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training
The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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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 Abilities
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.
Qualifications
Experience relevant to the key tasks of the post.
Special Requirements

NA

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