



*HIV & AIDS – sharing knowledge, changing lives*

Job description: HIV Data Website Project Manager

<i>Location:</i>	Chiefly working from home. Supervisory and other meetings may be held at NAM's offices (Acorn House, 314-320 Gray's Inn Road, London, WC1X 8DP) and other London / UK sites. NB: Desk space could be made available at NAM if required.
<i>Hours:</i>	Average 14 hours per week, subject to variation depending on project stage. Occasional out-of-normal working hours may be necessary.
<i>Salary:</i>	£23.50ph
<i>Contract length:</i>	450 hours (estimated length of project 8 months)
<i>Annual leave:</i>	N/A
<i>Responsible to:</i>	Executive Director, NAM HIV data website Project Steering Committee
<i>Primary internal contacts:</i>	NAM's Digital Manager NAM's Designer
<i>Primary external contacts:</i>	Project steering committee Stakeholder Advisory Group members

### **Role overview**

NAM, Watipa and Gilead are collaborating on the development, production and launch of a standalone website: an internet-based mapping project graphically displaying the impact of HIV/AIDS in the UK (the "**Project**"). Further information on the website is supplied below.

The website will present information about HIV services and statistical data on HIV prevalence, incidence, testing and key populations at local authority level in the UK, which users of the website may use to plan effectively and improve their services or policies.

The site will be a resource for:

- People living with, or concerned about, HIV
- Commissioners
- Politicians, policy makers and academics
- NGOs
- Journalists
- Healthcare providers.

## **Project Management responsibilities:**

The postholder will:

- Carry out planning for the HIV data website: this will include setting goals and objectives, defining roles and producing schedules and timelines for tasks in accordance with the needs of the project, as directed by the Project Steering Committee.
- Recruit and manage new roles within the project team for data collection and verification.
- Liaise with and between all members of the project team, including the website developer and representatives from NAM, Watipa, Public Health England and Gilead to ensure careful and effective management of the project.
- Coordinate the project team to keep them on track and keep the project within budget.
- Facilitate and attend Stakeholder Advisory Group meetings, including booking meeting space, sending invitations, distribution of required documents ahead of the meeting, taking and distributing meeting notes.
- Facilitate and report to Project Steering Committee meetings, including booking meeting space, sending invitations, distribution of required documents ahead of the meeting, taking and distributing meeting notes.
- Carry out monitoring and control activities in order to track the progress of the project.
- Manage the budget and ensure that best value is delivered
- Identify and manage risks to ensure delivery is on time.
- Implement any necessary changes throughout the process.
- Provide regular reports to the Project Steering Committee.
- Close the project - including evaluating successes and challenges to enhance learning for future projects.

## **UK HIV Data Website**

The Project is a website for the UK only.

The website will be a new design and a standalone site, created separate to the design of NAM's existing websites. NAM will develop a data portal which will store the statistical and service data for the website.

The website will allow users to view, interrogate, and download statistical data and services through search and filtering functionality.

A highly interactive interface will be developed, which will include:

- Graphical mapping
- Infographics
- Charts and graphs.

The website will present information on a range of services which support people affected by HIV. This will include both HIV-specific services (for example, HIV and STI clinics), and more general services which are commonly used by people affected by HIV such as support and

advocacy groups, as well as community and NHS organisations that provide prevention awareness.

Both physical and online services will be included in the listings.

The website will also provide HIV epidemiological data tables which will allow users to, by geographic location, interrogate prevalence and demographic statistics on a whole country, city/county and Local Authority level. Data available will include new diagnoses and prevalence of HIV and demographic breakdown by gender, age, ethnicity and key populations as appropriate.

Users will be able to download personalised data factsheets and lists of services for offline printing.