



Project 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 2021 virtually



INTRODUCTION

We are looking to recruit a Project Director (PD) to play a lead role in the Review and Information Services (RIS) team within YHEC. Reporting to the Associate Director for RIS, and working with the two other PDs, the successful applicant will: oversee a wide range of literature-based research and consultancy projects; support team and organisational development; and generate income. This is a great opportunity to develop your research leadership career in a consultancy environment that values academic rigour. The role has both strategic and operational responsibility.

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 56 staff. 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 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; even in the current circumstances we have used Zoom to help conduct these events. We are keen to support voluntary / charitable activities and staff may set aside up to two days per year (in work time) to undertake such activities. 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 produce 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. We are keen to continuously improve our RIS offer to respond to the changing marketplace. We are a dynamic team, working flexibly, and tailoring our approach, to meet the specific aims of each project while also being informed by best practice methods.

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.

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	£50,000 to £65,000 plus income related bonus
Hours of work	up to 37.5 hours per week
Based at	York Science Park (flexible and remote working options will be considered)

The Project Director will report to the Associate Director of YHEC and will contribute to the performance and profitability of YHEC Ltd in the following areas:

Team and Organisational Development

As part of the RIS leadership team:

- Specify strategic priorities and operational priorities for RIS, aligned with YHEC's organisational priorities
- Implement effective systems and processes for leading and managing the RIS team
- Deliver team and corporate organisational development activities.
- Oversee learning and development, ensuring it meets both RIS team members' and YHEC's needs.

Business Development

- Identify opportunities for growth in existing markets.
- Generate income by identifying opportunities and preparing proposals/tenders for private and public sector contracts.
- Grow a broad network of contacts with the commissioners of health care research in both public and private sectors.
- Develop relationships with new clients
- Assist in the promotion of YHEC.
- Delivering tender/proposal presentations to potential clients.

Project Work / Leadership

- Direct multiple project teams to deliver work which meets the project objectives within the planned timeframe and budget.

- Oversee projects so that major elements of work are delegated appropriately to staff.
- Work effectively with project teams.
- Act as a primary point of contact for clients on multiple projects.
- Ensure that client expectations are managed from proposal to completion.
- Attend client meetings and maintain good working relationships with all clients to ensure successful delivery of work and repeat business.

Presenting / Publishing

- Ensure that opportunities for publishing work are pursued at conferences and within academic journals.

Person specification

Essential skills and attributes are:

- Experience of delivering commercially focused research services at a senior level.
- Significant experience of directing review, evidence synthesis or guideline projects, to tight deadlines.
- A track record of successful business development and income generation work.
- Ability to lead and manage a multidisciplinary team of research staff.
- Experience of organisational and/or team development focused on continuous improvement.
- Strong client management skills with the ability to persuade and positively influence others.
- Exceptional interpersonal and communication skills, backed by stature and credibility.
- Post-graduate qualification in a relevant field; a first degree and significant experience within a research and/or consultancy environment will also be considered.
- A strong interest in the evaluation of health care and the NHS.

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 £50,000 to £65,000. 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 with generous company contributions.

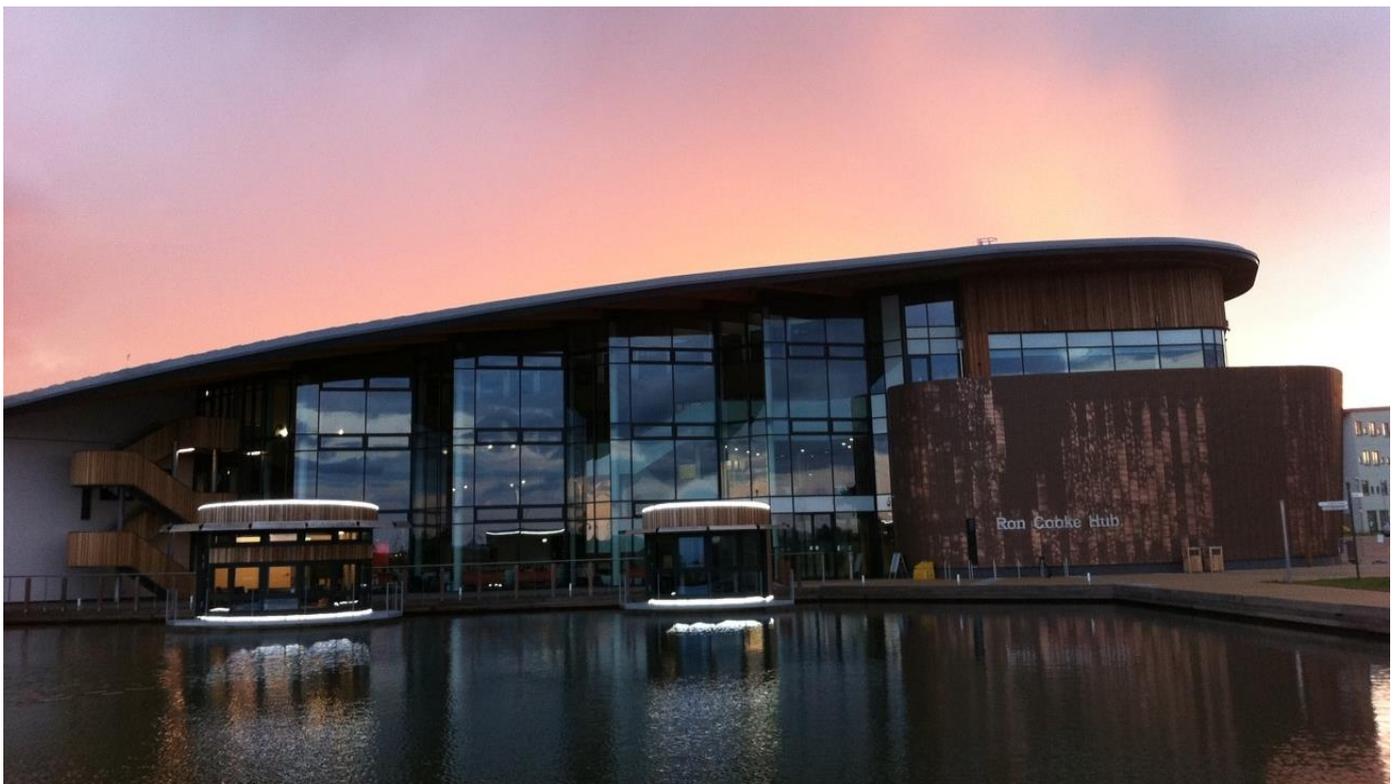
Annual leave entitlement is 30 days per year, plus bank holidays.

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 specialism from the 3 areas listed.
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 2107 Confidential in the subject line. Please confirm in your letter that you are eligible to live and work in the UK as at the time of appointment.

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 2021. Short-listed candidates will be asked to undertake a job-specific assessment as part of the interview process. In addition, if you would like to talk to someone about any adjustments you may need to assist with your application process, please contact Louise Carr by emailing louise.carr@york.ac.uk to arrange a confidential conversation.

Informal enquiries are encouraged to Matthew Taylor-Director (matthew.taylor@york.ac.uk) or Louise Carr-Business Manager (louise.carr@york.ac.uk).

