



Global Health
Partnerships
FORMERLY THET

We're hiring!

 **JOB PACK**

Thanks for your interest in working at GHP.
This job pack provides you with everything you need to
know to apply for this role and what it means to work at
GHP.

DIGITAL TRANSFORMATION OFFICER



JOIN OUR TEAM!

About Global Health Partnerships (GHP) Formerly THET

GHP is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org.



Global Health
Partnerships
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OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning



Here are the top three things to be excited about:

- Equipping our team with the skills, tools, and infrastructure needed to streamline operations and improve effectiveness.
- Cultivating digital literacy to engage with technology.
- Guiding our partners in the adoption and integration of context-appropriate digital tools that will improve access to sustainable health services.





JOB SPECIFICATION

Contract	Permanent 37.5 hours per week
Reports to	Digital Transformation Manager
Location	Remote
Salary	£31,088
Line Management of	No direct reports





JOB PURPOSE

The Digital Transformation Unit leads GHP's efforts to transform our own programmes of work and the way GHP operates, and also that of the Health Partnership community to better incorporate and enable best practice in digital solutions.

The Digital Transformation Officer will work with teams across the organisation to consider how in every aspect of GHP's work we can transform our use of technology to achieve greater efficiencies and effectiveness, improve inclusivity and equity, and whilst reducing our carbon footprint.

Digital Transformation is a key enabler for the organisation to help advance access to health services in low-and-middle-income countries, via activities such as building online communities, online learning for health workforces in complex and humanitarian settings, e-health, amongst others.

The Digital Transformation Strategy sets out a renewed vision for how digital technology can transform our mission to strengthen health partnerships globally.

The team will focus on transforming GHP's internal operations by embedding relevant digital practices into our organisational culture and supporting health partnerships with digital innovation to deliver impact in underserved communities.

This role will require engagement across the different departments of GHP including programmes, and research, evidence and learning, and external engagement, as well as engaging with external stakeholders to drive and raise visibility of this agenda. This is an external-facing role - the ideal candidate will be able to translate their technical digital skills to non-technical experts both in the UK and different cultures around the world.





KEY RESPONSIBILITIES

Product Management

1. Develop and enhance the user experience of both external and internal stakeholders across key digital products
2. Conduct user research and collaborate with cross-functional teams to drive a long-term strategy across our digital portfolio

Stakeholder and project management

1. Project manage key digital projects including scoping, testing, implementation, and review.
2. Lead and develop GHP's digital reporting mechanism to track the success of digital implementation across programmes.

Operations

1. Manage third party providers including vendors and Managed Service Providers, ensuring compliance with SLA's.
2. Working with the COO and Digital Transformation Manager, review IT infrastructure and cybersecurity processes in support with IT MSP





PERSON SPECIFICATION

Person specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A bachelor's degree in a relevant discipline or equivalent relevant experience	
Experience	<ul style="list-style-type: none">• A minimum of 3 years' experience in digital strategy and operations, using a range of tools and methodologies.• Team working – experience working collaboratively with colleagues from a diverse background• Budget preparation, tracking and monitoring• Experience of leading a team to deliver diverse, innovative and cost-effective activities• Experience preparing and delivering compelling written and verbal communications to a range of audiences	<ul style="list-style-type: none">• Database management• Line Management• Proposal development and donor engagement• Experience living or working in Lower- and Middle-Income countries or background working for an NGO





PERSON SPECIFICATION

Person specification	Essential	Desirable
Knowledge	<ul style="list-style-type: none">• Awareness of Monitoring and Evaluation approaches and tools for digital interventions.• Tools and their relevance for different situations.	<ul style="list-style-type: none">• Understanding of, and interest, in international development and global health issues
Skills	<ul style="list-style-type: none">• Excellent command of written and spoken English• Excellent IT skills and competence• Excellent time management skills and ability to manage competing deadlines• Ability to analyse, synthesise and communicate complex issues in a clear manner• Good Project management• Team player – able to work independently when required and to manage a diverse and heavy workload• Attention to detail• Confident in developing the capacity of others.	<ul style="list-style-type: none">• Excellent interpersonal skills and confidence in dealing with UK and overseas partners as well as senior staff from diverse organisations.• Good Programme management skills.





PERSON SPECIFICATION

Person specification	Essential	Desirable
Values	<ul style="list-style-type: none">• Strong commitment to GHP's cause and values• Flexible and adaptable Highly motivated self-starter• Intercultural sensitivity and awareness• Flexible and adaptable	





DIGITAL TRANSFORMATION OFFICER

What we offer

- Flexible working hours
- Remote working arrangements
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- A friendly, supportive work environment.

How to apply

Candidates can apply by submitting a maximum two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification.

This letter should be submitted with a CV to jobs@thet.org by midnight Sunday 9th of February, with 'DTO' in the subject line.

This post is UK based. Non-EC nationals will require current and valid and ongoing permission to work in the UK.

GHP is committed to creating a diverse and inclusive organisation, reflecting the diversity of the health community and wider society. We welcome applications from people of all backgrounds and personal characteristics. All staff must comply with GHP'S Safeguarding Policy and Code Conduct (visit our website for more information).

