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| **Job Title** | **Health Inequalities Research and Partnerships Manager** |
| **School / Service** | **Office for Postgraduate, Research and Engagement** |
| **Grade and Salary Range** | **E grade** |
| **Location and Hybrid working status** | **Hybrid: University of East London campuses, with work in the London Borough of Tower Hamlets** |
| **Reporting to** | **Director, Office for Postgraduates, Research and Engagement** |
| **Responsible for** | **Tower Hamlets Health Determinants Research Collaborative, communities, voluntary and community sector organisations, other public stakeholders, researchers, and funding bodies** |
| **Contract type** | **Fixed term (50 months), part-time FTE 0.5** |

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**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

***This role is based at the University of East London but is part of the Tower Hamlets Health Determinants Research Collaborative.***

**Introduction to the Tower Hamlets Health Determinants Research Collaborative**

We are seeking to appoint three 0.5FTE Health Inequalities Research and Partnership Managers, as part of the Tower Hamlets NIHR funded Health Determinants Research Collaborative (HRDC).

Each Health Inequalities Research and Partnerships Manager will be assigned to work from one of three partner universities: the University of East London, London Metropolitan University and Queen Mary University of London.

This section provides some context on the programme, the lead partner, Tower Hamlets Council, and the partners involved in delivering the programme.

This is a fantastic opportunity to join the collaboration, working closely with the other Health Inequalities Research and Partnership Managers, HRDC colleagues in the Tower Hamlets Council and with Tower Hamlets Council for Voluntary Services (THCVS).

Tower Hamlets is a brilliant place to work with many opportunities to learn. It is a vibrant, dynamic, and diverse borough with the fastest growing population in the country. It is also the most densely populated borough, and this brings with it challenges; poverty, overcrowding, high rates of diabetes and heart disease to name but a few.

Tower Hamlets is one of a small group of councils across the country to have won a major government funding award enabling the council in collaboration with partners in higher education and the voluntary sector to significantly increase our capacity to carry out and use research into the wider factors that drive health inequalities. Nearly everything that the council does can make a difference to people’s health. This funding puts us at the forefront of both delivering high quality research into the wider determinants of health and using the findings to inform policy, practice and decision making.

The Health Determinants Research Collaborative (HDRC) is a five-year programme funded by the National Institute for Health and Care Research. The funding is to build research and development infrastructure in the council and partner organisations to transform how research is carried out and used. Collaboration is at the heart of how we work with organisations across the area and our communities. We are recruiting to several exciting new roles dedicated to building our HDRC and transforming how we conduct and use research into the drivers of health inequalities.

Tower Hamlets Council for Voluntary Services (THCVS) is the borough’s infrastructure support organisation which provides a variety of services to build and strengthen the capacity of local community groups and local charities. This includes capacity building, sessions, forums, and networking events to build partnerships, supporting access to funding as well as carrying out advocacy and research relevant to organisation’s needs.

THCVS is a HDRC partner and will connect community organisations and residents to opportunities to be involved in the programme. The Community Development officer for THCVS will work with the 3 Health Inequalities Research and Partnerships Managers from across the universities to support meaningful engagement with the voluntary and community sector and residents. The THCVS communications officer will also support communications with the sector.

Each partner university will host a 0.5 FTE Health Inequalities Research and Development Manager working to build networks into the university, through the HRDC partnership and across Tower Hamlets communities.

At the University of East London, this role will be based in the Office for Postgraduates, Research and Engagement, a service providing holistic support for the development and implementation of the University of East London’s research, knowledge exchange and engagement strategies and supporting activities including research bid development, liaison with funders and post award delivery plus initiatives to foster collaboration and the facilitate public and community engagement.

The successful candidates with be employed to work on a hybrid basis with a minimum of one day per week in person for which the location is likely to vary between the university partner campuses and meetings in Tower Hamlets with the programme team, the Council, THCVS and with Tower Hamlets communities. We are aiming for Wednesday to be the common in person day.

**JOB PURPOSE**

The Health Inequalities Partnerships Development Manager will be responsible for building and maintaining relationships with local partners and the wider university sector, connecting them to research and opportunities within the programme.

**KEY DUTIES AND RESPONSIBILITIES**

* Act as the project’s first point of contact for external stakeholders and supporting colleagues (academic and professional services) and students across the institution to collaborate with external partners.
* Proactively identify funding opportunities and research collaborations, supporting development of applications linked to the HDRC priorities and advising on best practice related to community engagement.
* Build and manage relationships with external stakeholders (e.g., representatives of local councils and the voluntary and community sector); proactively broker opportunities for new collaborations, and sustain and evolve existing partnerships, responding to community needs and linking those to the workstreams of the HDRC project, and developing communications associated with these.
* Develop and manage a programme of events to support engagement with the HDRC, including research days and collaboration events with partners.
* Represent the HDRC project and the university at external events and meetings, acting as an external champion for the project.
* Build and maintain internal relationships across the university in order to connect engagement opportunities; share success and opportunities through internal communications channels.
* Establish strong working relationships with HEI and other partners, including with equivalent post holders in partner universities and co-ordinate engagement as a group of three working with THCVS and the Council role holders to establish ways of working, priorities, and action plans.
* Organise and support the delivery of engagement events and activities linked to the HDRC grant.
* Support the design and delivery of an online interactive platform, working with the LBTH Research Collaboration Unit and LBTH colleagues and engaging external organisations as appropriate.
* Coordinate the university’s input into ethics, oversight, and governance for the HDRC.
* Demonstrate a commitment to equality and diversity and translate this into actions in support of equality and diversity
* Undertake other duties as directed by your line manager.

*The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.*

*This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.*

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Good understanding of best practice in public and community engagement, and collaborative and participatory research
* Good understanding of factors driving health inequalities, particularly in an East London context
* Demonstrable experience managing and developing external partnerships
* Experience of engaging with diverse communities, ideally within Tower Hamlets, with significant knowledge and experience of a variety of engagement methods, their appropriate delivery and feedback to communities
* Ability to identify funding opportunities and support the development of collaborative applications linked to the HDRC priorities
* Excellent written and oral communication skills, including internal and external reporting
* Excellent IT skills, including effective use of spreadsheets, email, word processing and databases (Microsoft Office)

**Desirable**

* Experience of working in or with the Higher Education sector or community sector
* Experience of managing and/or developing content for internal and external communication channels
* Demonstrable experience of successful project management

**COMPETENCIES REQUIRED**

* Proven analytical and problem-solving capability
* Ability to work as part of a dispersed team, working together with others to co-ordinate and maximise activities
* Proven ability to prioritise a varied workload and to meet deadlines with minimal supervision
* Commitment to equality and diversity with the ability to translate that commitment into concrete actions

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Degree, or equivalent qualification, or significant relevant vocational experience

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So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!