



UK Health  
Security  
Agency

# International Health Regulations Strengthening Programme Manager

<b>Group</b>	Health Protection Operations
<b>Accountable to</b>	IHR Project Lead
<b>Division/Directorate</b>	Global Operations
<b>Pay band</b>	Grade 6
<b>Base/location</b>	Nobel House, London
<b>Hours per week</b>	37.5 (flexible working arrangements will be considered)
<b>Job type</b>	Fixed Term Contract (Until March 2025)
<b>On call required</b>	N/A
<b>Security level</b>	Standard

## INTRODUCTION

At the United Kingdom Health Security Agency (UKHSA) our mission is to provide health security for the nation by protecting from infectious disease and external hazards. We are a trusted source of advice to government and to the public, focusing on reducing inequalities in the way different communities experience and are impacted by infectious disease, environmental hazards, and other threats to health.

Our mission is challenging, innovative and in the spotlight. We will work to ensure our people have the diverse skills, experiences and backgrounds we need to thrive, that our employees are representative of the communities we serve and feel valued and enabled to play their part in delivering our work. Creating our working culture is an ongoing process which we are developing by listening and learning together, hearing and acting upon diverse voices and opinions to develop a common sense of identity and effective ways of working.

## Global Operations

This post is located within UKHSA's Global Operations division, led by the Director of Global Operations. The Global Operations division supports the delivery of UKHSA's Global Health Strategy. It provides a corporate service to UKHSA supporting the oversight, coordination and delivery of PHE's UKHSA's international activity and working with UK government departments and other UK partners to build and strengthen international public health links. The division also maintains its own extensive portfolio of global health programmes and projects, focusing on capacity building and health system strengthening in partner countries.

## JOB SUMMARY

We are seeking individuals with both public health knowledge and international relations capability, able to demonstrate both UKHSA's and Civil Services competencies and ways of working.

The IHR Strengthening project has grown exponentially over the last 2 years and as such the post-holder work alongside an existing program manager and use their existing programme management, global health

and public health technical skills to work together to coordinate and facilitate the International Health Regulations Strengthening project.

The IHR strengthening project is an Official Development Assistance (ODA) funded project designed to improve IHR capability in selected countries and regions. The project's initial implementation phase (2017-2021) has been extended until 2025, with medium and long-term activities taking place through partnerships with National Public Health Institutes (NPHIs) in several countries in Africa and Asia. The IHR project also works with organisations such as Africa Centre for Disease Control (Africa CDC), Eastern Mediterranean Public Health Network to support regional networks of effective public health institutions, leading to an integrated public health approach across the continent.

The post-holder will be an experienced project/programme manager, with demonstrable international experience, responsible for driving delivery of the programme in liaison with the current programme manager, the rest of the Senior Leadership team for the project and the project managers. They will be expected to strategically and operationally lead the project management team alongside the current programme manager, undertaking regular monitoring and reporting of progress and procurement/contract management where required. In addition, they will ensure accurate financial management and forecasting. The role will ensure that UKHSA's technical and monitoring and evaluation input is provided to the project, supporting the implementation of project objectives.

The post-holder will require the ability to be able to work in a complex and changing environment. The post will be based at Nobel House (initially hybrid working) but will involve some short-term international travel (typically less than two weeks at a time) to partner countries.

The post-holder will line manage a programme support team and work closely with the programme's technical leads and the current programme manager and report to the Head of the project.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Programme Management**

1. Support the identification of UKHSA and cross-HMG resources, skills, links and current engagement that can be leveraged for this project
2. In collaboration with the project leadership, report and provide briefings to UKHSA corporate board as necessary and external stakeholders/sponsors such as DHSC and the FCDO, team.
3. Ensure accurate and timely programme reporting, synthesising the information to report to the governance structures of the project and funding bodies as required, and – as part of the IHR project SLT - to regularly update the Senior Management Team, DHSC and FCDO.
4. Contribute to the IHR Project monitoring and evaluation work.
5. In collaboration with project leadership team and country leads, ensure that workstreams within the project are delivered on time and to quality standards and that robust review and feedback mechanisms are in place to monitor the delivery of the project
6. Ensure regular assessment of risks for IHR project working at both strategic and operational levels, and that there are effective processes in place for surge capacity and mitigation
7. Assist in the preparation and delivery of high level ministerial and executive briefings on the implementation of the project as required
8. Along with the other program manager take responsibility for overall project performance monitoring and use of resources and initiate corrective action where necessary
9. Line management of IHR Project support team and other staff as appropriate, ensuring staff are working to defined objectives and are adequately supported in their roles
10. Demonstrate excellent leadership qualities and values in both day-to-day operations and in more challenging situations. Cascade a clear vision and translate this into delivery objectives for the team, so that they are both inspired and empowered to deliver.

**Culture and Behaviour**

1. Support the IHR project leadership team to embed the UKHSA values (Impactful, Insightful, Inclusive) across the project to create an impact for change culture establishing shared ownership with respect to dignity and kindness at work.
2. For all areas of work, implement metrics and KPIs to routinely report measures of improvement to the IHR project SLT, project board, Health Protection Operations and DHSC.

**Business Management and Operations**

1. Working with the IHR project Managers, Head of Global Health Operations, responsible for ensuring adherence to HR, budget and procurement processes, and the timely and effective spending of project funds that represent good value for money
2. Foster an enabling and empowering culture for staff that supports their learning and development and maximises their opportunities for career progression

**PROFESSIONAL DEVELOPMENT**

Identify, discuss and action own professional performance and training / development needs with your line manager through appraisal / individual development plan. Attending internal / external training events To participate in all mandatory training as required, i.e. fire safety, information governance and all other mandatory training.

**Other**

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

**KEY WORKING RELATIONSHIPS**

The post holder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to UKHSA. This will include;

Internal	External
<ul style="list-style-type: none"> <li>• Part of the IHR Project Senior Leadership team</li> <li>• UKHSA staff deploying to the Africa or Asia regions as part of the IHR project.</li> <li>• Global Operations Programmes Team (Head of Programmes and Programme leads)</li> <li>• IHR Project Subject Matter Expert Groups</li> <li>• Global Ops Operations Team</li> <li>• Director of Global Public Health</li> <li>• Regular contact with administrators, consultants, scientists, senior managers, and directors.</li> </ul>	<ul style="list-style-type: none"> <li>• Department of Health and Social Care</li> <li>• Foreign Commonwealth and Development Office (FCDO)</li> <li>• World Health Organization, HQ, Country and Regional Offices</li> <li>• Africa CDC HQ</li> <li>• Other relevant stakeholders within the IHR Project</li> <li>• International Association of National Public Health Institutes (IANPHI)</li> <li>• Ministries of Health and Public Health Organisations of partner countries</li> </ul>

- Non-governmental organisations and academia

## Person specification

**Assessment will take place with reference to the following information**

A - Application	I - Interview	C – Proof of qualification / membership of professional body	T - Test	
<b>Description</b>		Essential	Desirable	Assessment
<b>Qualifications</b>				
Educated to level 7 (postgraduate) in a relevant subject or equivalent level of knowledge and experience of working at a senior level in a related specialist area		√		A/I/C
Successfully completed a recognised project and/or programme management course			√	A/I/C
<b>Knowledge and experience</b>				
Experience working in health projects or programmes at senior level and strong project coordination and management experience in an international context		√		A/I
Must be able to prioritise own work effectively and be able to direct activities of others. Experience of managing and motivating a team and reviewing performance of the individuals		√		A/I
Experience of effective communication with a range of stakeholders that demonstrates leadership and decision making		√		A/I
Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines		√		A/I
Understanding of global health issues, including the health challenges of LMICs and international health architecture knowledge, especially the International Health Regulations		√		A/I
Previously budget management experience, including budget setting and working knowledge of financial processes		√		A/I
<b>Skills / capabilities/ behaviors</b>				
Ability to manage multiple business opportunities, allocating tasks as appropriate, identifying risks, issues and dependencies, and implementing best practice		√		A/I
Ability to work across a wide range of stakeholders at senior level with strong relationship building, influencing, negotiating & interpersonal skills, including on operational issues as well as broader public health and global health security issues		√		A/I
Presentation skills (verbal and written) to a high standard in a range of settings, suitable for presentations to corporate boards, CMO's and health ministers		√		A/I

Ability to discretely provide and receive highly complex, sensitive and contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups		√	A/I
<b>Equality and diversity</b>			
An understanding of and commitment to equality of opportunity and good working relationships.		√	I

## ADDITIONAL INFORMATION

In addition to the job specific requirements above this role will require adherence to the following:

### Performance Development and Appraisal

All employees are required to partake in a monthly and quarterly review of their work. The process is described here: [Personal development - Performance development and appraisals \(ukhsa.gov.uk\)](https://www.ukhsa.gov.uk/personal-development-performance-development-and-appraisals)

### Code of conduct and revalidation process for professionally qualified employee groups

All employees are required to work in accordance with their professional group's code of conduct and revalidation process as appropriate and relevant to their role (e.g. NMC, GMC, Department of Health Code of Conduct for Senior Managers, CIPD, etc).

### Information governance

UKHSA processes (collects, uses and shares) large volumes of data and information of different types and forms, including personal data about identifiable individuals.

Information governance (IG) is about managing the risks to the confidentiality, integrity and availability of all this data and information.

UKHSA data and information must be managed in accordance with the requirements of data protection and related law, and best practice standards and guidance. As an employee, you are responsible for:

- 1) Protecting the confidentiality of UKHSA data and information by:
  - Complying with the Data Protection Act 2018 (incorporating the General Data Protection Regulation).
  - Complying with the common law duty of confidentiality, the Caldicott Principles and the NHS Code of Practice on Confidentiality when processing personal data.
  - Complying with the policies, procedures and guidance in place to protect the confidentiality of UKHSA data and information, for example by:
    - only accessing the UKHSA data and information you have approval to use for your role, and not sharing this access to UKHSA data and information with anyone else.
    - not attempting to circumvent the managerial, procedural and technical security controls in place to protect UKHSA data and information.
    - not processing UKHSA personal data outside UKHSA office sites without approval.

- 2) Complying with the policies, procedures and guidance in place to protect the integrity (in other words, the accuracy and completeness) of UKHSA data and information, for example by:
  - only altering UKHSA data and information if you have approval to do so as part of your role.
  
- 3) Complying with the policies, procedures and guidance in place to protect the availability of UKHSA data and information, for example by:
  - Complying with the policies, procedures and guidance on the secure and acceptable use of UKHSA ICT systems and equipment.
  
- 4) Complying with the law and UKHSA policies, procedures and guidance on the management of records, including the proper use of the Government Security Classifications.
  
- 5) Reporting incidents affecting the confidentiality, integrity and availability UKHSA data and information, for example, unauthorised access to UKHSA data and information, or the loss or compromise of UKHSA ICT systems or equipment.
  
- 6) Completing the annual information governance training appropriate to your role

UKHSA reserves the right to monitor your access to UKHSA data and information, including your use of UKHSA ICT systems and equipment, in order to assure your compliance with data protection and related law, and with the UKHSA policies, procedures and guidance in place to support this.

Failure to comply with these requirements may result in disciplinary action being taken, and sanctions being applied up to and including your dismissal.

You are personally accountable for deliberate or avoidable data protection breaches. Failure to comply with the Data Protection Act 2018 may result in you being reported by UKHSA to the Information Commissioner's Office, which may lead to criminal prosecution.

### **Conflict of interests**

UKHSA employees must not use their official position, or any information obtained through their role in UKHSA to further their private interests or the interests of others. This means any circumstances where there is, or could be perceived to be, a conflict of interest between the individual's role in UKHSA and any other business or private capacity interests that they are involved with, where the other interests could influence how an individual carries out their role.

In accordance with UKHSA [Code of Conduct Policy](#), and based on the requirements set out in the [Civil Service Code](#), the [Civil Service Management Code](#), you must declare all Outside Interests, both before commencing in-post and within ten working days of any addition or change. Outside interests, be they business, hobby or trade, must not compromise or conflict with the appointment and role in UKHSA.

A key test of whether an Outside Interest could be perceived to be a conflict of interest is where there

is a risk that a fair-minded outside observer, acting reasonably, would conclude that there is a real possibility of bias.

A Conflict of Interest Declaration Form must be completed when joining the department and If there is the possibility of a conflict of interest whilst in-post. You must also inform your Line Manager whenever you make a declaration/register an interest.

In addition, the Policy requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public or voluntary organisation) or in any activity which may compete for any contract to supply goods or services to UKHSA. You must register such interests with UKHSA, either on appointment or within ten working days of whenever such interests are acquired.

You should not engage in these activities or outside employment without the written consent of UKHSA, which will not be withheld unreasonably. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interests and your UKHSA duties and that these do not bring, or potentially bring, UKHSA into disrepute.

## **Diversity**

An important part of our mission at the UKHSA is to help reduce health inequalities across the UK. The Covid-19 pandemic highlighted how certain groups are impacted negatively by health inequality, and we want to ensure we learn from these challenges. To do that effectively we need to continue building a talented workforce that represents the diversity of our population. Our ethos is to be an inclusive organisation for all our employees and stakeholders, where differences drive innovative solutions to meet the needs of our workforce and wider communities. This in turn produces more accountable and trusted public services and better decisions; better because they are more attuned to the needs and interests of all our communities, helping to address inequality. We are committed to ensuring our culture and ways of working allow all of our people to thrive at work.

## **Emergency Response**

Given the nature of the work of UKHSA, as a Category 1 responder, you may be required in an emergency, if deemed a necessity, to redeploy to another role at short notice. You may also be required to work at any other location, within reasonable travelling distance of your permanent home address, in line with the provisions set out in your contract of employment.

## **Health and safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for service users, employees and visitors.

Centre / divisional directors - are responsible for coordinating health and safety activities in their centres / divisions and will determine the necessary management structure and arrangements.

Directors will ensure that their actions and decisions at work reinforce the requirements of UKHSA's health and safety policy and arrangements.

Managers - are responsible for implementing the organisation's health and safety policies and arrangements and for ensuring that risk assessments, safe systems of work, control measures and employee training are

up to date and effective. Managers will inspect premises, ensure accidents and incidents are reported/investigated and assist in auditing health and safety management arrangements.

All employees must comply with any health and safety training: report all accidents, incidents, illnesses and untoward occurrences to line management without undue delay and must not interfere with or misuse anything provided in the interest of the health, safety and welfare of other employees.

### **Risk management**

All employees have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### **Safeguarding Children and Vulnerable Adults and Disclosure and Barring Service (DBS) (If applicable)**

If the post holder is required to have contact with vulnerable adults or persons under the age of 18 then the post holder will be subject to a criminal record check from the Disclosure and Barring Service prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable. All employees must be familiar with and adhere to the UKHSA child protection and safeguarding adult and children policies and procedures. Employees must comply with all statutory legislation and guidance relating to safeguarding children and vulnerable adults. All employees are required to attend child protection and safeguarding adult's awareness training, additional training and supervision regarding child protection relevant to their position and role.