**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the College in consultation with the postholder.

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| **Job Title:** NetworkLearning and Research Coordinator | **Job ref no:** PPS-0059-25 |
| **Grade:** 6 | **Department:** Pathobiology & Population Sciences |
| **Accountable to:** Prof Fiona Tomley | **Responsible for:** N/A |

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| **Background and Job summary:**  The RVC-**P**lowright **O**ne Health **M**entoring **S**cheme (POMS) is funded by the Royal College of Veterinary Surgeons Knowledge Plowright Prize (PP) with additional support from the UKRI-funded International Veterinary Vaccinology Network (IVVN). We will develop a vibrant international support network for early career researchers working on animal infectious diseases in the UK and in low-and-middle income settings.  Veterinary infectious disease researchers have broad responsibilities that include enhancing pet health, improving livestock production and animal welfare, and contributing to food security and safety. The COVID-19 pandemic was a reminder that public health is intimately linked to the health of animals and the environment and re-affirmed the urgency for One Health approaches to tackle underlying causes. Zoonoses, emerging infectious diseases and antimicrobial resistance are linked to man-made changes to climate, global connectivity, land use, health and food systems, and solutions to these complex challenges require interdisciplinary thinking and cross-sectoral collaboration. POMS seeks to support early career researchers who want to communicate across disciplines and go beyond their comfort zones to think about how to better translate their research into useful outcomes, advocate for science at its interface with stakeholders, and collaborate with people from different sectors, cultures and geographical settings.  In this pilot phase, POMS will recruit ~10 experienced researchers with strong track records of interdisciplinary collaboration, to be mentors within the network and ~ 30 early career researchers with potential to become future leaders in One Health veterinary research. A subset of these will be in receipt of fellowships funded by the IVVN.  We now seek to appoint a Network Learning and Research Co-ordinator for POMS. The successful applicant will be motivated to work proactively with researchers from diverse backgrounds, cultures, and disciplines, have an interest in promoting One Health and interdisciplinary learning, and have some knowledge and experience in e-learning development as well as excellent organisational and communication skills.  The postholder will work closely with POMS lead, Professor Fiona Tomley at the RVC, London, and interact frequently with colleagues from the IVVN management team at the Roslin Institute, Edinburgh. The role requires a degree of flexibility and may include tasks not specified in the job description. There will be opportunities to develop new skills and to attend Network meetings in the UK and overseas.  **Main duties and responsibilities**:   1. Build and maintain a small online virtual learning environment (VLE) to house training, coaching and mentoring materials related to the Network, ensuring that these are kept up to date, well organised and in line with current requirements for accessibility and validation across different user formats (mobile phones, tablets, PCs etc.). 2. Work with mentors and the PP/IVVN management team to produce and update Network learning content from materials which will include (but are not limited to) a mentoring handbook; documents relating to face-to-face and online meetings, training sessions and webinars; recordings of webinars and meetings; reports of meetings and any other relevant data sources as these are needed. 3. Be responsible for issuing, receiving and collating user data, such as advertisements for events, registration of participants at events, monitoring of mentor/mentee interactions (one-to-one mentoring, group mentoring, peer-to-peer mentoring), seek participant feedback on activities, always ensuring compliance with GDPR. 4. Support participants during face-to-face and online learning events, for example organise travel and accommodation, facilitate registration, prepare information packs, trouble-shoot problems that arise during participation, organise reimbursement of expenses to participants. 5. Work closely with and support the PP holder in the running of POMS and in the management of the [One Health Poultry Hub website](https://www.onehealthpoultry.org) that will house public-facing outputs from POMS |

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| **Competency: Teaching and Learning Support**  **Key tasks:**   * Build and maintain a multimedia Virtual Learning Environment (VLE) platform to support learning technologies needed for the combined POMS/IVVN mentoring and fellowship programmes * Work with mentors, POMS/IVVN management and other experts to develop and update VLE content * Support mentors and mentees in their use of online resources, and in preparation for face-to-face meetings. * Issue, receive and collate user data and feedback * Support the POMS lead in updating the Network website |
| **Competency: Teamwork and Motivation**  **Key tasks:**   * Work closely with the POMS lead at RVC and with the IVVN team at Roslin to organise and deliver a programme of training, coaching and mentoring |
| **Competency: Liaison and Networking**  **Key tasks:**   * Be a primary point of contact for mentor and mentee queries; establish strong rapport with the cohort to build confidence in the quality of the network and its activities * Book travel and accommodation for network meetings, working with the RVC travel agent and with the IVVN network team at Roslin * Deal with all queries in a sensitive and timely manner, remembering that the Network operates across a range of time zones |
| **Competency: Initiative and problem solving**  **Key tasks:**   * Be creative in solving technical issues, remembering that participants come from a wide range of settings and will have diverse needs and challenges * Share knowledge and take advantage of synergistic skills within the IVVN team to maximise the overall efficiency of administration and management of POMS |

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| **Competency: Communication**  **Key tasks:**   * Ensure communication, whether verbal or written, is useful, respectful and appropriate, bearing in mind the diverse membership and needs of POMS. * Deal with personal and private information in a strictly confidential manner and ensure that all activities obey GDPR regulations * Engage in dissemination and knowledge exchange activities across the Network, and externally with other similar networks to share learnings and to promote mentoring within a One Health framework |
| **Competency: Flexibility**  **Key tasks:**   * To deliver services effectively across different time zones, the postholder may need a degree of flexibility in working hours * The postholder may be required to take on additional tasks not specified in this job description * The postholder may be required to travel overseas for work |