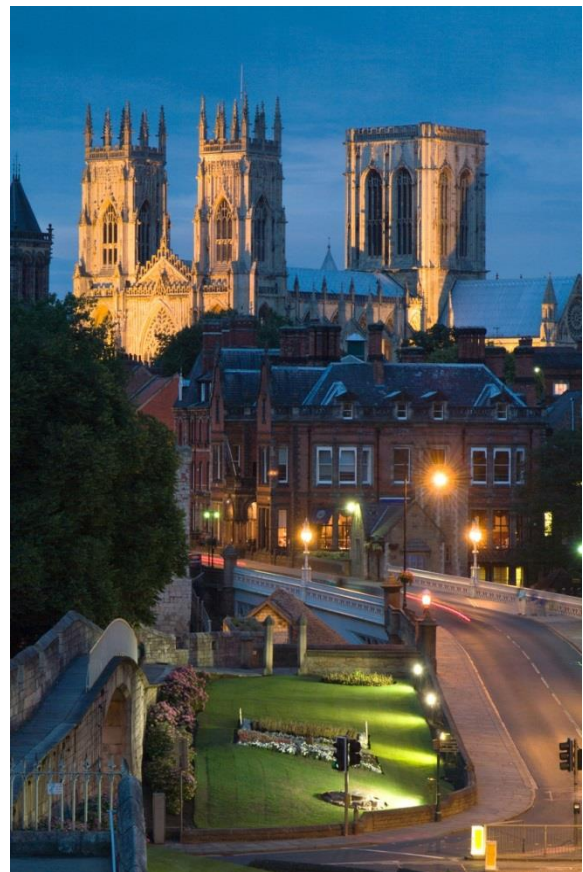


Senior Consultant: Medical Writing

York Health Economics Consortium

Closing date: Friday 14th January 2022 at 5pm

Interview date: Wednesday 26th January 2022





INTRODUCTION

We are looking to recruit a Senior Medical Writer to undertake and supervise high-quality writing activities in YHEC in a wide range of client projects and to lead projects including health technology assessment (HTA) submission to NICE/ SMC/ NCPE as well as payer dossiers and manuscripts. The Senior Medical Writer will also identify and develop new areas of work and establish relationships with external collaborators. This role would be suitable for permanent remote working with agreed visits to the office. We are a health economics contract research and consulting company owned by, and based at, the University of York. YHEC provides 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 around 60 staff and 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. Further details of our work are available at www.yhec.co.uk and photos of charity events and social activities are on our social media accounts.

Our medical writers work cross function, providing support to projects delivered by the Health Economic Modelling (HEM), Review and Information Services (RIS) and NHS consulting teams. 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 RIS team undertakes numerous 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 HTA submissions, internal company assessments and the scoping of new areas of research, to name a few. The NHS/ Public Sector consulting team has grown in the last five years as clients seek to demonstrate the value of products when real world pressures and incentives are applied. This has included working on complex NHS and public sector system evaluations that addressed a wide range of research questions and issues.

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 are available at www.yhec.co.uk.

JOB DESCRIPTION & PERSONAL SPECIFICATION

At a glance

Salary	£38,000 to £50,000 plus bonus
Hours of work	37.5 hours a week
Based at	Remote based or at York Science Park

Main Purpose of the Job

The key role of this post is to contribute to the further development of YHEC by identifying opportunities for growth, preparing research proposals and by managing clients and project work. The post will report to the Business Manager.

Main Duties

The Senior Medical Writer will contribute to the performance and profitability of YHEC Ltd in the following areas:

Project Work / Management

- Lead the design and development of medical writing/ medical communications projects.
- Line management of research staff.
- Manage projects to deliver work which meets the project objectives within the planned timeframe and budget.
- Contributing to effective project management through regular liaison with project teams and senior staff.
- Developing and maintaining the YHEC writing style guide.
- Manage project teams and contribute to the training of junior staff to develop high quality writing skills in YHEC.

Client Management

- Ensure client expectations are managed from proposal to completion.
- Attend client meetings and maintain good working relationships with all clients.

Presenting / Publishing

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

Business Development

- Leading the development of proposals / tenders and contributing to bid defence meetings.
- Establishing relationships with external complementary agencies to develop joint bids.
- Marketing of YHEC; including attending and presenting at national and international conferences and preparing marketing material.

Personal Specification

We are looking for an individual with a proven track record of designing and developing economic models as well as project management in health economics and related areas. Essential qualifications, knowledge, skills and attributes are:

- A post-graduate degree in life sciences, a medical area or a related quantitative discipline.
- Detailed knowledge and experience of preparing scientific publications, value dossiers, health technology assessment HTA dossiers.
- Experience of working in medical writing, medical editing or medical communications gained either within a consultancy, industry, HTA agency or academic setting.
- Ability to write clear and concise proposals / tenders to generate income.
- Project management skills and experience;
- A high level of attention to detail and accuracy and a commitment to high quality.
- Ability to plan and prioritise own work on multiple projects in order to meet deadlines.
- Ability to communicate new and complex information effectively, both verbally and in writing.

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 region of £38,000 to £50,000 subject to qualifications and experience. There is a profit sharing 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 for more information on the city of York.

HOW TO APPLY

The closing date for applications is **Friday 14th January 2022 at 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
3. Details of two referees (names/position/email address).
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 2122 Confidential in the subject line.

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme. **Please can you confirm that you have the required permissions in your covering letter.**

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.

It is anticipated that interviews for the post will be held on **Wednesday 26th January 2022**. 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 Stuart Mealing on 07722 156117/ stuart.mealing@york.ac.uk or Louise Carr on louise.carr@york.ac.uk / 01904 324829

