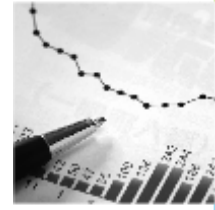# YHEC
York Health Economics Consortium

Information Specialist
York Health Economics Consortium

Closing date: **Friday 15 October 2021 at 5pm**

Interview date: **Wednesday 03 November 2021**

INTRODUCTION

York Health Economics Consortium (YHEC) is looking to recruit an Information Specialist to work on a range of literature-based research and consultancy projects. 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

The range of work undertaken by Information Specialists at YHEC is wide and will involve providing input to all work streams within the company. Much of the Information Specialists' work takes place within the Review and Information Services (RIS) team which produces reviews 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, including health technology assessment submissions, internal company assessments and scoping reviews for new areas of research. Information Specialists also provide search support for clients conducting their own reviews who require bespoke search expertise. Support is also provided to the Health Economic Modelling (HEM) team and the NHS and Public Sector team. The 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. The NHS and Public Sector team work with clients from organisations across the NHS and the public sector, providing services such as economic evaluation and modelling, literature and evidence review and analytical support.

This role will have a training period which will be designed to reflect the needs of the successful candidate. The training will include a combination of individual task training sessions supervised by different members of the team (including Senior Information Specialists) and on the job training. It will cover both YHEC specific processes and, if required, systematic review search methodology more generally. You will be well supported to adapt to the role of an Information Specialist at YHEC.

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, submit research publications to academic journals, and present at conferences. Team members are active in search methodology initiatives including the SuRe Info information retrieval methods research resource.

For Information Specialists who are interested in learning more about systematic reviewing, there are opportunities to develop experience in other aspects of review work such as study assessment and data extraction.

YHEC has a team of 56 staff. We hold the Investors in People accreditation with our composite score of 778, against an industry benchmark of 725, 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. 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.

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

At a glance	
Salary	£25,000 to £38,000 plus bonus
Hours of work	37.5 hours per week
Based at	York Science Park (Flexible and remote working options considered).

MAIN PURPOSE OF THE JOB

The post holder will develop and carry out high quality literature searches as part of a wider project team looking at health economics and clinical effectiveness evidence. This will involve:

- Good technical knowledge of search methodology and standards.
- Communication - negotiation, explanation and discussion within a project team context to ensure the search strategies developed by the Information Specialist answer the research questions and are appropriate to both the project budget and the project methodology.
- Attention to detail – producing high quality work at pace and within budget.
- Cooperative working as an integral part of a project team.

The post will suit an experienced information specialist, or alternatively an information professional with some experience of undertaking structured literature searches who would like to develop their career further in this area.

The post holder will be supported by Senior Information Specialists.

Main Duties

The main responsibilities of the role are:

- Independently develop and undertake high quality systematic literature searches. Support and guidance will be given by senior colleagues for more complex search tasks.
- Negotiate, explain and discuss the feasibility of searches within a project team context to ensure the search strategies answer the research questions and are appropriate to the project budget and the project methodology.
- Communicate technical information around searching issues to non-specialists.
- Write up the search results for reports according to best practice standards for search reporting.
- Client liaison within a project, with the support and guidance of senior colleagues.

- Contribute to the development of proposals for research projects through applications to public/private research funding bodies.
- Contribute to research publications, including information retrieval research.
- Assist with the development of internal procedures to ensure consistency across the Information Specialist team.
- Keep professional knowledge and expertise up to date by maintaining awareness of relevant information retrieval research and information resources.
- Where applicable, provide internal guidance and support to colleagues on search related issues

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 basic salary will be in the range £25,000 to £38,000 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.

PERSONAL SPECIFICATION

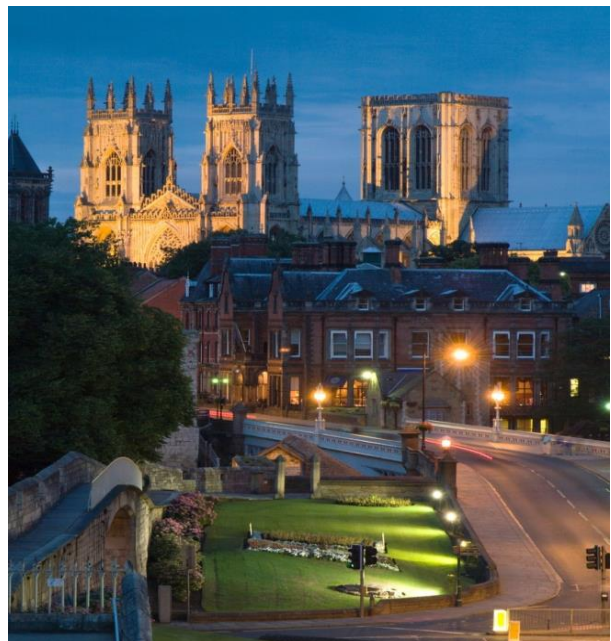| INFORMATION SPECIALIST	ESSENTIAL	DESIRABLE
Qualifications		
Postgraduate qualification in a relevant subject or, exceptionally, substantial experience at an equivalent level.	☒	☐
Knowledge		
Knowledge of databases in health and social care	☒	☐
Knowledge of systematic review methodology and the role of the literature search within this	☒	☐
Knowledge of supplementary search approaches such as citation searches, hand searching of conference abstracts and contacting authors	☐	☒
Knowledge of health economics	☐	☒
Skills, abilities and competencies		
Ability to develop and carry out structured literature searches within a range of the major health databases including MEDLINE	☒	☐
Ability to contribute to the writing of research proposals	☐	☒
Ability to use a range of computer software (including Microsoft Office, Endnote, Reference Manager or similar)	☒	☐
Ability to write up search methods in report format and comply to reporting standards	☒	☐
Ability to assess and select research evidence against pre-defined selection criteria	☐	☒
Ability to adapt/translate searches from one database and/or interface to another	☒	☐
Ability to critique or peer review search strategies	☒	☐
Experience		
Experience of negotiating and agreeing the scope and design of literature searches to be undertaken for an end-user	☒	☐
Experience of providing library or information support in the context of healthcare, social science, or similar	☒	☐
Experience of conducting searches within the context of systematic reviews or other evidence synthesis	☐	☒
Personal attributes		
Ability to work efficiently considering the requirements of the work in relation to time available and project resources	☒	☐
Attention to detail and ability to produce consistently high quality work	☒	☐
Ability to communicate effectively verbally and in writing	☒	☐
Ability to follow instructions and agreed processes	☒	☐
Able to use own initiative and solve problems	☒	☐
Willingness to engage in continuing professional development	☒	☐
Ability to prioritise and manage own work	☒	☐
Co-operative, supportive attitude as part of team working	☒	☐
Others		
Willingness to travel off site for business purposes (e.g. to client meetings, conferences or to deliver training) although this is not expected to be a significant part of the role	☐	☒

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.visityork.org for more information on the city of York.

HOW TO APPLY

The closing date for applications is **Friday 15 October 2021 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 2113 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.

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

It is anticipated that interviews for the post will be held on **Wednesday 03 November 2021** 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. 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 Mick Arber via mick.arber@york.ac.uk or Hannah Wood via hannah.wood@york.ac.uk