



Associate Director: Review and Information Services

York Health Economics Consortium

Closing date: Applications will be reviewing upon receipt and appropriate candidates invited to attend an interview at the earliest opportunity

Interview date: July 2020, held via teleconference



INTRODUCTION

We are recruiting an Associate Director (AD) to lead our Review and Information Services (RIS) work stream due to the retirement of the existing AD. Our RIS team is very prominent and undertakes the full range of reviews for the pharmaceutical and medical technology companies and a wide range of public sector organisations. Our 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, experienced support staff including medical writing and statistical support. 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 organisations such as 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. We are looking for an experienced and enthusiastic individual to lead this team and develop our team and portfolio.

About YHEC

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 award. 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 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	£60,000 and above plus income-related bonus
Hours of work	37.5 hours per week
Based at	York Science Park (part time and remote working options will be considered)

The Associate Director will report to the Director of YHEC. The main purpose of the role is to lead the Review and Information Services (RIS) work stream to meet its strategic objectives, including:

- Determining the strategic direction of the RIS team
- Overseeing and delivering a range of high quality research projects to a variety of clients
- Helping the RIS work stream to meet its income and profit targets
- Enhancing YHEC's position as a leading provider of evidence synthesis in healthcare
- Ensuring that the RIS team has the appropriate skills and capacity to meet market demand
- Contributing to the University of York's reputation for high quality applied and methodological research
- Engaging with a wider network of reviewers through participation in working groups, task forces and committees

The main responsibilities of the role are:

- To lead and develop the RIS work stream, which includes:
 - Taking responsibility for the strategic direction of the RIS team
 - Maintaining and developing relationships with existing clients
 - Generating leads for new business
 - Developing successful relationships with new clients
 - Meeting with prospective clients to present YHEC's capabilities and discuss potential projects
 - Bringing new methods (or their application) and skills into the work stream and developing these areas with staff in the work stream
 - Directing multiple project teams to deliver work which meets the project objectives within the planned timeframe and budget
 - To oversee Project Directors / Senior Consultants who act as the key point of contact for clients, to ensure client expectations are managed from proposal to completion
 - Attend client meetings as necessary and maintain good working relationships with all clients to ensure successful delivery of work and repeat business
 - Ensuring clarity in expectations of project staff and commitment to staff development
 - Work effectively with all members of a project team
 - Overseeing the internal quality assurance programme for RIS within YHEC
- To be a member of YHEC's senior team. The senior team meets weekly to discuss work planning and quarterly to discuss and monitor strategic and business planning; staffing and financial planning
- To contribute to YHEC's and the University of York's reputation for high quality work in review and information services by:
 - Strengthening relationships with related departments at the University of York in order to exploit opportunities for knowledge transfer to the benefit of YHEC, its clients and the University
 - Ensuring that opportunities for presenting at international conferences and publishing in peer reviewed journals are realised
 - Strengthening YHEC's reputation in the academic sector by publishing original methodological research
 - Participating in external working groups, task forces and committees

Qualifications, Knowledge, Skills and Attributes are:

- Proven ability to generate income and develop new business opportunities
- Ability to lead and manage a multidisciplinary team and to inspire a highly motivated group of researchers
- Commitment to scientific rigour in research
- Experience of providing consultancy to clients in the health sector and the ability to build and manage a profitable section of a business
- Post-graduate qualification in a relevant field and in-depth understanding of systematic review processes, from design to implementation
- Good understanding of methods to synthesise clinical data from trials and observational studies
- Exceptional project management skills including the ability to lead activity in multi-disciplinary projects and to work within tight timelines
- Strong presentation skills with the ability to put forward research and present reports to a wide range of audiences and at a national and international level
- Strong client management skills with the ability to persuade and positively influence others
- Exceptional interpersonal and communication skills, backed by stature and credibility

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 from £60,000 upwards, dependent upon experience. In addition, there is an income-related bonus scheme in operation for this post. The post holder will be eligible to join a 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 for more information on the city of York.

HOW TO APPLY

Closing date: Applications will be reviewing upon receipt and appropriate candidates invited to attend an interview at the earliest opportunity

To apply please send:

1. A letter of application (1 page max)
The letter should include how you meet the requirements of the role and your particular area of expertise within reviewing and information services.
2. A full CV
3. Details of two referees (names/position/email address).
We assume that we're free to approach referees at any stage unless you state otherwise. If you wish a referee or referees to be approached only with specific permission and / or if they were you are invited to interview. Please clearly specify this for each 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).
4. Please direct all applications to **charlotte.anderson@york.ac.uk** quoting reference number 2006 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.

Interviews for the post will be held during July 2020. Short-listed candidates will be asked to undertake a job-specific assessment as part of the interview process.

Informal enquiries are encouraged to Paul Ellison (Recruitment Adviser) (paul.ellison@york.ac.uk)

