



Job Description

Senior Research Manager

Global Health 50/50

Job title	Senior Research Manager
Reporting to	Deputy Director
Work location	Hybrid – split between Global Health 50/50, Cambridge and remote working (with opportunities for flexible working arrangements)
Duration	This post is available from January 2024 for an initial two year fixed-term contract, including a three-month probation period
Working hours	Full time, 37.5 hours per week
Salary	£55,000-60,000 per annum
Closing Date	10 November 2023; interviews will be scheduled on a rolling basis

About Global Health 50/50

Global Health 50/50 (GH5050) is an independent, evidence-driven initiative to advance action and accountability for gender equality in global health. Established in 2017, GH5050 has undergone a transition away from a start-up initiative to an independent non-profit organisation (as a UK registered charity) since April 2021. GH5050's mission 'To improve health, well-being, and social justice through the promotion of human rights, particularly in relation to gender equality, by conducting research, disseminating the useful results of such research, and providing information, advice and advocacy.'

We fulfil our mission by:

- Informing global discourse with the world's most rigorous and extensive index on the state of gender equality in global organisations active in health and health policy
- Inspiring a vision of a new normal for gender equality in global health
- Inciting a movement to demand and deliver the policies that will lead to gender equality in the workplace and in global health programmes

Context

Through our flagship report and Gender and Health Index, GH5050 provides the only birds-eye view of gender, inclusion and equality in the global health system today. The report assesses 200 organisations annually across a core set of variables on policies and practices to tackle power and



privilege imbalances within the workplace, the gender and geography of organisational leadership, and whether gender is considered in any organisations' external-facing programmatic or policy work.

In addition to the annual report, GH5050 also produces a range of other evidence-informed outputs, including thematic reports relating to equality and diversity in the workplace (e.g. report on gender pay gap), and policy briefs about strategies for organisational change.

GH5050 is growing and we have plans to expand into new sectors beyond health. The successful candidate for this post is expected to play an integral role in contributing to the growth of GH5050, as well as taking a leading role in managing new staff across new areas of work.

Role Summary

This is an exciting opportunity to be part of the world's leading gender and global health accountability and advocacy initiative. You will join a small and growing team of staff working at GH5050, taking responsibility for our flagship product, the GH5050 Annual Report. This role will be instrumental in exercising leadership to develop, strengthen and improve the impact of this body of work and bring new ideas on how to amplify the successes seen to date. The role will involve project management, research and dissemination, including conducting research and policy analysis across several projects and workstreams, and will share responsibility for the management of new staff working in new sectors as GH5050 expands.

We are looking for a motivated, proactive and detail-oriented individual to join our team and encourage applications from people who meet the person specification and are interested in taking on the tasks and responsibilities of this key role in GH5050.

Role Responsibilities

- **Project management:** Project manage the full process of developing the annual Global Health 50/50 report, thematic reports, policy briefs, case studies of organisational change, and a range of outputs tailored to meet the goals of the GH5050 strategy. The role includes overseeing the production processes from research and analysis to drafting and production of GH5050 core outputs.
- **Team recruitment, leadership and line management:** Hire, onboard and train teams of data collectors and provide regular support and quality control. Oversee research team, develop project plans, arrange regular project meetings, and ensure that project deliverables are met and produced in a rigorous and timely manner
- **Consultant management and liaison:** Identify and recruit consultants for specific tasks to produce GH5050 outputs. Supervise consultants' work to ensure timely delivery of high-quality outputs. Liaise with team consultants on various tasks during the report production process.
- **Conduct research, data validation and analysis:** Undertake research and data collection for Reports and other outputs, including literature research to inform reports and research on organisational policies and practices, primarily involving policy content analysis and workforce data extraction. Thoroughly review and validate research findings of data collection team. Ensure research methodologies are kept up to date and ensure the timely delivery of quality outputs, including on statistical analysis, writing, data validation, data visualization, graphic design and layout, and the production of dissemination and communications materials.
- **Database management:** Manage, validate and clean large and complex datasets.



- **Shared responsibility for GH5050's move into new sectors:** Supervise new staff who will be working on new areas for GH5050, including the legal and financial sectors. Participation in recruitment processes for new staff in new sectoral areas. Share responsibility for management of new teams and their outputs.
- **Stakeholder management:** Be a trusted first point of contact for organisations who are reviewed as part of the annual Global Health 50/50 Report. This includes preparing and distributing formal communications to CEOs and a designated focal point within each organisation, responding to queries, and managing the process of data validation with organisations.
- **Report production:** Prepare drafts of reports including in collaboration with professional writers when available, to identify the key messages and key findings, data visualisations, background and other written contributions, such as forewords and quotes. Liaise with web designers and report design teams.
- **High impact communication and dissemination:** Work closely with the communications lead to develop strategic communication and dissemination strategies for these research outputs. This includes preparing compelling key findings and messages from report research and developing a range of additional communications outputs for key stakeholders including presentations, policy briefs, op-eds and papers for peer-reviewed publications and ensuring the delivery of public events and launches.
- Any other tasks that may be reasonably required.

Person specification

- Masters-degree qualification or relevant professional experience
- Experience conducting mixed methods research, including innovative methods of data collection, indicator development, database management, and qualitative and quantitative analysis and interpretation
- Experience in research project management, ideally within an academic or policy environment
- Experience in policy analysis, ideally with a gender perspective, and developing recommendations based on this analysis
- Knowledge of the global health landscape, and ideally a good understanding of the key issues relating to gender, global development and organisational change
- Excellent verbal and written communication skills, and experience producing clear, concise, engaging and evidence-led written outputs such as reports, policy briefs, academic papers and op-eds
- Experience of working effectively in a team, with excellent interpersonal skills and the ability to build collaborative professional relationships with a wide range of partners across diverse contexts, including whilst working remotely
- Experience working independently and effective decision making to manage competing priorities and ensure projects are delivered on time and to a high standard
- Strong familiarity with MS Excel and proficient in using a wide range of software, including data visualisation packages



Competencies

- Attention to detail and high level of accuracy
- Excellent written and verbal communication skills, including a good standard of written and verbal English
- Excellent organisational and planning skills
- Ability to work both independently and collaboratively within a multidisciplinary team
- Ability to lead and manage a team
- Ability to work to deadlines
- Self-starting skills
- An organised approach to time management
- A commitment to social justice, gender equality and global health

All Staff are required to:

- Demonstrate commitment to GH5050's organisational values, including exercising high ethical standards with attention to teamwork, collaboration and integrity
- Ensure that they have read and understood all mandatory policies and procedures
- Uphold the Equality, Diversity & Inclusion and Anti-Harassment and Bullying Policies, ensuring effective implementation in all aspects of their work for the Charity
- Act always within the Charity Rules, Policies, Procedures, and any other statutory requirements
- Be proactive, bring ideas, suggestions and contribute to the improvement and development of the charity
- Undertake training as required
- Attend staff and team meetings as required
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues and visitors
- To establish, foster and maintain close working relationships with other functions to allow swift resolution of issues and sharing of knowledge
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skill level to respond to changing priorities

Our generous staff benefits include:

- 28 days annual leave, plus bank holidays. In addition, we provide 3 days leave over the Christmas and New Year period
- Flexible working arrangements – remote working and 1-2 days per month in the office
- 5% employer pension contribution
- Employee Assistance Programme (EAP) via Health Assured
- Professional Development and Training



How to apply and further details

To apply for this position, please send your CV and cover letter to recruitment@globalhealth5050.org. Applications without cover letters will not be considered. Applicants will be assessed against their ability to demonstrate how they meet the person specification criteria.

If shortlisted, we will additionally ask for a writing sample and ask you to complete a short task.

We want to know in your application...

- € What excites you about working with GH5050?
- € What experience and knowledge would you bring and how do you meet the criteria for the role?

The deadline for applications is 17:00 GMT on 10 November 2023. We reserve the right to close this vacancy earlier than the closing date if we receive sufficient applications for the role. Therefore, if you are interested, we encourage you to submit your application as early as possible.