

Medical Writer/Editor

York Health Economics Consortium

Closing date: Monday 13th April 2020 at 5pm

Interview date: Tuesday 28th April 2020



INTRODUCTION

We are looking to recruit a Medical Writer/Editor to undertake and supervise high-quality editing and writing activities in a wide range of client projects in our Review and Information Services (RIS) work stream and our Health Economic Modelling (HEM) work stream. The structure of the role will allow the post holder to work on both editing and writing projects. We are a health economics research and consulting company owned by, and based at, the University of York. We provide consultancy and research to a wide range of public and private sector bodies. Our clients include:

- Government bodies, such as the Department of Health
- NICE and the SMC
- Global pharmaceutical manufacturers
- Medical device and biotech companies

We have a team of 48 staff and we hold the Investors in People standard. We want staff to enjoy working at YHEC; our office is a friendly place to work and we have an employee well-being programme. This is based on suggestions from staff and includes lunchtime walks, sporting activities and charity fundraising events. YHEC staff nominate a charity on an annual basis and undertake fundraising throughout the year. We also have a social committee who organise events on a regular basis. Staff at YHEC enjoy our inclusive, flexible and friendly working environment.

Our Review and Information Services (RIS) team has worked together for more than ten years and produce at least 20 reviews each year for a range of clients. Our team comprises reviewers, information specialists and experienced support staff with statistical support provided by Quantics Consulting. We have an excellent track record of publication in peer reviewed journals and presentations at national and international conferences <http://www.yhec.co.uk/services/systematic-reviewing>. We encourage all teams to conduct methods research and to submit research publications to academic journals. Team members are active in Cochrane and Health Technology Assessment International (HTAi), and are encouraged to develop international methods roles, to present at conferences, to undertake training and to referee journal articles. Our team also supports the ISSG Search Filter Resource and the SuRe Info information retrieval methods research resource.

Our Health Economic Modelling (HEM) team undertakes research to quantify the cost-effectiveness of a range of health technologies (pharmaceuticals, medical devices, public health interventions) for a range of large and small clients within the public, private and charity sectors. We work across a broad range of therapy areas including orphan and ultra-orphan indications developing budget impact models, and undertaking statistical analyses of individual patient-level data in order to parameterise our economic models. We also work closely with our clients in preparing their submission dossiers to agencies such as NICE and we actively look to publish our work in peer-reviewed journals.

We are currently establishing a small medical writing team to work with the RIS and HEM team. We currently have one medical writer and are looking to recruit a further member of the team to cover both editing and writing tasks.

Our location means that staff have full access to the range of facilities offered by the University of York. We encourage staff to engage with other research departments based at the University. The combination of our unique location and the breadth of our research portfolio makes YHEC a stimulating environment to work in, providing opportunities to work with a wide range of clients. Further details are available at www.yhec.co.uk.

JOB DESCRIPTION & PERSONAL SPECIFICATION

At a glance

Salary	£25,000 to £38,000 plus bonus
Hours of work	37.5 hours a week (applications for part-time and remote options will be considered)
Based at	York Science Park

Main Purpose of the Job

The Medical Editor/Writer will undertake and supervise high-quality writing activities in YHEC. This will include a wide range of medical editing projects and will involve the planning and writing of project reports, journal articles, slide decks, digital media and submissions to NICE and other HTA bodies. You will be contributing to a wide range of client projects in the information services and health economic modelling work streams.

This role will work alongside one other Medical Writer.

Roles and Responsibilities:

- Proof-reading and editing of written material (own and others).
- Act as lead writer on projects.
- Contribute to the intellectual design and planning of projects.
- Undertake or contribute to project management duties such as project planning and client liaison.
- Meet project deadlines in a timely manner.
- Contribute to the development of research proposals.
- Work with in-house technical staff (e.g. health economists and systematic reviewers) as well as external associates to complete projects.
- Telephone, email and in-person liaison with colleagues, clients, and co-authors.
- Conform to house styles and processes (including project tracking and timekeeping).
- Supervise in-house training of research staff (primarily through editing of written material).

Requirements:

- Educated to degree level.
- A minimum of two years working experience as a medical writer or editor.
- Confidence in the design, management and delivery of complex writing projects for clients in the pharmaceutical and medical device industries.
- Highly skilled with Microsoft Word, PowerPoint and EndNote and competent user of Excel.
- Excellent communication and organisational skills and attention to detail.
- Proven experience in the preparation of technical reports, academic papers, research proposals and communication materials.

Terms of Employment

Posts at YHEC are permanent and subject to regular review of performance. Staff are appointed for a trial period of six months, following which employment will be confirmed, subject to successful performance.

Salary

The salary will be in the region of £25,000 to £38,000 subject to qualifications and experience. There is a performance-related pay scheme in operation at YHEC. Membership of a defined contribution or defined benefit pension scheme is available subject to eligibility criteria being satisfied.



THE UNIVERSITY

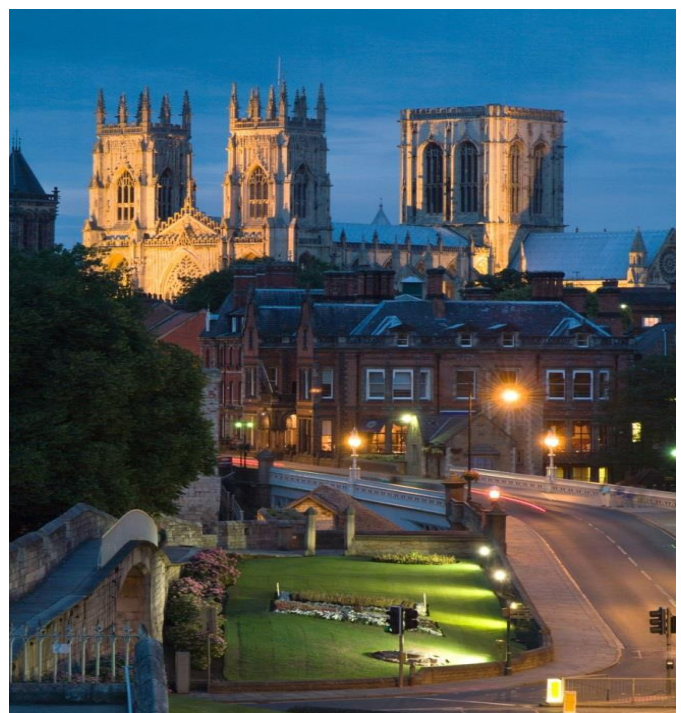
YHEC is a subsidiary company of The University of York and enjoys close links with academic departments. The University of York is a member of the prestigious Russell Group and has established an international reputation for academic excellence. The University of York is one of the most successful research universities in the UK and attracts over £60m a year of funding from research alone. Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of research. The University of York's vision is to be a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.

Attractive enjoyable workplace:

Centred around the picturesque village of Heslington on the edge of the city of York, the University of York and YHEC are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance. The University has undergone an unprecedented period of expansion and renewal since 2000. The self-contained campus offers a range of facilities including a sports centre, catering outlets, shops, a nursery, a doctor's surgery and banks.

The City of York:

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles – just a few of the many attractions. But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city. Visit www.visityork.org for more information on the city of York.



HOW TO APPLY

The closing date for applications is **Monday 13th April 2020 at 5pm**

Please send a letter of application of no more than one page to include a paragraph on why you judge that you are suitable for the role. Please also send a full CV, together with the names and addresses of two referees to charlotte.anderson@york.ac.uk quoting reference number 2005 Confidential in the subject line. Please confirm in your letter that you are eligible to live and work in the UK. This post is covered by The Rehabilitation of Offenders Act 1974.

YHEC will assume that it is free to approach referees at any stage unless the candidate states otherwise in his / her application (i.e. candidates who wish a referee or referees to be approached only with their specific permission and / or if they were called to interview, are asked to state such requirements *explicitly alongside the details of the relevant referee(s)*). Your referees should not be related to you and should include your present or most recent employer (or, if you are a student, your education establishment).

It is anticipated that interviews for the post will be held on **Tuesday 28th April 2020**. Please advise us immediately if this date is likely to be inconvenient for you. Applicants who are short-listed for interview will be sent details of time and venue by email.

Informal enquiries are encouraged, to Julie Glanville on 01904 324832 / julie.glanville@york.ac.uk or Louise Carr on 01904 324829 / louise.carr@york.ac.uk

