

# Research Support Assistant York Health Economics Consortium

**Closing date:** Sunday 13<sup>th</sup> December 2020 5pm

**Interview date:** Friday 18<sup>th</sup> December 2020



# INTRODUCTION

York Health Economics Consortium (YHEC) is looking to recruit a Research Support Assistant to provide project and financial administrative support on all projects undertaken by the Health Economic Modelling (HEM) team. The post holder will work with the Business Manager and Associate Director (HEM) and will be part of a small team of finance officers and research assistants. 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

Our staff are currently working remotely and we anticipate this continuing for at least the next six months. However, there will be approximately 3 days in-office training on the finance part of this role.

We have a team of 51 staff and we hold the Investors in People accreditation with our composite score of 780, against an industry benchmark of 723, putting us in the top 20% of organisations. 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.

Our 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.

YHEC is also an external assessment centre (EAC) for NICE, undertaking assessments of medical devices. In collaboration with the Centre for Health Economics (CHE) at The University of York is the Economic and Methodological Unit (EMU) for the NICE Public Health and Social Care Centre. Our research interests are broad, covering health technology assessment, health service financing, and health service evaluations. We apply a wide range of qualitative and quantitative techniques including economic modelling, decision analysis, systematic review, indirect and mixed treatment comparisons, outcome research and other interview and survey-based methods.

Our location means that staff have full access to the range of facilities offered by the University of York. Staff are encouraged to engage with other research departments based at the University. The combination of our unique location and the breadth of our research portfolio make YHEC a stimulating environment to work in, providing opportunities to work with a wide range of clients using multiple research methods. The pace of work is fast moving with quick turnaround and will appeal to people who enjoy working on multiple projects. Further details of our work are available at [www.yhec.co.uk](http://www.yhec.co.uk) and photos of recent charity events and social activities are on our social media accounts.

# JOB DESCRIPTION & PERSONAL SPECIFICATION

## AT A GLANCE

<b>Salary</b>	£20,000 to £24,000
<b>Hours of work</b>	36.5 hours per week
<b>Based at</b>	York Science Park (currently remote based)

## Main Purpose of the Job

The main purpose of this role is to provide project and financial administrative support on all projects undertaken by the Health Economic Modelling (HEM) team. This post will report to the Business Manager.

## Main Duties:

The main responsibilities of a Research Support Assistant are:

- Administration and coordination of specific projects and maintenance of electronic data/records for projects.
- Set-up of new project codes.
- Finance administration tasks for HEM projects (including liaising with clients about invoice requirements, raising invoices and processing expense claims).
- Communication/liaison via phone or email with staff and clients.
- To produce documentation using different media e.g. reports, spreadsheets, online documents, conference presentations etc.
- Diary and travel management for the Associate Director and others as appropriate.
- Preparation of brief notes, agendas, minutes, reports and related project correspondence.
- To analyse, manipulate and interpret information in order to compile detailed summary reports and communications
- Creation and maintenance of spreadsheets to help with marketing for HEM.
- Liaising with the marketing administrator on the social media profile for HEM.
- Maintaining an up-to-date knowledge of computer packages used within YHEC.

## Supervision Received

The post holder will work with direct supervision from the Business Manager and the Associate Director, HEM. The post holder will be part of a team of Research Assistants / Finance

Assistants. Teamwork is crucial to the success of YHEC projects and the Research Support Assistant is required to be proactive and collaborative.

## Essential Qualifications, Knowledge, Skills and Attributes are:

- A general education to include 5 GCSE passes at Grade C or above (including Maths and English) and 3 A Levels (Grade C or above), or an equivalent educational qualification.
- Knowledge of administration, and proven ability to set-up and maintain simple and effective systems.
- Ability to interpret and manipulate numerical data and monitor expenditure against a financial budget.
- Ability to analyse data and present summary information in a clear and concise format.
- Competent in the design and production of a range of information.
- Good IT skills in MS Office.
- Excellent planning and organisation skills:
  - Time management.
  - Prioritising workload to meet specific deadlines.
  - Ability to manage own and project team's time.
  - 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.
- Adaptable approach to work.

## 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

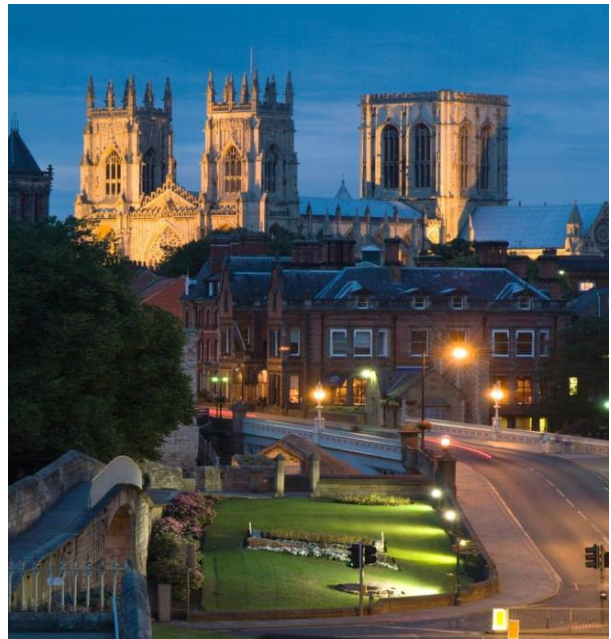
YHEC is a subsidiary company of The University of York and enjoys close links with academic departments. The University of York is a member of the prestigious Russell Group and has established an international reputation for academic excellence. The University of York is one of the most successful research 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.visitthecityofyork.org](http://www.visitthecityofyork.org) for more information on the city of York.



## HOW TO APPLY

The closing date for applications is **Sunday 13th December 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](mailto:charlotte.anderson@york.ac.uk) quoting reference number 2017 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 **Friday 18th December 2020** 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 Louise Carr on [louise.carr@york.ac.uk](mailto:louise.carr@york.ac.uk) or Stuart Mealing on [stuart.mealing@york.ac.uk](mailto:stuart.mealing@york.ac.uk)

