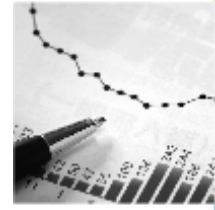




York Health Economics Consortium



Research Assistant York Health Economics Consortium

Closing date: Wednesday 18th October 2023 at 5pm

Interview dates: Tuesday 31st October & Thursday 9th November 2023



INTRODUCTION

York Health Economics Consortium (YHEC) is looking to recruit a Research Assistant to work on a range of evidence-based research and consultancy projects within our Review and Evidence Synthesis (RES) work stream. This is a great opportunity to begin a career in reviewing within a supportive and welcoming team. 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

This role will have a 3-month training period to allow you to become familiar with our process for conducting reviews and the specific tasks involved. The training will include a combination of individual task training sessions supervised by different members of the review team and on the job training. You will be assigned a buddy who will provide support as you progress through your training programme and help you adapt to your first professional role.

We have a team of around 67 staff and hold the Investors in People accreditation with our composite score of 765, against an industry benchmark of 726, 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. 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. To see what it's like to work at YHEC please see our video on our website

<https://yhec.co.uk/careers/>

We established our dedicated RES team over ten years ago, and we produce at least forty 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. 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. Team members are active in Health Technology Assessment International (HTAi), and are encouraged to develop international methods roles, to present at conferences, to undertake training and to referee journal articles. Our team also supports the InterTASC Information Specialists' Sub-Group (ISSG) Search Filter Resource, the SuRe Info information retrieval methods research resource, and the Systematic Review Toolbox.

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 & PERSONAL SPECIFICATION

At a glance

Salary	£21,840 to £26,000
Hours of work	36.5 hours per week
Based at	York Science Park

Main Purpose of the Job

The main purpose of this role is to work as an integral member of a review project team and to provide research and administrative support. The post holder will work as part of a team of 10 Research Assistants. This post will report to a Senior Research Consultant in the Review and Evidence Synthesis team.

Main Duties

The main responsibilities of a Research Assistant are:

- Undertaking specific research tasks within the wider review project as part of a research team e.g study selection, data extraction and presentation of final results.
- Involvement in preparing proposals for project work, e.g. background research, gathering literature, drafting / collating standard sections of proposal.
- Endnote library (bibliographic software) development/maintenance and checking and formatting bibliographic references.
- 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.

Essential Qualifications, Knowledge, Skills and Attributes are:

- Educated to degree level in a science or health-related subject area with an interest in health care.
- A basic knowledge of research design and awareness of clinical trials.
- 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 £21,840 to £26,000 subject to qualifications and experience. 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 Complete University Guide 2022 shows that overall, the University of York was ranked 18th in the UK, 1st in Yorkshire and the Humber. The University of York is a member of the prestigious Russell Group, who are a dynamic, research-intensive university. They work collaboratively in partnership with institutions across the world to develop life-saving discoveries and new technologies that tackle some of the most pressing global challenges. Their 30+ academic departments undertake ground-breaking research that underpins their inspiring teaching and challenges students to dream big, think critically and change the world. Of 129 universities that took part in the Research Excellence Framework (REF) in 2021, The University of York ranked 10th overall of UK universities for research quality. 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.visitcityofyork.org for more information on the city of York.

We think York Health Economics Consortium (YHEC) is a **great place to work**. Here's why...



HOW TO APPLY

The closing date for applications is **Wednesday 18th October 2023 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
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 yhec-recruitment@york.ac.uk quoting reference number 2307 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.**

If your application does not include all that is requested above, it will not be eligible for consideration.

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

The interview process will be a two-stage process. The initial stage will be a short 15-minute discussion and successful candidates will be invited to progress to the interview stage. The discussions and interviews will be held on **Tuesday 31st October & Thursday 9th November 2023** via video conference. Please advise us immediately if these dates are 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 Christopher Marshall on chris.marshall@york.ac.uk or Rachael McCool on rachael.mccool@york.ac.uk

