



Research Assistant

York Health Economics Consortium

Closing date: Monday 24 August by 5pm

Interview date: Wednesday 09 September



INTRODUCTION

York Health Economics Consortium (YHEC) is looking to recruit a Research Assistant to work on a range of literature-based research and consultancy projects within our Review and Information Services (RIS) work stream. This is a great opportunity to begin a career in reviewing within a supportive and welcoming team. 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:

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

This role will have a 3-month training period to allow you to become familiar with our process for conducting reviews and the specific tasks involved. The training will include a combination of individual task training sessions supervised by different members of the review team and on the job training. You will be assigned a buddy who will provide support as you progress through your training programme and help you adapt to your first professional role.

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 wellbeing 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; even in the current circumstances we have used Zoom to help conduct these events. Staff at YHEC enjoy our inclusive, flexible and friendly working environment.

We established our dedicated Review and Information Services (RIS) team over ten years ago, and we produces at least twenty reviews each year for a range of clients, including pharmaceutical companies, MedTech developers and public sector organisations such as NICE and NHS England. These reviews support a number of different needs from health technology assessment submissions, internal company assessments and scoping reviews for new areas of research, to name a few. Our team comprises reviewers, information specialists, and experienced support staff including medical writing and statistical support who all work collaboratively to produce the reviews. 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 InterTASC Information Specialists' Sub-Group (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 and to contribute to the research and development of new healthcare treatments. Further details are available at www.yhec.co.uk.

JOB DESCRIPTION & PERSONAL SPECIFICATION

At a glance

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| Salary | £20,000 to £24,000 |
| Hours of work | 36.5 hours per week |
| Based at | York Science Park |

Main Purpose of the Job

The main purpose of this role is to work as an integral member of a review project team and to provide research support. The post holder will work as part of a team of 6 Research Assistants and Project Assistants. This post will report to a Project Director in the Review and Information Services team.

Main Duties

The main responsibilities of a Research Assistant are:

- Undertaking specific research tasks within the wider review project as part of a research team e.g study selection, data extraction and presentation of final results.
- Involvement in preparing proposals for project work, e.g. background research, gathering literature, drafting / collating standard sections of proposal.
- Endnote library (bibliographic software) development/maintenance and checking and formatting bibliographic references.
- Proactive management of projects, including project monitoring, e.g. ensuring minimal slippage, flagging up deadlines to team.
- Preparation of brief notes, agendas, minutes, reports and related project correspondence.
- Collating and managing team procedures/handbooks for general office use.

Essential Qualifications, Knowledge, Skills and Attributes are:

- Educated to degree level in a science or health-related subject area with an interest in health care.
- Good educational background (including English, Mathematics and Science, GCSE grade B or equivalent).
- A basic knowledge of research design and awareness of clinical trials.
- Excellent planning and organisational skills:
 - Time management.
 - Prioritising workload to meet specific deadlines.
 - Working to deadlines and ensuring project team are aware of these.
- Ability to produce work with a high level of accuracy and attention to detail within tight deadlines.
- Ability to work as part of a team and on own initiative with a high degree of self-motivation and proactivity.
- Excellent interpersonal skills.
- Ability to work under pressure with an adaptable approach to work.
- Ability to maintain confidentiality and use tact and discretion.

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 range of £20,000 to £24,000 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.

Annual leave entitlement will be 30 days per year, plus bank holidays.



THE UNIVERSITY

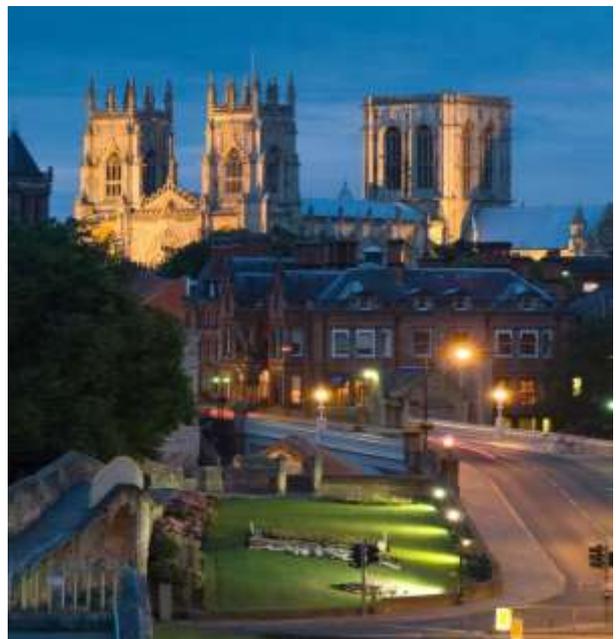
YHEC is a subsidiary company of The University of York and enjoys close links with academic departments. The University of York is a member of the prestigious Russell Group and has established an international reputation for academic excellence. The University of York is one of the most successful research 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

The closing date for applications is Monday 24 August 2020 by 5pm.

To apply please send:

1. A letter of application (1 page max)
The letter should include how you meet the requirements of the role.
2. A full CV
Details of two referees (names/position/email address).
3. We assume that we are 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 2009 Confidential in the subject line. Please confirm in your letter that you are eligible to live and work in the UK as YHEC does not have a sponsorship licence.

This post is covered by The Rehabilitation of Offenders Act 1974.

It is anticipated that interviews for the post will be held on Wednesday 09 September via video conference. Please advise us immediately if this date is likely to be inconvenient for you. Short-listed candidates will be asked to undertake a job-specific test as part of the interview process.

Informal enquiries are encouraged, to Katy Wilson on katy.wilson@york.ac.uk or Louise Carr on louise.carr@york.ac.uk

