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| **University of St Andrews**  **School of Medicine, Child and Adolescent Health Research Unit (CAHRU)**  **HBSC Assistant International Network Coordinator (AINC)**  **Further Particulars for Applicants** |

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| **School of Medicine – Child and Adolescent Health Research Unit (CAHRU)** |

The School of Medicine has a long-standing reputation for embracing and encouraging innovation and for being one of the best places to study medicine in the UK. It is located in purpose-built accommodation on the North Haugh in St Andrews which houses staff offices, research labs, teaching facilities and a café. The School employs about 150 staff, full and part time. The school's primary functions are the conduct of medical research and teaching approximately 460 undergraduate and post graduate students. It has internationally-recognised research programmes and actively promotes cross-disciplinary collaboration, cultivating an innovative research environment. The School is consistently ranked highly in national student satisfaction surveys for the quality of its teaching and research, and the overall student experience. The School is committed to equal opportunities and values all applicants. It has recently been awarded Athena SWAN Bronze accreditation demonstrating its commitment to equality and the advancement and promotion of the careers of women in science. The School fully supports flexible working where this is compatible with the requirements of the role.

**Child and Adolescent Health Research Unit (CAHRU)**

CAHRU is a specialist research unit within the School of Medicine. It’s purpose is to improve our understanding of child and adolescent health in Scotland, and internationally. CAHRU has an important role as the International Coordinating Centre of the [Health Behaviour in School-Aged Children](http://www.hbsc.org) (HBSC), a WHO Collaborative Study. There are currently 14 staff members, in research and support roles at CAHRU. A full listing of past and present projects can be accessed at: <http://www.cahru.org>

**HBSC International Coordinating Centre (ICC)**

The HBSC study is a cross-national study involving 44 countries and regions across Europe and North America and over 350 network members. The study gains insight into the lives of young people; and their health and social determinants during adolescence. The survey is conducted every four years using a common international protocol.

The HBSC ICC is the lead centre in managing the work of the HBSC research network. It is one of two specialist centres which currently support the study and acts as the project management hub for all the Network’s activities. The ICC also coordinates scientific and methodological development, leads external partnerships, and implements activities that create scientific and policy impact for the study. Staff also work closely with the World Health Organisation Collaborating Centre for International Child and Adolescent Health Policy within the School of Medicine.

Currently, there are three full time ICC staff positions: the Assistant International Network Coordinator, Research Communications Officer and Network Officer. In addition, there are two academic staff members: Dr Jo Inchley in her role as International Coordinator (IC), and Dorothy Currie in her roles of Deputy IC and senior survey methodologist. For more information about the HBSC study, visit [www.hbsc.org](http://www.hbsc.org).

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| **Job Description** |

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| Job Title: HBSC Assistant International Network Coordinator (AINC)  School/Unit: School of Medicine  Reporting to: Dr Jo Inchley  Responsible for: HBSC Network Officer, and any other ICC staff as appropriate  Job Family: Managerial, Specialist & Administrative | Working Hours: Full time/36.25 hrs per week  Grade/Salary Range: Grade 6/£31,656 - £37,768 per annum  Reference No: JC1018AD  Start Date: 1 February 2016, or as soon as possible thereafter  Duration of Post: Until 30 June 2019 |

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| **Main Purpose of Role** |

The HBSC Assistant International Network Coordinator (AINC)will be responsible for the coordination of the diverse day-to-day activities of the HBSC Research Network and serve as the primary contact point between the HBSC ICC, the Coordinating Committee, other HBSC specialist centres and the HBSC Network. Project and information management, as well as coordination of network activities are the essential elements of the job.

It will be the main responsibility of the AINC to: monitor and actively contribute to the strategic work of the international HBSC network; provide organisational and practical support for all network activities; coordinate production of project deliverables; answer enquiries; communicate with project partners regularly about the latest project progress and collaboration outcomes; create reports/ presentations/ agendas/ consultation papers for the HBSC network and research partners; convene and oversee meetings; manage administrative staff on the project; contribute to the development of the HBSC members’ and public websites. The post holder will report to the HBSC International Coordinator based within CAHRU at the University of St Andrews School of Medicine. This position provides an excellent opportunity for career development.

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| **Key Duties and Responsibilities** |

1. Monitoring and actively contributing to the strategic work of the international network of researchers in line with objectives, deliverables and future planning of network activities.
2. Working closely with the IC, Deputy IC and HBSC Coordinating Committee to provide project management and organisational support for the activities of the HBSC Study Network.
3. Coordinating short- and long-term projects and production of study deliverables.
4. Organising meetings and events, including liaising with host teams to plan and support biannual network meetings. Attending and ensuring accurate records of activity from internal and external meetings of the Network as well as travelling to project meetings internationally, as needed.
5. Managing the work of the HBSC Network Officer and any additional ICC project assistants where appropriate.
6. Liaising with HBSC Network members and specialist centres to ensure the timely running and completion of work plans and deliverables.
7. Managing the production, delivery and monitoring of documentation in compliance with the HBSC Terms of Reference and HBSC Network rules in an accurate and timely manner.
8. Drafting and editing internal Network communications, agendas, consultation papers and scientific/technical reports, as needed.
9. Responding to membership enquiries from new countries and acting as the first point of contact for membership information on the HBSC Study.
10. Working with the other ICC staff as part of the ICC team and coordinating administrative support for the ICC team.
11. Assisting the IC and Deputy IC in developing and maintaining partnerships at the international level with different stakeholders, for example WHO, WHO Collaborating Centres, SHE Network, OECD, UNICEF and Eurochild, amongst others.
12. Any other tasks appropriate to the post and in line with IC and ICC needs.

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| **Person Specification** |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

| **Criteria** | **Essential** | **Desirable** | **Means of Assessment**  (i.e. application form, interview, test, presentation etc) |
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| Education & Qualifications (*technical, professional, academic qualifications and training required)* | Be educated to degree level, preferably in social sciences, health, management, or international relations. | Post-graduate degree or certificate in management, information management systems or equivalent. | Examination of certificates |
| Experience & Knowledge (*examples of specific experience and knowledge sought*) | Relevant experience in a similar administrative /management role, preferably in the research/scientific, higher education or public health sector.  Facilitating and managing activities of large organisations or networks.  Proven track record in a project management role.  Computer literate with advanced experience in email, word processing and project management software. | Experience of working in an international context.  Experience of managing staff.  Experience of website content management software and systems. | Application / interview |
| Competencies & Skills  (*e.g. effective communication skills, initiative, flexibility, leadership etc*) | Demonstrable skills in planning, prioritising and managing projects and people.  Excellent written and verbal communication skills.  Highly efficient with excellent organisational skills, tenacity and patience for working in a complex international context.  Ability to multi-task and with strong attention to detail.  Excellent time management skills.  The ability to build strong responsive relationships with key internal and external stakeholders.  Proactive and with the ability to work independently with minimal supervision and to strict deadlines. | The ability to work alongside and communicate with diverse groups of people across a wide range of disciplines.  Notable influencing and negotiating skills. | Application / interview  Application / writing sample/ interview |
| Other Attributes/Abilities | Flexible, with the ability to respond to and manage change in a pragmatic and professional way.    Understands how to contribute to, and support, team decision making.  Strategic thinking skills. | Ability to identify innovative and effective working practices. | Application / interview |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information** |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx), however if you are unable to do this, please call +44 (0)1334 462571 for a paper application form.

For all applications, please quote ref: JC1018AD

The University is committed to equality of opportunity.

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Obligations as an Employee** |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

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| **The University & Town** |

Founded in the early 15th century, St Andrews is Scotland’s first university and the third oldest in the English speaking world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, the town of St Andrews was once the centre of the nation’s political and religious life.

Today it is known around the world as the ‘Home of Golf’ and a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than 30% of the local population.

The University of St Andrews is a diverse and international community of over 9000, comprising students and staff of over 100 nationalities. It has 7500 students, 6000 of them undergraduates, and employs approximately 1840 staff - made up of c.700 academic and c.1140 support personnel.

St Andrews has approximately 50,000 living graduates, among them Scottish First Minister Alex Salmond and the novelist Fay Weldon. In the last 90 years, the University has conferred around 1000 honorary degrees; notable recipients include Bob Dylan, Benjamin Franklin, The Dalai Lama, Dame Judi Dench and Jack Nicklaus.

The University is one of Europe’s most research intensive seats of learning. It is the top rated University in Scotland for teaching quality and student satisfaction and among the top rated in the UK for research. The 2008 Research Assessment Exercise judged 94% of the University’s research activity as internationally recognised with over 60% world leading or internationally excellent.

St Andrews is consistently held to be one of the United Kingdom’s top ten universities in university league tables compiled by The Times, The Sunday Times, The Guardian and The Independent Complete University Guide. It has five times been named the top multi-faculty university in the UK in the National Student Survey. The 2011 Times Higher Education World Rankings places the University in the top 100 overall, in the top 25 for Arts and Humanities and in the top 20 for international outlook.

Its international reputation for delivering high quality teaching and research and student satisfaction make it one of the most sought after destinations for prospective students from the UK, Europe and overseas. In 2010 the University received on average 11 applications per place. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

The University is closely integrated with the town. The Main Library, many academic Schools and Service Units are located centrally, while the growth in research-active sciences and medicine has been accommodated at the North Haugh on the western edge of St Andrews.

As part of its 600th anniversary celebrations, launched by graduate Prince William in 2011 and running to 2013, the University is pursuing a varied programme of capital investment, including the refurbishment of its Main Library and a major investment in its collections, a new biomolecular research facility, the refurbishment of the Students’ Union and the development of a wind-farm to offset energy costs.