

## About King's

Please see the link below for supporting information for prospective applicants. This also includes some background information about the university including rankings, research outputs, King's Health Partner Trusts and our current fundraising initiative. [www.kcl.ac.uk/aboutkings](http://www.kcl.ac.uk/aboutkings)

## Job description

<b>Post title</b>	Project Manager, SPHEIR Sierra Leone
<b>Department/Division</b>	King's Centre for Global Health & Health Partnerships Department of Population Health Sciences School of Population Health & Environmental Sciences
<b>Faculty</b>	Faculty of Life Sciences & Medicine
<b>Grade/salary</b>	Grade 6 £33,518 – £34,520
<b>Hours of work</b>	Full time
<b>Period of appointment</b>	Fixed-Term Contract for 3 years
<b>Responsible to</b>	Global Health Partnerships Manager; Country Director, King's Sierra Leone Partnership
<b>Responsible for</b>	Finance Officer
<b>Location</b>	Freetown, Sierra Leone

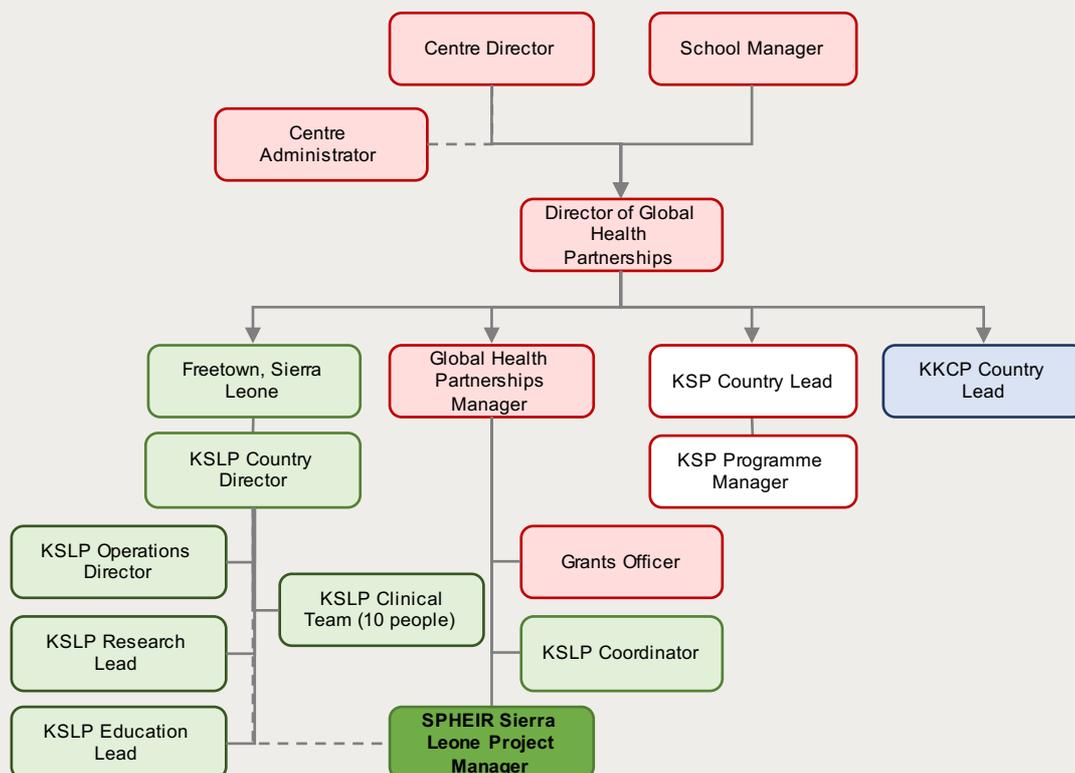
### Role purpose

The SPHEIR Sierra Leone Project Manager is responsible for working with Sierra Leone colleagues to manage the Assuring Quality in Higher Education in Sierra Leone (AQHEd-SL) project, one of the Partnerships funded by the DFID Strategic Partnerships for Higher Education, Innovation and Reform (SPHEIR) programme. The Project Manager will be embedded within a Project Coordinating Unit (PCU) with colleagues from the AQHEd-SL Partnership based in Freetown, Sierra Leone. They will jointly manage this project with a project manager from the University of Sierra Leone. They will work collaboratively with partners to oversee the delivery of the project and its monitoring, evaluation and learning objectives, ensuring that milestones of the project are met and activities are on target. They are expected to spend 50% of their time on project management and 50% on monitoring, evaluation and learning. They will work closely with the King's Global Health Partnerships grant management team in London to manage relationships with the fund manager, and to oversee the finances and reporting of the project.

## Role profile

- Work in collaboration with Sierra Leone partners with regards to all aspects of the AQHed-SL project, managing the implementation of the project to ensure that its strategic goals are achieved in accordance with SPHEIR objectives
- Day-to-day management of the AQHed-SL project, including smooth management of workplans, budgets, reporting and relationship management to ensure that project objectives are met. This will include developing and maintaining tracking project management tools
- Responsible for all King's reporting, including activity & milestones, financial, MEL and others
- Support and capacity building all Sierra Leone partners with their own reporting requirements and supporting the London team to ensure collation and submission of overall AQHed-SL Partnership reports to the SPHEIR fund managers
- Manage relationships within the partnership; build and maintain strong relationships with key stakeholders, including government officials, donors, partner NGOs and partner academic institutions
- Responsible for developing and updating monitoring, evaluation and learning (MEL) systems in line with project needs and donor expectations
- Provide technical support to ensure that MEL systems are effectively implemented by team members across project partners, and lead MEL capacity building
- Work with partners to develop systems for learning to support an adaptive management approach to the project, facilitate the dissemination of learning through effectively communicating with partners, donors and other associate organisations
- Work with other PCU members to support the Project Management Board
- Line manage the AQHed-SL Finance Officer, who will be responsible for supporting financial reporting and partner capacity building in this area
- Responsible for the management of the risk register, including assessment and mitigation of risk
- Travel to visit the London office at least twice a year

## Organisational chart



## About the Assuring Quality in Higher Education in Sierra Leone (AQHEd-SL) Project

Assuring Quality in Higher Education in Sierra Leone will bring together the seven higher education institutions in Sierra Leone with two national and three international partners to develop the culture of quality within higher education. The project is funded by the Strategic Partnerships for Higher Education Innovation and Reform (SPHEIR) fund from the Department for International Development, managed by the British Council, Universities UK and PricewaterhouseCoopers.

The Partnership will create an enabling environment for the introduction and delivery of outcome-based education through three interrelated work packages. Firstly, by developing and instituting a system of stakeholder engagement to improve the relevance of curricula. Secondly, by developing and instituting a quality management system both nationally and within institutions to assure and improve the quality of educational and service delivery. And thirdly, by revising and delivering at least eight new curricula across four clusters of subjects. Overall, the project will begin the transformation of the higher education and support the development of the wider economy.

## About the Faculty

Please see the link below for supporting information for prospective applicants. This also includes some background information about the Faculty including rankings, research outputs, and the King's Health Partner Trusts.

<http://www.kcl.ac.uk/lsm/index.aspx>

## About the School of Population Health and Environmental Sciences

The School of Population Health and Environmental Sciences provides the focus for population and environmental health research, education and training within the Faculty of Life Sciences and Medicine, with the overall aim of improving the care and outcomes of patients and populations. The School comprises of 300 staff and PhD students, located on the Guy's, Waterloo and Denmark Hill campuses, with clinical and non-clinical research and educational expertise across three Departments and one Centre: **Public Health and Primary Care; Physiotherapy and Rehabilitation; Analytical, Environmental and Forensic Sciences;** and **Global Health and Health Partnerships.**

The School's research is multidisciplinary. There is a key focus on development of methods and their application to identify and evaluate innovative ways of preventing disease and improving health and wellbeing. Our national and international research interests include: developing and implementing methods to evaluate the complexity of system changes in health and social care; long-term conditions and multiple morbidities (e.g. stroke, diabetes, obesity, links between mental and physical health); trials and complex interventions in specific diseases/ long term conditions/ prevention; inequalities and ethnicity; behaviour change /risk communication; implementation sciences; and global health (specifically global surgery, health partnerships and health in post conflict situations).

The School is integrated with major National Institute for Health Research (NIHR) infrastructures. The School leads the **data analytics cluster** within the NIHR Biomedical Research Centre (BRC) at Guy's & St Thomas' NHS Foundation Trust and the Stroke and Public Health themes within the **NIHR Collaboration for Leadership in Applied Health Research and Care (CLAHRC) South London**. The School hosts the **NIHR Research Design Service London**, the **NIHR Clinical Research Network National Speciality Hub**, and jointly hosts the **NIHR Health Protection Research Unit in Health Impact of Environmental Hazards** and the **Medical Research Council-Public Health England Centre for Environment and Health** with Imperial College London. We also have collaborations across primary and secondary care and local and national government as well as other Faculties in the University, including integration with the King's Clinical Trials Unit.

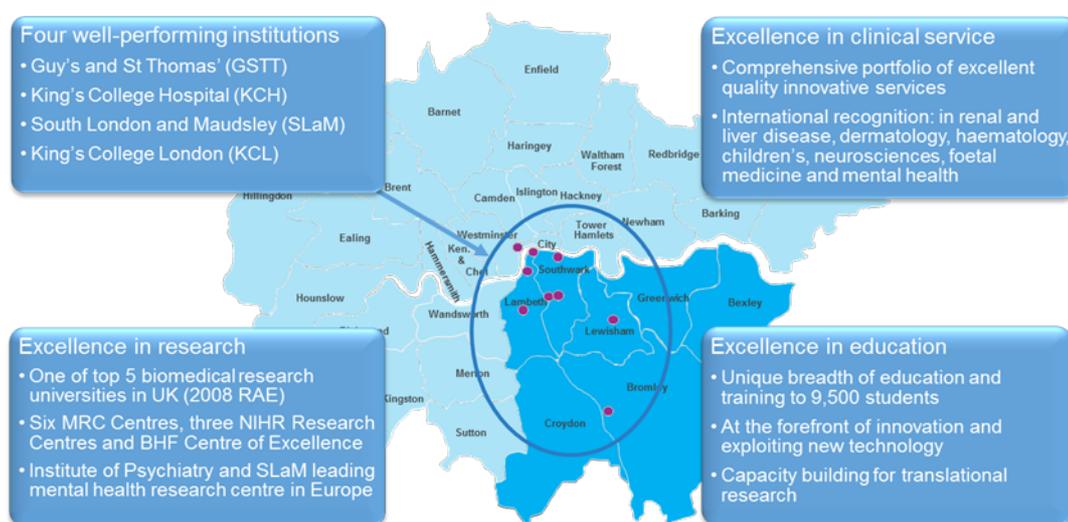
The School is integral to the development and delivery of undergraduate medical education (**MBBS programme**), where we teach around 20% of the curriculum and lead on the community-based teaching elements. We also run a **Physiotherapy BSc** and an **intercalated BSc in Global Health**. We run a number of postgraduate programmes including **Public Health**, Physiotherapy (**pre-registration** and

advanced), **Global Health, Analytical Toxicology, Biomedical & Molecular Science Research, Forensic Science, Global Air Quality: Management & Science**, in addition to a fully **online MSc in Public Health** with pathways in Global Health and Mental Health.

In London, our **Environmental Research Group** works closely with the Greater London Authority and Transport for London and our London Air Quality Network involves partnerships with most London Boroughs. **King's Forensics** takes an integrated approach to forensic investigation; research and teaching with its two forensic laboratories (drugs and DNA); research in collaboration with nation and worldwide forensic stakeholders and two highly acclaimed postgraduate taught programmes.

Internationally, the School continues to develop education, research and capacity-building programmes in low and middle income countries through our **Global Health Partnerships**, part of the wider King's Health Partners Global Health initiative. We have three active partnerships in **Sierra Leone, Somaliland** and the Democratic Republic of Congo. We also have partnerships with Peking University and Peking University Health Sciences Centre in China.

### King's Health Partners and King's College London



King's College London staff are dedicated to the advancement of knowledge and learning, in the service of society. We are a multi-faculty institution, providing high-quality teaching, research and innovation across the sciences, humanities, medicine, law, dentistry, and social sciences. As a member of the Russell Group, an association of leading UK research-intensive universities, we are committed to maintaining the highest standards in research and education. King's is the largest centre for the education of healthcare professionals in Europe, and is home to five Medical Research Council Centres spread across its three teaching hospitals.

King's is one of the top 20 universities in the world (2014/15 QS World University Rankings). We are the fourth oldest university in England and based in the heart of London, King's has more than 26,000 students from nearly 140 countries, and more than 7,000 employees.

The UK higher education funding bodies allocate about £2 billion per year of research funding to UK universities, based on the quality and volume of each university's research. The results of the 2014 Research Excellence Framework (REF) have confirmed King's College London as a world-leading research university.

King's Health Partners, one of six Academic Health Sciences Centres (AHSC) in England, brings together three of the country's leading NHS foundation trusts, Guy's and St Thomas', King's College Hospital and South London and Maudsley, with a world-class university, King's College London

Our partnership has over 36,000 staff and more than 25,000 students. Together, we provide 4.2million patient contacts each year and have an annual turnover of £3.2billion. Our university partner, King's College London, is ranked in the top 20 universities of the world and having a world-class university at the heart of

our partnership means we are able to attract the best clinicians and scientists from across the globe to deliver research, education and clinical services.

The breadth of our collaboration, coupled with our strength in mental and physical health and the rich diversity of the population we serve, mean we are uniquely placed to lead innovation in clinical practice and improve outcomes for our patients. Our reach as an AHSC enables us to provide system leadership across the healthcare economy of southeast London and beyond.

The King's Global Health programme aims to take our science, education and clinical practice learning across the globe to enable sustainable health systems, productive education and science programmes in developing communities.

## Person specification

### Working in Sierra Leone

This appointment will be made in Sierra Leone. Whilst the successful applicant may well have worked in a developing country before, moving to a new country can be difficult. To support this, King's Global Health Partnerships will provide new recruits with advice and support prior to their move and during their time there. The overall package will include:

- All necessary visas and permits, including relevant multi-entry visas, work and residency permits
- Comprehensive health and travel insurance, including all travel health costs
- Flights from successful applicant's home country at the beginning and end of the contract
- 1 rest + relaxation flight to the UK or equivalent per 5 months employed
- Up to \$100 mobile phone credit per month
- Administrative help in renting accommodation a paying appropriate local taxes if required

Criteria	Essential	Desirable	How identified and assessed*
*For 'How identified and assessed' use: <b>AP</b> - application, <b>AS</b> - assessment, <b>I</b> - interview, <b>P</b> - presentation, <b>R</b> - references			
<b>Education / qualification and training</b>			
Undergraduate degree	X		AP
Postgraduate degree, preferably in a relevant discipline		X	AP
Training and a qualification in monitoring, evaluation and learning in an international development context		X	AP, I
<b>Knowledge / skills</b>			
Skills in collecting, analysing, interpreting qualitative and quantitative data	X		AP, I
Knowledge of higher education systems and development		X	AP, I
<b>Experience</b>			
Operational management, including report writing and financial management	X		AP, I

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified and assessed*</b>
*For 'How identified and assessed' use: <b>AP</b> - application, <b>AS</b> - assessment, <b>I</b> - interview, <b>P</b> - presentation, <b>R</b> - references			
Monitoring and evaluation in an international development context	X		AP, I
Liaising and networking with and influencing high level stakeholders, including donors and government personnel in sub-Saharan Africa	X		AP, I
In a role of which project management is/was the main component	X		AP, I
In a role of which MEL is/was a key component	X		AP, I
Demonstrable experience of managing international development programmes with an emphasis on higher education		X	AP, I
<b>Personal characteristics/other requirements</b>			
Excellent interpersonal and intercultural skills and an ability to interact professionally with donors, project stakeholders, in-country collaborators and staff at all levels of the organisation	X		AP, I
Skilled at multitasking and prioritising, working independently with minimal supervision, leading and designing projects autonomously	X		AP, I
Team player and relationship builder	X		AP, I
Flexible and adaptable: willing work irregular hours in accordance with the needs of the role	X		AP, I
<b>Role specific requirements</b>			
Willingness to work in Sierra Leon	X		AP

## Occupational Health Clearance

As part of our pre-employment checks the successful applicant will be sent a 'Health and Capability Declaration Form' and if they declare that they do have a health condition or disability that may require accommodation measures so that they are able to carry out their work comfortably and efficiently, they will be sent an Occupational Health Questionnaire to determine whether any reasonable accommodation measures are required for the candidate to take up the post.

## Disclosure and Barring Service Clearance (DBS formerly CRB)

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the university will be required to apply for an enhanced disclosure (a criminal records check) from the Disclosure & Barring Service in relation to the successful candidate.

<b>Level of DBS Clearance required - indicate all applicable aspects:</b>			
Carrying out regulated activities <sup>1</sup> :	No	No Regulated Activity but contact with vulnerable groups <sup>2</sup> :	No
No Regulated Activity but deemed a position of trust <sup>3</sup> :	Yes	Situated in a Regulated Environment ie. NHS premises <sup>4</sup> :	No
<ol style="list-style-type: none"> <li>The scope of Regulated Activity for work with children and young people is defined under the age of 18 years old. An adult is not considered to be vulnerable due to any personal characteristic: however, an adult may be regarded as vulnerable due to particular circumstances at a particular time, for example when they are receiving treatment in a hospital.</li> <li>Contact with vulnerable groups must meet the frequency threshold of 4 days in a 30 day period.</li> <li>A position of trust is any post that requires authorisation for restricted access to confidential data (not including anonymised patient data), premises or currency.</li> <li>KCL buildings do not qualify as regulated environments and only our partner NHS Trust sites qualify as regulated environments.</li> </ol>			

Further information about the Disclosure scheme can be found at: [www.gov.uk/db](http://www.gov.uk/db)s

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for university staff applying internally for a vacancy.

## Occupational Health Clearance

(OH required for the post) This appointment is subject to Occupational Health clearance. The successful applicant will be sent an Occupational Health Questionnaire along with their contract of employment. When the Occupational Health Department at King's College Hospital have evaluated the questionnaire and declared that they are fit for appointment, your appointment start date will be formally confirmed.

<b>Specific aspects - indicate frequency D (daily), W (weekly), M (monthly) where applicable:</b>			
Intensive Display Screen Equipment work (eg data entry or digital microscopy) <sup>1</sup> :	None	Direct patient contact involving exposure prone procedures (EPP) <sup>2</sup> :	None
Heavy manual handling <sup>1</sup> :	None	Direct patient contact, no EPP <sup>2</sup>	None
Highly repetitive tasks (eg pipetting or re-shelving books) <sup>1</sup> :	None	Work with patient specimens (eg blood or tissue samples) <sup>2</sup> :	None
Shift work, night work or call-out duties <sup>2</sup> :	None	Work with GM organisms or biological agents that may pose a hazard to human health <sup>2</sup> :	None
Work involving risk of exposure to environmental or human pathogens (eg in waste streams or soils) <sup>2</sup>	None	Hazards which require health surveillance eg respiratory sensitisers (allergens, substances with risk phrase R42, wood dust etc) or loud noise <sup>2</sup>	None
Driving vehicles on university business <sup>2</sup> :	None	Food handling or preparation <sup>2</sup> :	None

Work at height (eg ladders, scaffolds etc)<sup>1</sup>

None

Work in confined spaces (eg sump rooms, etc)<sup>1</sup>

None

1. These hazards do not require health assessment but may require advice from OH if a successful candidate declares a disability or health condition in the Health & Capability Declaration.
2. These hazards automatically require the successful candidate to undergo employment health assessment to identify any necessary health surveillance, recommended vaccinations or other risk control measures. The Occupational Health option must be checked on the SRAF or the Employment Checks page in the e-Recruitment system.

# Summary of Terms and Conditions of Service

This appointment is made under the King's College London Terms and Conditions of Service for Professional Services staff a copy of which is available from the Recruitment Team upon request.

## Probation

Six Months

## Annual leave

27 working days per annum pro rata (please note the annual leave year runs from January-December) bank holidays and customary closure days in are in addition to the annual leave entitlement. Staff receive four additional customary closure days in December. Notification as to how these days are taken is circulated at the start of the academic year.

## Superannuation

This appointment is superannuable under the USS [www.uss.co.uk](http://www.uss.co.uk) pension scheme. In accordance with recent legislation, we automatically enrol our staff in a pension scheme if they meet certain age and earning criteria. This is known as auto-enrolment. The university collects pension contributions via a salary sacrifice method called *PensionsPlus*. These deductions are made before the calculation of tax and national insurance is calculated; therefore reducing the amount you pay.

Staff already superannuated under the NHS Superannuation Scheme may opt to remain in that scheme provided an application to do so is received by the NHS scheme trustees within three months of appointment to King's College London. Please note that NHS Superannuation Scheme: Medical Schools are classed as "Direction Employers" and some benefits of the NHS Scheme are not available to Direction members.

Alternatively staff may opt to take out a personal pension. Please note that the university does not provide an employer's contribution towards a private pension plan.

## Staff benefits

King's College London offers a wide range of staff benefits. For the full comprehensive list of staff benefits please refer to our website: [www.kcl.ac.uk/hr/staffbenefits](http://www.kcl.ac.uk/hr/staffbenefits)

## Equal opportunities

King's College London recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the university's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all university members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To foster good relations between individuals from different groups and tackle prejudice and promote understanding.

King's has been a member of the Athena SWAN Charter since 2007 and gained its Bronze institutional award in 2008. Our award was successfully renewed in September 2013 for a further three years. The Athena SWAN agenda forms part of a wider suite of diversity and inclusion work streams. Working with the Charter is helping King's to identify best practice for the working environment of all staff working in science disciplines.

# Applying for the post

At the bottom of the HireWire advert you will be directed to download and complete the required application form. Please then upload your application form via your profile into the HireWire system.

We will not accept curriculum vitae in isolation and you must complete the required application form for your application to be considered.

## **Applicants with disabilities**

King's College London is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the Recruitment Coordinator responsible for the administration of the post on [recruitmentteam16@kcl.ac.uk](mailto:recruitmentteam16@kcl.ac.uk)