



York Health Economics Consortium



# Research Assistant: Statistics

## York Health Economics Consortium

**Closing date:** 30<sup>th</sup> January 2022 at 5pm

**Interview date:** 10<sup>th</sup> February 2022



# INTRODUCTION

York Health Economics Consortium (YHEC) is looking to recruit a Research Assistant to work on a range of statistical projects across our company. The successful candidate would be part of our expanding statistical team but would also have the opportunity to work with colleagues in the health economic modelling (HEM), review and information services (RIS), patient reported outcomes (PRO), and public health / NHS teams. Example projects undertaken by statisticians at YHEC include formal analysis of patient level data from clinical trials and real-world data sources, development of statistical analysis plans, critiquing analyses done by other consultancies, and development of utility estimates to be used in cost-effectiveness models. Our statisticians also develop bespoke interactive interfaces for use in economic models and other statistical tools.

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.

YHEC staff are mainly working remotely and this role can be office based, mainly remote working or hybrid working. As a subsidiary company of the University of York our staff have full access to the range of facilities offered by the University and we actively encourage staff to engage with other research departments. The breadth of our research portfolio makes 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 and will appeal to people who enjoy working on multiple projects.

Our HEM team undertakes research to quantify the cost-effectiveness of a range of health technologies (pharmaceuticals, medical devices, digital health) 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 from all sectors in preparing their submission dossiers to agencies such as NICE and we actively look to publish our work in peer-reviewed journals.

Our RIS team 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. Formal evidence synthesis, and in particular network meta-analysis (NMAs) project are run by the RIS group and we actively encourage our statisticians to contribute to these tasks

Our NHS Consulting / public health work stream has grown in the last five years as clients seek to demonstrate the value of products when real world pressures and incentives are applied, which has often included working on complex system evaluations . In collaboration with the Centre for Health Economics (CHE) we are the Economic and Methodological Unit (EMU) for the NICE Centre for Guidelines (CfG). As part of our work within EMU we produce the economic analyses and associated economic models to NICE specifications to aid the Public Health Advisory Committees in guideline development. We also carry out projects to address methodological issues identified by the CfG.

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 using multiple research methods. We want to help you to further develop your professional career at YHEC and we actively encourage internal and external training and development. 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>	£21,000 to £25,000
<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 undertake research and administrative tasks on all projects undertaken by a team of statisticians in YHEC. The post holder will work within the statistics team, but will also work alongside Research Assistants from the health economic modelling team. The role will suit a recent graduate who would like to apply their knowledge of statistics in health research. This post will report to the Senior Statistician.

## Main Duties:

The main responsibilities of a Research Assistant are:

- Undertaking discrete small research projects / tasks, e.g. the development of statistical analyses and take responsibility for specific elements within larger projects under the supervision of senior staff.
- Assist with preparing datasets for analysis in line with the statistical analysis plans and to undertake analyses as detailed in an analysis plan.
- Assist with the preparation of study protocols, including statistical analysis plans, specifying table shells and figures as required.
- Assist with quality assurance review of statistical models developed both within the company and for external clients.
- Involvement in preparing proposals for project work, e.g. background research, gathering literature, drafting / collating standard sections of proposal.
- 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. House-styling of proposals, tenders, questionnaires and reports.

- Occasional supervision of other support staff if helping on specific projects.

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

- Educated to degree level in medical statistics, statistics, epidemiology, health economics, econometrics, mathematics, or a similar related quantitative discipline.
- Good educational background (including English and Mathematics GCSE grade B or equivalent).
- Experience of undertaking and or contributing to quantitative research projects.
- Good IT skills in Excel including basic knowledge of functions.
- 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 £21,000 to £25,000 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

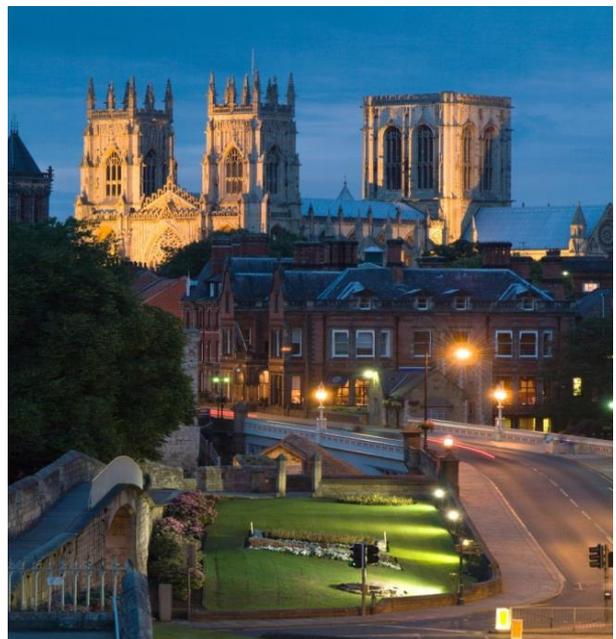
YHEC is a subsidiary company of The University of York and enjoys close links with academic departments. The University of York is a member of the prestigious Russell Group and has established an international reputation for academic excellence. The University of York is one of the most successful research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



## HOW TO APPLY

The closing date for applications is **5pm on 30<sup>th</sup> January 2022**

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 2201 Confidential in the subject line. Please state where you saw this vacancy advertised.

**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.**

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

The interview will be held on **Thursday 10<sup>th</sup> February 2022** via video conference. Please advise us immediately if this date is likely to be inconvenient for you. There will be a job specific task as part of the interview process.

Informal enquiries are encouraged, to Joe Moss on [joe.moss@york.ac.uk](mailto:joe.moss@york.ac.uk) or Stuart Mealing on [stuart.mealing@york.ac.uk](mailto:stuart.mealing@york.ac.uk)

