

Job Description: Project Support Officer

Responsible to: Chief Executive

Contract: Fixed term for 6 months; full or part time; starting immediately

Salary: Up to £28,000 per annum (full time equivalent) depending on experience

Location and Base: Home-based in the North of England with occasional regional and national travel

Application process:

Submit CV and covering letter (max 3 pages) by Friday 26th November to seamus.oneill@thenhsa.co.uk
Interviews will be held Thursday 2nd December by Teams.

We are committed to equal opportunities and diversity. We welcome applications from all backgrounds but particularly from those of under-represented and minority communities.

Background Information

The Northern Health Science Alliance (NHSA) was established in 2011 and acts as a front door to the North of England's health research system working for a healthier, wealthier region. As a partnership established by the leading universities, NHS Hospital Trusts and all four Academic Health Science Networks in the North of England, the NHSA acts as an advocate for, and provides a portal to, its internationally recognised health science excellence.

The NHSA has enjoyed significant success in creating opportunity and value for its member organisations and currently counts 24 constituent organisations, which include 10 research-intensive universities, 10 research-active NHS trusts and the four Northern Academic Health Science Networks. By bringing the Alliance together it has been able to leverage individual organisational strengths and capabilities for greater impact, raising the profile of health science in the North of England, attracting research funding from traditional and non-traditional sources, and contributing to better patient outcomes in its regions.

Guiding Principles of our Organisation and the Role:

Whilst the successful applicant will have the title of Project Support Officer, we are looking for an all-rounder who understands the necessity for teamwork and the importance of rolling up their sleeves to assist in all areas of our activity whenever they are needed. The day-to-day activity outlined below should be viewed as a guide only, and the successful applicant can expect their role to be diverse with no two days being the same. You will work agilely from a home-base but you will be connected via Microsoft Teams for regular contact with your line manager and the rest of the team. We know that first impressions count, and we pride ourselves on the professionalism and effectiveness of our interactions; so you must possess excellent inter-personal skills and be highly professional in all your communications, both internal and external.

Job Description

Main Purpose of the Role: The Project Support Officer role will provide a variety of support functions across a range of projects and programmes in the NHSA. The post holder will also contribute to the administration of the company by providing cover and capacity on a range of operational functions such as project management and organisation of meetings.

Summary of Duties:

- Work closely with the CEO in administration of core functions of the NHSA
- Maintain distribution lists, schedule meetings, prepare agendas and produce accurate minutes as necessary for a range of meetings
- Help maintain key relationships with regional, national and international health and life sciences stakeholders and partners across all aspects of our activity
- Provide dedicated support on the co-ordination and delivery of ongoing programmes
- Represent the NHSA at both virtual and in-person events or meetings where appropriate
- Contribute to the management and delivery of events (in collaboration with Comms and Events Management)
- Provide cover within the admin team during any period of absence or peaks of activity

The post-holder will work with our executive team and existing networks and will need to develop an understanding of the different sectors the Alliance serves, so then the core focus of maintaining relationships across the team and with our constituent member institutions. The post-holder will need to successfully engage with a wide variety of stakeholders at all levels and from a variety of backgrounds and cultures, possess a flair for communicating with varied groups of people.

The post-holder will also need to demonstrate attention to detail, credibility, dynamism, energy, resilience, and emotional intelligence plus an ability to successfully manage competing demands on time and resource. The ability to meet deadlines and ask for help when needed is crucial in order to manage competing demands on your time.

Person Specification

E: Essential, D: Desirable

Qualifications		Evidence
Appropriate qualification(s) to A-Level or BTech or equivalent with GCSE level passes in English and Maths.	E	Documentation
Evidence of significant continuing professional development.	E	Application and interview
Knowledge, Skills and Experience		
Proven experience of project support in a complex environment.	E	Application and interview
Excellent organisational skills and attention to detail.	E	Application and interview
Ability to balance demanding and sometimes conflicting requirements on time and meet deadlines, supporting others to do likewise.	E	Application and interview
Excellent communication skills, both written and verbal.	E	Application and interview
Project management skills including use of platforms such as Teams, Excel, Powerpoint.	D	Application and interview
Ability to work from own initiative and independently with a flexible approach.	E	Application and interview
Ability to prioritise and manage a complex and demanding workload.	E	Application and interview
Willing to undertake some domestic and potentially occasional international travel in order to fulfil their role / based in the North of England.	D	Application and interview
Attributes and Behaviours		
Reliable, honest, hardworking and proactive.	E	Interview
Energetic and dynamic, willing to uphold and champion the NHSA's vision and mission to a variety of audiences.	E	Interview

Emotionally intelligent communication in all formats; with colleagues and stakeholders of all levels and backgrounds.	E	Interview
Willingness to develop as a professional.	E	Interview

A word about Confidentiality and Data Protection: The NHTA takes its responsibilities very seriously, and the role-holder must maintain the confidentiality of sensitive information about staff and any other personal information and meet the requirements of the Data Protection Act (2018) at all times. The role-holder must comply with all NHTA policies and procedures at all times.