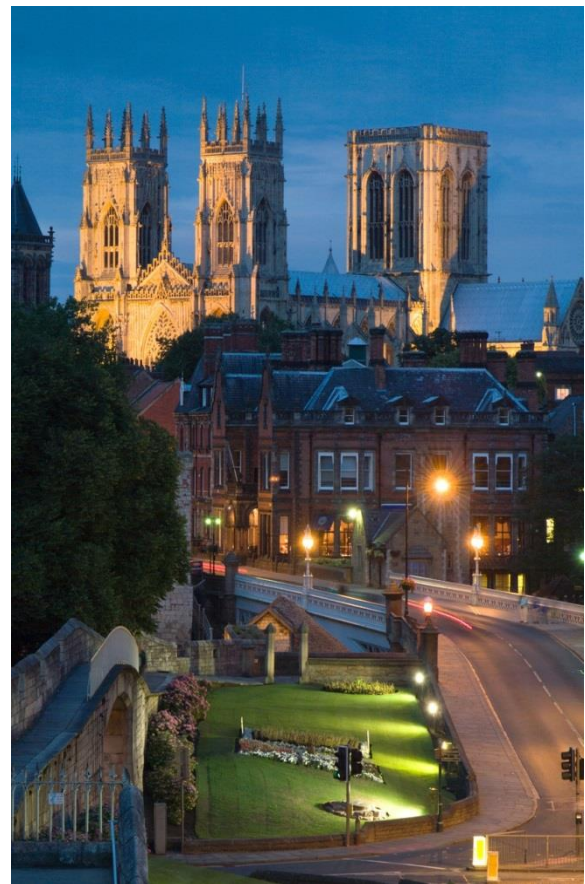


# Senior Consultant: Systematic Reviews York Health Economics Consortium

**Closing date:** Monday 30<sup>th</sup> March 2020 at 9am

**Interview date:** Wednesday 8<sup>th</sup> April 2020





## INTRODUCTION

We are looking to recruit a Senior Reviewer to undertake systematic reviews and other review activity on a wide range of project types in our Review and Information Services (RIS) work stream. 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 RIS team have 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, experienced support staff including medical writing and 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 <https://yhec.co.uk/resources/publications/>. 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 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](http://www.yhec.co.uk).



# JOB DESCRIPTION & PERSONAL SPECIFICATION

## At a glance

<b>Salary</b>	£38,000 to £50,000
<b>Hours of work</b>	37.5 hours per week
<b>Based at</b>	York Science Park (part time options will be considered)

## Main Purpose of the Job

The primary purpose of the role is to undertake systematic reviews and other review activity on a wide range of project types:

- Scoping reviews to inform project or research prioritisation.
- Rapid reviews.
- Systematic reviews of the effects of specific interventions, devices, diagnostic test accuracy and other interventions.
- Reviews to underpin qualitative research.
- Reviews of methods.
- Reviews of economic studies, quality of life studies and utilities.
- Burden of illness reviews.
- Brief desk reviews.
- Reviews to inform indirect and mixed treatment comparisons (network meta-analyses).

This post will report to the Associate Director: Information Services of YHEC. The candidate will be expected to work in project teams alongside other research staff and project directors. YHEC staff include information specialists, health economists, qualitative researchers, a medical writer and support staff experienced in supporting reviews. YHEC also frequently collaborates with Quantics, [www.quantics.co.uk](http://www.quantics.co.uk), a leading UK Biostatistical Consultancy.

## Main Duties

The Senior Research Consultant will contribute to the performance and profitability of YHEC Ltd in the following areas.

## Business Development

- Income generation by identifying opportunities and preparing proposals / tenders for YHEC to carry out review projects in health, food and feed safety and other subject areas amenable to systematic review.
- Marketing of YHEC; including attending and presenting at national and international conferences and preparing marketing material.
- Tender / proposal presentations to potential clients.
- Assist with the development, organisation and delivery of training events to external clients.

## Project Work / Management

- Manage projects to deliver work which meets the project objectives within the planned timeframe and budget.
- Contributing to effective project management through regular liaison with project teams and the Business Manager.
- Manage project teams and contribute to the training of junior staff.
- Undertake systematic reviews (narrative and meta-analytic), scoping reviews and general reviews. You will be required to develop project protocols, brief information specialists, screen search results, undertake data extraction, assess risk of bias, perform narrative and statistical data synthesis and produce formal reports to clients and drafts for submission to journals.
- Develop and enhance skills and knowledge in network meta-analysis.
- Provide internal expertise on evidence synthesis and systematic review methods.
- Liaise with information staff to develop search strategies.
- Liaise with health economics staff on model development.
- Conduct meta-analysis/network meta-analysis or prepare data for and liaise with, statisticians undertaking statistical analyses including network meta-analysis.
- Maintain professional development through methods research and develop journal articles.

## Client Management

- Ensure client expectations are managed from proposal to completion.
- Attend client meetings and maintain good working relationships with all clients.
- Prepare progress reports and make presentations to clients.

## Personal Specification

Essential skills and attributes are:

- A post-graduate degree in health services research, health technology assessment (HTA) or a related subject. In some cases a first degree in a relevant subject and significant experience gained in a research and consultancy environment will be considered.
- A strong interest in the evaluation of health care and the NHS.
- At least five years' experience of undertaking systematic reviews, evidence synthesis or guidelines (including meta-analysis and ideally network meta-analysis).
- Ability to lead, manage and take responsibility for project teams.
- Good interpersonal skills / communication skills and an ability to communicate new and complex information effectively, both verbally and in writing.
- A high level of attention to detail and accuracy and a commitment to high quality research.
- Ability to multi-task and prioritise work depending on client deadlines.
- Enthusiasm and a commitment to team working.
- Willingness to engage in continuing professional development, methods research and to contribute to peer-reviewed journals.

Prior experience of working in applied healthcare research is desirable but not essential. Candidates may be required, on occasion, to travel for business purposes (e.g. to client meetings or conferences) although this is not expected to be a significant part of the role.

**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:** YHEC is able to offer a competitive salary and has conventional commercial flexibility in annual salary reviews. The salary will be within the range £38,000 to £50,000. In addition, there is a profit sharing scheme in operation at YHEC. The post holder will be eligible to join the YHEC Group Pension Scheme. Annual leave entitlement will be 30 days per year, plus bank holidays.

## 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.visitork.org](http://www.visitork.org) for more information on the city of York.

## HOW TO APPLY

The closing date for applications is **Monday 30<sup>th</sup> March 2020 at 9am.**

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, a further paragraph describing a systematic review that you have undertaken and a final paragraph summarising your experience levels with systematic review software. Please also send a full CV, together with the names and addresses of two referees to [charlotte.anderson@york.ac.uk](mailto:charlotte.anderson@york.ac.uk) quoting reference number 2004 Confidential in the subject line. Please confirm in your letter that you are eligible to live and work in the UK. Applications for part time will be considered and please note your preference in your letter of application. 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 **Wednesday 8<sup>th</sup> 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. Short-listed candidates will be asked to undertake a job-specific test as part of the interview process.

Informal enquiries are encouraged, to Rachael McCool on 01904 324893 / [rachael.mccool@york.ac.uk](mailto:rachael.mccool@york.ac.uk) or Julie Glanville on 01904 324832 / [julie.glanville@york.ac.uk](mailto:julie.glanville@york.ac.uk).

