Research Assistant
York Health Economics Consortium

Closing date: Tuesday 26th April, 5pm
Interview date: Thursday 12th May 2016
INTRODUCTION

York Health Economics Consortium (YHEC) moved to larger premises in 2015 to allow for continued expansion. As part of this expansion we are gradually increasing our staff base and are looking to recruit a Research Assistant. 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. Our clients include:

- Government bodies, such as the Department of Health;
- The National Institute for Health and Care Excellence (NICE) and the Scottish Medicines Consortium (SMC);
- Global pharmaceutical manufacturers;
- Medical device and biotech companies.

YHEC is an external assessment centre (EAC) for NICE, undertaking assessments of medical devices. Our research interests are broad, covering health technology assessment, health service financing, and health service evaluations. We apply a wide range of qualitative and quantitative techniques including economic modelling, decision analysis, systematic review, indirect and mixed treatment comparisons, willingness to pay analysis and other interview and survey-based methods.

Currently YHEC has a team of 23 research consulting staff. YHEC holds the Investors in People standard and the Management Team actively encourage internal and external training and development. The culture is open and supportive and the work will appeal to those who enjoy a wide range of applied projects, carried out by project teams working closely with clients and colleagues.

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**  £18,000 to £24,000  
**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 provide secretarial/administrative support and undertake basic research tasks on all projects undertaken by a team of researchers in YHEC. The post holder will work alongside two other Research Assistants. The role will suit a recent graduate who would like to gain an understanding of health research.

### Main Duties

The main responsibilities of a Research Assistant are:

- Research/collation of information for projects/proposals;
- Undertaking specific small projects with minimal supervision;
- Development of user friendly Excel models;
- Maintenance of electronic data/records for projects;
- Communication/liaison via phone or email with staff and clients;
- Scheduling (and attending where necessary) project meetings;
- Minute taking at project meetings;
- Proactive management of projects, including project monitoring, e.g. ensuring minimal slippage, flagging up deadlines to team etc.;
- Typing or formatting of all project and related documentation;
- Diary management for the Director of YHEC;
- Supervision of junior administrative/support staff if helping on specific projects.

### Detailed work areas within the role include:

- Arranging and co-ordinating project meetings, steering groups etc and diary management for the Director;
- Preparation of brief notes, agendas, minutes, reports and related project correspondence;
- Involvement in preparing proposals for project work, e.g. background research, gathering literature, drafting/collating standard sections of proposal;
- Undertaking discrete small research projects/tasks, e.g. data analysis, collating cost information, literature reviewing, qualitative telephone interviews;
- Development of Excel models using an existing template;
- Arranging schedules for telephone and face-to-face interviews;
- Document acquisition – primarily obtaining items requested by Research Staff from JBM Library and the British Library;
- Word processing and/or house-styling of proposals, tenders, questionnaires and reports;
- Dealing with telephone and correspondence queries and supplying project reports, discussion papers and other publications;
- Email management for project teams;
- Updating stored material as it is amended;
- Liaising and assisting external project team where necessary;
- Collating and managing up-to-date MS office guidelines/handbooks for general office use.

### Supervision Received

The post holder is expected to work largely without direct supervision but closely in co-operation with other members of support services and project teams. There are currently five Research Assistants within YHEC.
Essential qualifications, knowledge, skills and attributes are:

- Educated to degree level in a subject with a quantitative element and experience of undertaking and or contributing to research projects;
- Good educational background (including English GCSE grade C or equivalent).
- A basic knowledge of research;
- Excellent knowledge of administration, and proven ability to set-up and maintain simple and effective systems;
- Good IT skills in MS Office;
- Good planning and organisation skills:
  - Time management;
  - Prioritising workload to meet specific deadlines;
  - Ability to manage own and project team’s time;
  - 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;
- Good communication skills;
- Ability to work under pressure;
- Adaptable approach to work;
- Good interpersonal skills, e.g. speaking to staff, clients, dealing with enquiries etc.;
- 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 within the range £18,000 to £24,000. In addition, York Health Economics Consortium has provision to pay annual performance-related pay bonuses. The post holder will be eligible to join the York Health Economics Consortium Group Pension fund.

Annual leave entitlement will be 30 days per year, plus bank holidays.
YHEC is a subsidiary company of The University of York and enjoys close links with academic departments. The University was founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2015 it is the centre for almost 16,000 students across over 30 academic departments and research centres. In just over 50 years it has become one of the world's leading universities and a member of the prestigious Russell Group.

**Academic excellence**

The University has consistently been recognised as one of the leading Higher Education Institutes and is one of just six post-war universities which appear in the world top 100 (2013-14) and 11th in the Times & Sunday Times league table (2014). The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is associated with Athena SWAN in support of women in science, with gold awards for both Chemistry and Biology and a University-wide bronze award.

The vision is to make the University of York 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. YHEC plays a key role in transferring academic knowledge through our research projects.

Out of 154 universities that took part in the Research Excellence Framework (REF2014), The University of York ranks 14th overall and 10th on the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m of funding per year from research alone.

**Attractive workplace**

Centred around the picturesque village of Heslington on the edge of the city of York, the University is set in an attractive landscaped campus. With a compact and easy to get around design, York enjoys a safe, friendly atmosphere. The campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 there have been twenty new buildings on the original campus and first and second phases of a £750m campus expansion have been completed.

During this period of change the University has worked hard to retain a friendly, informal and collegiate atmosphere, which is important to the core values of inclusivity and interdisciplinarity.

YHEC values its strong links with the University and staff within our company benefit from this.
THE CITY AND THE REGION

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.

As well as being a great place to visit, York is 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.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hood’s Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
HOW TO APPLY

The closing date for applications is Tuesday 26th April at 5pm 2016.

Please send a letter of application describing how you believe you meet the essential and desirable criteria detailed in the Person Specification for the post and full curriculum vitae, together with the names and addresses of two referees to Louise Carr, Business Manager, York Health Economics Consortium, University of York, Enterprise House; Innovation Way; York; YO10 5NQ. Please confirm in your letter that you are eligible to live and work in the UK. This post is covered by The Rehabilitation of Offenders Act 1974. Applications can be emailed to charlotte.anderson@york.ac.uk quoting reference number 1604 Confidential in the subject line.

YHEC will assume that it is free to approach referees at any stage unless the candidate states otherwise in his / her application (i.e. candidates who wish a referee or referees to be approached only with their specific permission and / or if they were called to interview, are asked to state such requirements explicitly alongside the details of the relevant 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).

It is anticipated that interviews for the post will be held on Thursday 12th May 2016. Please advise us immediately if this date is likely to be inconvenient for you. Applicants who are short-listed for interview will be sent details of time and venue by email on Tuesday 3rd May 2016. Short-listed candidates will be asked to undertake a job-specific test as part of the interview process.

Informal enquiries are encouraged, to Louise Carr on 01904 324829 / louise.carr@york.ac.uk.