



Public Health Project Coordinator (Health Determinants Research Collaboration (HDRC))

Salary: Band: 8 - £35,235 - £37,937 per annum. (pro rata for part time)

Hours : 37 hours per week

(Part time hours will be considered with a minimum of 22.2 hours per week - 0.6FTE - days/hours to be discussed at interview)

Contract : Fixed term opportunity until the 1st of July 2029 due to funding.

What is the role?

You will be responsible for supporting the Programme Manager in the programme and project delivery of PCC's exciting five-year programme as a National Institute for Health Research (NIHR) Health Determinants Research Collaboration (HDRC). The post-holder will be part of the HDRC Programme team, helping to establish the building blocks for effective delivery of research in Portsmouth that addresses health inequalities and embeds community-led research at the heart of the city's approach.

Located in the Civic Offices, Guildhall Square, you will report to the HDRC Programme Manager.

This role involves providing essential project management coordination to the HDRC team and stakeholders, including PCC officers, the University of Portsmouth, and Hive Portsmouth. The role is pivotal in ensuring the successful delivery of a £5m grant, boosting research capacity and capability within the council, and leveraging research findings to inform decisions that impact health and reduce health inequalities.

Key responsibilities include:

- Working with senior managers, Elected Members, and delivery teams to provide administrative and project support to the programme aimed at changing organisational culture.
- Coordinating project activities across HDRC team and partner organisations, providing support, advice, and assistance with a positive, can-do attitude when assisting with tasks.
- Developing strong working relationships with peers and colleagues, including Academics, Community Leads, Research Leads, Project Managers, Contract Officers, Finance, Administration, and Support Officer Staff.
- Maintaining open communication with the project team and stakeholders, optimising team and stakeholder engagement and balancing competing priorities.



- Devising new documents for project tracking, ensuring meticulous documentation and attention to detail.
- Supporting with programme reporting and ensuring compliance with external funder requirements.
- Creating, maintaining and updating project management documents, including schedules, tracking progress, managing tasks, meeting minutes, and organising future meetings.
- Supporting work with national external research agencies, particularly the National Institute for Health and Care Research.

Who is the person?

You will need have:

- Proven experience working as part of a multi-disciplinary team to deliver shared objectives.
- Relevant experience in a local government setting or within a research infrastructure/delivery organisation (including academia).
- Excellent written and verbal communication skills.
- Ability to communicate effectively with team members and stakeholders.
- Experience in preparing and delivering presentations and reports to diverse audiences.
- Exceptional organisational skills, with the ability to manage multiple tasks, prioritise work, and meet deadlines.
- Attention to detail, especially when managing schedules, budgets, and project documentation.
- Comfortable handling confidential project details and sensitive information. This role involves community-led research and projects aimed at improving health inequalities in the city.
- Creativity and innovation, especially in improving processes or finding new ways to tackle challenges.

Qualifications & experience:

- Relevant qualification or significant experience in business support/administration, project management, or event planning.
- Understanding of project management methods and practices.
- Strong skills in Microsoft applications and familiarity with document management systems (e.g., SharePoint, Google Drive).



- Basic understanding of budget management, invoicing, and expense tracking.
- Proven experience working as part of a multi-disciplinary team to deliver shared objectives.
- Relevant experience in a local government setting or within a research infrastructure/delivery organisation (including academia).

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.