

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 (within Zones 1-2 London) 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. Occasional out-of-normal working hours may be necessary.
<i>Consultancy fee:</i>	£23.50ph
<i>Contract length:</i>	1 year, may be extended.
<i>Annual leave:</i>	N/A
<i>Responsible to:</i>	Executive Director, NAM HIV Lens Project Board
<i>Primary internal contacts:</i>	NAM's Digital Manager NAM's Designer NAM's Website Consultant
<i>Primary external contacts:</i>	HIV Lens Project Board Stakeholder Advisory Group members

Role overview

NAM, Watipa and Gilead are collaborating on the development of HIV Lens (<https://www.hiv-lens.org/>) an internet-based mapping project graphically displaying the impact of HIV/AIDS in the UK.

The website currently presents information about HIV services and statistical data on HIV prevalence, incidence, testing and key populations at a range of levels including local authority level in the England, which users of the website may use to plan effectively and improve their services or policies.

The site is intended as a resource for:

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

We are now seeking a Project Manager to oversee the next phase of HIV Lens' development:

- 2020 PHE and other HIV data cleaned and refined to HIV Lens level of granularity, updated on the site, live by February 2022
- Expand Positive Voices data
- Expand to cover rest of UK and Ireland
- Liaison with other European countries to scope further expansion
- Addition of novel indicators (e.g. Testing uptake, PrEP uptake, time to viral suppression)
- Social media posts and engagement
- Stakeholder engagement

Project Management responsibilities:

The postholder will:

- Carry out planning for HIV Lens development: 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 Board.
- 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 Board meetings, including booking meeting space if required, 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, use of the site and other outcome measurables.
- 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 HIV Lens Project Board.
- Close the 2nd phase of HIV Lens development - including evaluating successes and challenges to enhance learning for future projects.

About HIV Lens

HIV Lens is an interactive online mapping tool that visualises the impact of the HIV epidemic on communities across England. HIV Lens has been developed to help maintain the progress made against HIV prevention and care in England and to help improve prevention programmes and to focus commissioning efforts. HIV Lens is presented by NAM and Watipa with data provided by Public Health England and is supported by Gilead Sciences Ltd.

HIV Lens pulls together wide-reaching sources of epidemiological and behavioural data from community surveys and government (PHE) data. HIV Lens brought was developed in partnership with community leaders, public health clinicians and other key stakeholders. The

data indicators were developed collaboratively to ensure they fit the needs at local national, regional levels.

The online tool includes the following indicators at different levels and breakdowns:

- Living with diagnosed HIV
- ART coverage
- Treatment started within 91 days
- Viral suppression
- Needs of people living with HIV (Positive Voices)

The data are presenting in an interactive way by transforming the indicators into smart visualisations including dynamic charts, graphical mapping, and responsive graphs. HIV Lens functionality includes the ability to download, print, and share visualisations and it is accessible on all devices including mobiles and tablets.