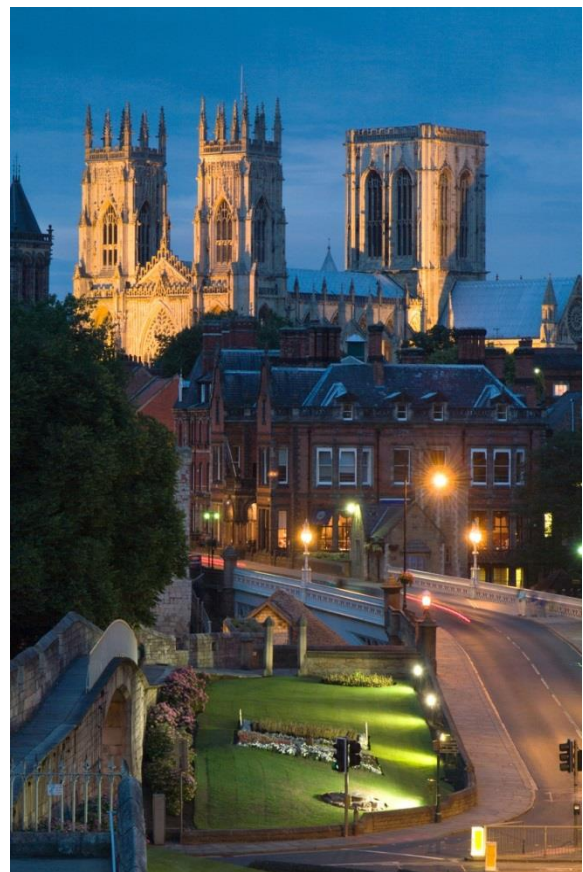


Central Business Services Administrator York Health Economics Consortium

Closing date: Friday 21st March 2025 at 5pm

Interview dates: First stage interviews: Tuesday 1st April 2025
Second stage interviews: Tuesday 8th April 2025





INTRODUCTION

York Health Economics Consortium (YHEC) is recruiting a Central Business Services Administrator to provide business support and administration for YHEC. YHEC is 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.

We have a team of 65 staff and hold the Investors in People Gold, scoring 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 which 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 and friendly working environment, and flexible working arrangements. We also have a very proactive approach to workload management, with helpful input from line managers and senior staff and a generous annual leave allowance. YHEC values its strong links with the University and staff within our company benefit from this. To see what it is like to work at YHEC please see the video on our website <https://yhec.co.uk/careers/>.

The Central Business Services (CBS) team is integral to all of the functions of YHEC. Its work includes finance and procurement, staff support, maintaining the office environment, compliance with policy and procedure, and more. This wide-ranging role will include liaising with internal and external contacts, coordinating administrative activities, supporting conference organisation and more. There will be opportunities to work with colleagues across the company on diverse tasks and projects, and potential for involvement in customer relationship management and lead generation activities.

Our location means that staff have full access to the range of facilities offered by the University of York. There is free parking for YHEC staff that are based in the office and secure cycle parking. Showering facilities are available in the office. CBS staff are encouraged to engage with colleagues at the University and York Science Park (YSP), for example through the University's administrators' forum and YSP's tenants' forum. The pace of work is fast moving with quick turnaround and will appeal to people who enjoy a varied workload. Further details of our work are available at 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

Salary	£28,081 to £31,387
Hours of work	36.5 hours a week
Based at	York Science Park

Main Purpose of the Job

The main purpose of the role is to provide business support and administration for YHEC. You will be part of the Central Business Services team, which currently comprises six people, and will report to the Office Manager. You will also regularly work with colleagues throughout the company.

Main Duties

You will apply a good working knowledge of systems, policies and processes to provide high quality support, answer queries and resolve problems. The job will be varied and interesting and you will undertake a range of administrative and business support tasks, for example:

- General office and administrative duties.
- Contributing to the development and improvement of our IT packages and systems.
- Involvement in the maintenance and improvement of the office environment.
- Ensuring adherence to processes and procedures.
- Providing support with conferences, lead generation and marketing.

The above list of duties is not exhaustive and is subject to change. You may be required to undertake such other duties as the Office Manager considers appropriate within the scope of the post, bearing in mind that the overall workload should not be an unreasonable one.

Supervision Received

You will be able to work proactively, using your initiative, prioritising workloads and meeting deadlines whilst maintaining high standards of accuracy.

Sensitivity to confidential matters is essential and you will ensure that all information and data are managed in line with the relevant policies.

Qualifications

The role requires a good general education, with Level 2 qualifications including Maths and English (Level 2 qualifications include five GCSEs at grade A*-C/4-9; for more information, see [Gov.uk's qualification levels](#)). We welcome applicants with equivalent qualifications or equivalent professional experience.

Good IT skills are also essential and you will have knowledge of relevant IT applications and systems including MS Office and/or Google applications.

Personal Attributes and Experience

- Excellent interpersonal and communications skills.
- Positive and proactive, able to prioritise and to use initiative.
- Committed to delivering consistently high-quality work and providing excellent support.
- Able to identify opportunities for developing personal knowledge and skills, and for implementing continuous improvement.
- Managing a varied and wide-ranging workload and successfully handling conflicting deadlines and priorities.
- Previous office experience would be advantageous.

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. The role is office-based and you will be located at York Science Park.

Salary

YHEC is able to offer a competitive salary and has conventional commercial flexibility in annual salary reviews.

The salary will be in the range £28,081 to £31,387 subject to qualifications and experience. The post holder will be eligible to join the YHEC Group Pension Scheme. Membership of a defined contribution or defined benefit pension scheme is available subject to eligibility criteria being satisfied.

We have a generous annual leave allowance of 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 represent dynamic, research-intensive universities. The University works 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. 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.

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 2021, the University of York ranked joint 10th for quality research.

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 self-contained campus offers a range of facilities including a sports centre, catering outlets, shops, a nursery and a doctor's surgery.

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



The closing date for applications is **Friday 21st March 2025 at 5pm.** York Health Economics Consortium

To apply please complete the application form at <https://forms.gle/KH zrSffKL6CTSLtt5>.

Please note: If you are not a British or Irish citizen, from 01 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 on the application form. If your application does not include this, it will not be eligible for consideration.**

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

The interview 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 will be held on **Tuesday 1st April 2025** via video conference and the interviews on **Tuesday 8th April 2025** in person. Please advise us immediately if these dates are likely to be inconvenient for you. Shortlisted candidates will be asked to undertake a job-specific test as part of the interview process.

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 Louise Carr on louise.carr@york.ac.uk.

