



York Health Economics Consortium



Research Assistant: Digital Healthcare York Health Economics Consortium

Closing date: Sunday 10 April 2022 at 5pm

Interview date: Tuesday 26 April 2022



INTRODUCTION

York Health Economics Consortium (YHEC) is looking to recruit a Research Assistant to work on a range of projects involving new, innovative, digital health and artificial intelligence technologies in health care. This is a great opportunity to begin a career in health economics within a supportive and welcoming team. We are a health economics research and consulting company owned by, and based at, the University of York. YHEC is currently working on a hybrid basis with some staff in the office in York and some working remotely but we anticipate this role will be mainly office based.

This role will have a two-month training period to allow you to become familiar with our process for undertaking health economic modelling and the specific research assistant tasks involved. The training will include a combination of individual task training sessions supervised by different members of the NHS and Public Sector consulting 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 61 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.

Our NHS and Public Sector consulting workstream has grown in the last five years as clients seek to demonstrate the value of products when real world pressures and incentives are applied. We are currently seeing an increase in the number of new, innovative, digital health technologies (DHT) and artificial intelligence (AI) health care tools. These new technologies have introduced new challenges in health economics and the methods used to evaluate DHT and AI tools. We are working with a range of organisations including NHSX, Academic Health Science Networks, clinical groups and DHT / AI manufacturers. This creates an exciting opportunity to work on the cutting edge of digital health technology analysis in the UK and to help shape the way DHT and AI technologies are evaluated in the future.

DHTs and AI technologies often influence both the diagnostic and treatment pathways. This means they are of interest to decision makers at local, regional and national level. There are often evidence challenges associated with these technologies meaning analysts need to be skilled in a variety of modelling approaches including early modelling, decision tree, Markov cohort, Markov Monte Carlo, and patient level simulations. The challenges around evidence and trials can also lead to 'messy' decision problems that require creative solutions to model conceptualisation. This role will provide support to wider teams addressing these challenges.

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 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	£21,000 to £25,000
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 undertake research and administrative tasks on all projects undertaken by a team of researchers in YHEC. The role will suit a recent graduate who would like to gain an understanding of health research. This post will report to an Associate Director or Project Director at YHEC.

Main Duties:

The main responsibilities of a Research Assistant are:

- Undertaking discrete small research projects / tasks, e.g. data analysis, collating cost information, literature reviewing, qualitative telephone interviews, writing sections of reports.
- Development of simple health economic models and costing tools in Excel using an existing template.
- 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.

Supervision Received

The post holder is expected to work largely without direct supervision but closely in cooperation with other members of support services and project teams. There are currently 13 Research Assistants within YHEC.

Essential Qualifications, Knowledge, Skills and Attributes are:

- Educated to degree level in Politics, Philosophy, Economics, Biomedical Sciences, Mathematics and Statistics, Psychology or a related field.
- 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, which includes the two-month training period, 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 for more information on the city of York.

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



<p>Our staff survey results (May 2021)</p> <p>94% of staff think YHEC is a great place to work</p>	<p>100% of staff are able to develop the skills needed to progress</p>	<p>100% of staff think YHEC has a positive impact on society</p>
<p>Support for employees</p> <ul style="list-style-type: none">Employee health and wellbeing strategyFlexible hours (core times 11am to 3pm)Home-based work, if preferred	<p>Additional benefits</p> <ul style="list-style-type: none">30 days' annual leave plus bank holidaysCompany profit-share bonus schemeDiscounted sports centre membership	<p>Being an employee of YHEC, you'll enjoy...</p> <ul style="list-style-type: none">Sporting activitiesCharity fundraisingVolunteering days

HOW TO APPLY

The closing date for applications is **Sunday 10 April 2022 by 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. If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you were 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 confirm in your letter of application that you would be able to meet this requirement if offered the role.
3. A full CV
Details of two referees (names/position/email address).
4. 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).
5. Please direct all applications to yhec-recruitment@york.ac.uk quoting reference number 2205 Confidential in the subject line.

Please note: If you 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.

It is anticipated that interviews for the post will be held on **Tuesday 26 April 2022** via video conference. 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. 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 discuss this.

Informal enquiries are encouraged, to Hayden Holmes on hayden.homes@york.ac.uk or Louise Carr on louise.carr@york.ac.uk

