



Vacancy ref: 5627

Faculty of Health, Innovation, Technology and Science
JOB DESCRIPTION

Title:	Drug Related Deaths Panels Chair
Grade:	Grade 7
Salary:	£39,560 - £46,970 pro rata per annum
Hours:	0.2 FTE (7 hours per week)
Contract Length:	Fixed term until 31 st March 2028
Reporting to:	Associate Professor in Substance Use
Location:	Exchange Station, Tithebarn St although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service.
Job Summary:	The post holder will contribute to a well-established programme of health-related intelligence and research at the Public Health Institute by facilitating and chairing multi-agency drug related death panels which review individual cases in order to explore learnings and opportunities to prevent future deaths.

Duties:

- Prepare for drug related death (DRD) panel meetings by digesting individual level reports prior to panel meetings.
- Chair multi-agency DRD meetings via Microsoft Teams ensuring that relevant stakeholders contribute to discussions and that actionable learnings are identified.
- Share reflections with other team members on themes identified through panel discussions.
- Contribute to the team's intelligence function by researching relevant papers or policy developments relevant to issues raised by DRD panels.
- Any other duties commensurate with the grade as deemed necessary by the Director of Health Research and Innovation.
- A commitment to LJMU's values and regulations and Equality and Diversity Policy.
- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if

applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU's Environmental Management and Sustainability Policy and the Climate Change Action Plan.

- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Executive Leadership Team, are contained in Section 2 of the University's Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder's mandatory Environmental Management responsibilities are contained in Section 2 of the University's Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy.
- For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

October 2026

Person Specification

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

Essential Factors	Evidence
Degree (or equivalent) in a health related, social science or other related field.	A, I
Experience of working within public health or drug treatment services at a senior level with strategic responsibility	A, I
Experience of chairing multi-agency meetings with a wide array of stakeholders	A, I
Experience of managing competing demands and perspectives from different stakeholders	A, I
Ability to engage warmly and constructively with relevant stakeholders	A, I
Ability to work independently, to manage own workload within time available and on own initiative	A, I
Previous experience of identifying actions and learnings and working with multiple agencies to improve outcomes for people who use drugs.	A, I
Deep understanding of issues relating to illicit substance use / and or the misuse of prescription medications	A, I

Desirable Factors	Evidence
Experience of the IMS model of preventing drug and alcohol related deaths	A, I
Experience of using MS Teams, in particular for managing online meetings with a large number of attendees.	A, I

A=Application Form I=Interview P=Presentation R=Reference T=Test

BENEFITS OF WORKING FOR US

Financial benefits: Competitive salaries based on a low contractual 35 hour working week.

7.1% employer pension contributions for non-academic staff enrolled in the Local Government Pension Scheme (LGPS). This is a temporary reduction from the previous rate of 17.5%, effective from April 2026, following the Fund's triennial review. The reduction reflects the Fund's current surplus and improved financial position. This does not affect your pension benefits, which are determined by LGPS scheme rules rather than the level of employer contributions.

28.68% employer contribution to pensions for teaching staff enrolled into the Teachers' Pension Scheme (TPS).

Work life balance: Excellent annual leave provision.

30 days for support staff and 35 days for staff and senior managers grade 8 and above.

8 UK bank holidays and up to 5 University closure days between Christmas and New Year.

Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible.

Health and wellbeing: Regular wellbeing support initiatives throughout the year.

Access to a trained counsellor via Employee Assistance Programme (EAP).

Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing.

Career Benefits: Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning.

Making a difference: LJMU Climate Action - be at the forefront of initiatives to tackle climate change.

Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.

Opportunity to volunteer at graduation ceremonies, clearing and open days.

Discounts and other benefits: A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.

Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.

Massively discounted gym and fitness classes at the [University Sport Building](#).

