

Post Details		Last Updated: 09/06/2025	
Faculty/Administrative/Service Department	Faculty of Health and Medical Sciences		
Job Title	Project Coordinator – Wessex One Health Doctoral Programme		
Job Family	Professional Services	Job Level	3
Responsible to	Programme Director, Wessex One Health		
Responsible for (Staff)	N/A		

Job Purpose Statement

This role will support management and delivery of the Wessex One Health (WOH) Doctoral Programme which aims to train PhD students in innovative and interdisciplinary approaches to address threats such as emerging infections, vector-borne diseases and antimicrobial resistance. The post holder will be a key member of the management committee for this project and will work in close collaboration with the programme lead, ensuring deadlines are met.

The post holder will manage and support key strategic relationships with external partner institutions and organisations, providing a point of contact for internal and external stakeholders to ensure successful delivery of this programme. This will include managing payments to partners and managing the flexible fund.

This post will support on engagement, organising the annual cycle of WOH events, interviews, training and cohort building and updating the WOH website. This position requires keen attention to detail with a focus on record keeping on WOH applicants, students, and graduates, supporting the development of PhD students through their WOH experience.

Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)

- Partnership Development, co-ordination and management:** Develop, manage and maintain effective working relationships, acting as a key point of contact with WOH partner administrators, students, supervisors, placement providers and industrial partners. Organise training events and cohort building activities. Work in close collaboration with the Studentships Finance team and Admissions team.
- Partnership Event Coordination and Delivery Support:** Organise the annual cycle of WOH events (virtual and in-person); welcome week, research celebration, project call, recruitment, interviews and student selection meetings, and undertake associated administrative tasks.
- Communication and Marketing:** Ensure the WOH website is up-to-date collaborating with the communication, marketing and recruitment teams to ensure engaging content.
- Funding and Payments:** Manage the WOH flexible fund and ensure prompt transfer of funds to partners for studentship stipends, research and other associated costs.
- Data Entry and Reporting:** Ensure timely, accurate and compliant data capture of WOH students. Maintain records of progress and achievements, career progression/destination, keep records of complaints/resolutions and seek feedback from applicants on the recruitment process. Capture and report on anonymised EDI data.
- Equality, Diversity and Inclusion (EDI):** Work with the EDI lead on day-to-day operational issues to ensure adoption of best practice.

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager or senior Faculty members.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- Workload will be determined by the Programme Director (WOH)) as well as being informed by external requirements from partner institutions/organisations. It will be necessary for the post holder to operate proactively and in an independent manner to organise and prioritise their own work and support the Faculty to deliver this partnership and day-to-day operations professionally.
- The post holder needs to be able to prioritise activities effectively to meet the project deadlines and to be comfortable balancing competing demands in a fast-paced environment.

Problem Solving and Decision Making

- While the role holder will be guided by established process and precedents, they will be expected to use initiative, experience and judgement to resolve day-to-day issues while suggesting options and making recommendations in order to address more complex problems. Where resolution is not straightforward, they should refer the matter to a senior member of the team.

Continuous Improvement

- The role holder will be expected to continuously assess current processes and have scope to make recommendations to improve processes and data and information management to enhance efficiencies, monitoring, and strategic value to partnerships activities within the Faculty.
- The role holder will be expected to build effective working relationships with colleagues across relevant professional services and academic Schools and to liaise effectively to resolve problems, improve process, and develop a joined-up approach where appropriate.
- To be effective in the role, the post holder will be expected to keep skills up-to-date and build knowledge of the aims of the WOH programme from senior colleagues.

Accountability

- The role holder will be expected to comply with standard University policies and procedure and will be responsible for the delivery of a quality, professional service at all times, making decisions and allocating resources to maximise service quality, efficiency and continuity. There is an expectation that work will be delivered to agreed deadlines and standards, and that the role-holder will deploy their own judgement to escalate issues promptly and appropriately.

Dimensions of the role

- The role has no direct reports but will be working collaboratively within the Faculty professional services team.

- The role will work closely with WOH Programme Director and will be expected to support interdisciplinary and cross-School working.

Supplementary Information

- This role will be predominantly based on the Stag Hill campus but may also require the post holder to travel to the Manor Park campus on occasion for Faculty or University-wide events. Hybrid working patterns can be considered, but a minimum of three days are expected on site.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

HNC, A level, NVQ 3, HND level or equivalent with a number of years' relevant experience

Or:

Broad vocational experience acquired through a combination of job-related vocational training and considerable on-the-job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles

E

Technical Competencies (Experience and Knowledge)

**Essential/
Desirable**

**Level
1-3**

Proven project coordination and problem-solving capability.

E

2

Excellent organisational skills with the ability to work to tight deadlines and to manage and prioritise multiple tasks effectively, while maintaining attention to detail.

E

3

Proven outstanding customer service/interpersonal skills with the ability to confidently and effectively manage customer relationships across multiple levels of seniority.

E

2

Excellent IT skills and familiarity with databases .

E

2

Accuracy and attention to detail.

E

3

Experience working in higher education or related sector.

D

n/a

Special Requirements:

**Essential/
Desirable**

Will be required to be present on site (Surrey) 3 days per week.

E

Core Competencies

**Level
1-3**

Communication

3

Adaptability / Flexibility

2

Customer/Client service and support

3

Planning and Organising

2

Continuous Improvement

2

Problem Solving and Decision Making Skills

2

Managing and Developing Performance

n/a

Creative and Analytical Thinking

2

Influencing, Persuasion and Negotiation Skill

2

Strategic Thinking and Leadership

n/a

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

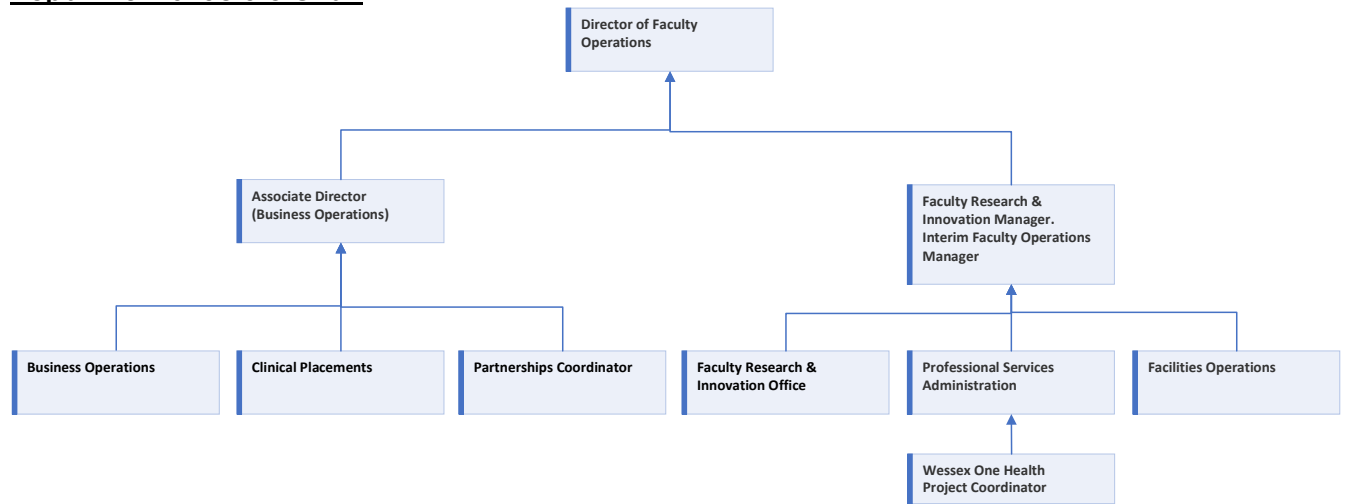
The Wessex One Health (WOH) Doctoral Landscape Award (DLA) is a BBSRC funded doctoral training programme which will train PhD students from October 2025 in the area of Infection Biosciences. WOH is led by University of Surrey in partnership with University of Sussex, University of Exeter, The Pirbright Institute, Animal and Plant Health Agency, UK Health Security Agency and Defence Science and Technology Laboratory. Students will primarily undertake their own research projects across the partner locations, but will also receive cohort training in a range of specialist and transferable skills. As part of their PhD, students will also go on 3-month placement across a range of providers to experience work outside a research laboratory. In this way, WOH aims to deliver highly trained professionals equipped for a range of careers including government, industry and academia.

The Faculty of Health & Medical Sciences is one of three Faculties at the University of Surrey and consists of five schools; Schools of Biosciences, Health Sciences, Medicine, Psychology, and Veterinary Medicine. It provides a high-quality teaching and research environment, currently employing over 500 academic staff with over 6,000 students, studying at varying levels from Foundation, Undergraduate to Postgraduate. The Faculty delivers interdisciplinary research and teaching in both human and animal health under its overarching One Health, One Medicine ethos. The Faculty welcomed its first cohort of Medical students to the new School of Medicine in September 2024.

Our world-class research, learning and teaching capabilities are enabled and enhanced by focused, well-resourced facilities and technical experts. In the REF2021 assessment, our UoA3 collective Faculty return secured 19th position overall in the UK rankings. This translates in to 21st for 4*/3* outputs but a notable 6th in terms of research power. We strive to enhance the health and wellbeing of humans, animals, and their environments by generating new knowledge and applying it to the responsible design, development, and delivery of innovation and impact.

Collaboration is one of the University of Surrey's major strengths. As a result, the University has become a key driver of economic growth with strong collaborative links with other academic institutions, public sector research establishments and major industry partners.

Department Structure Chart



Relationships

Internal

- Programme Director (WOH)
- Academic staff
- Professional Services staff e.g. Admissions, Studentships Finance, Conferences, Marketing and Communications

External

- Partners institutions and organisations
- Funding Bodies