



The
Health Policy
Partnership
[research, people, action]

Recruitment pack

Assistant Editor

July 2022

Contents

1	Assistant Editor	3
2	Job description	5
3	How to apply	6
4	About The Health Policy Partnership.....	7

1 Assistant Editor

Key details

Location

- Hybrid working model; normal place of work will be a combination of home and the HPP office in Covent Garden, London

Hours

- 5 days a week, 37.5 hours

Salary

- £28,000–£30,000, depending on experience

Start date

ASAP

Please note, you must be eligible to work in the UK.

This is an exciting opportunity to work in a thriving consultancy specialising in health policy.

The Health Policy Partnership (HPP) is a rapidly growing independent consultancy specialising in health policy (see [here](#) for more information). Our portfolio covers a wide range of topics, often focusing on chronic disease and strategic health system challenges at a national, European and international level. We work with clients and partners in the life sciences industry, non-governmental organisations and patient associations.

We are looking for an Assistant Editor with a keen interest in public health and policy, ideally with demonstrable experience in a related role.

We are looking for excellence in editing a range of materials for a policy audience.

Our team has expanded significantly over the past year, as we have taken on more and bigger projects in several areas of health policy. As a result, we require enhanced editorial support to ensure consistent high quality across all materials we produce.

We are looking for an editor with excellent communication skills and eagle-eyed attention to detail. This role would suit someone with a sound foundation in editorial work who is looking to take the next step in their career. You will be working with highly experienced editors who can support your ongoing development. You should be a self-starter who is able to adapt to new tasks with ease and thrives under pressure. You will take a high degree of ownership for your work and strive to do your part in ensuring the company delivers excellence in all we do.

The ideal candidate would have:

- demonstrable experience in an editorial or copy-editing role for a publisher, health comms agency or other relevant organisation – ideally across print, digital and social media
- excellent editing and proofreading skills with an outstanding command of English, exemplary spelling and grammar, and close attention to detail
- a sound grasp of voice and tone appropriate for different audiences

- an ability to work with people at all levels of the organisation
- solid organisational skills with the ability to manage a busy workload, operate independently when needed and juggle projects to meet deadlines
- preferably a degree in English or another relevant subject (this is not essential).

We require a team player who is energised by a consultancy environment.

As HPP is a small organisation, from the outset you must be willing to fit seamlessly into our highly collegiate and well-established company culture. You will have excellent interpersonal and communication skills, high resilience and maturity of character, and be ready to earn your place within a team with a strong work ethic. You will take pride in our hard-earned company reputation and project our [core values](#) continuously, both internally and externally.

Additional skills or experience required

Essential

- Experience of using Adobe InDesign
- Good knowledge of Microsoft Office programs (Word, Excel, Outlook, PowerPoint)

Desirable

- An understanding of copyright law
- Formal editing training (e.g. via courses from recognised providers)

We will provide training on specialist software as needed (e.g. WordPress, EndNote).

Why work for us?

You will be joining one of Europe’s leading health policy consultancies, with unrivalled opportunities to learn and gain rapid experience at every level.

We strongly value diversity and recognise that it is critical to our success and the work that we do. We are committed to providing an inclusive environment for all who work with us and strongly welcome applications from diverse backgrounds.

We are passionate about employee happiness as well as company growth. We offer you a blend of home and office working (hybrid split can be negotiated), and excellent benefits including flexible working, 25 days’ annual leave plus an extra day of leave on your birthday, cycle-to-work scheme, an Employee Assistance Programme, life assurance and an enhanced contributory pension.

We will endeavour to provide whatever support we can to best advance your professional development within the company and build on specialist interests of relevance to HPP’s core work, providing training opportunities as appropriate.

Main duties

The full job description can be found [here](#). The main duties include the following:

- Copy-edit, style and proofread documents (usually in Word, InDesign, PDF or PowerPoint), taking in changes from colleagues or external stakeholders where appropriate.
- Support senior editorial colleagues to uphold internal quality standards that relate to writing and ensure that all major outputs are produced in accordance with our house style.
- Support communications colleagues to create content for social media and websites.

2 Job description

Job title	Assistant Editor
Purpose	The post holder will support senior colleagues to ensure all HPP outputs are produced to the highest editorial standards, with consistency of style and quality across all materials and media.
Reports to	Senior Editor
Direct reports	n/a
Main responsibilities	
1.	Support senior editorial colleagues in ensuring all written materials adhere to house style and are produced in line with HPP quality standards.
2.	Copy-edit, proofread and make changes to documents in Word, InDesign, PDF or PowerPoint (including changes to formatting, if necessary).
3.	Check reference formatting in all relevant documents and work with project teams to ensure all references are correct at pre-final draft stage (before documents are approved for design).
4.	Check copyright permissions and consent where necessary, and work with project teams to ensure all external material is being used in line with copyright law and GDPR.
5.	Support colleagues in developing additional materials for projects as required e.g. website pages, press releases and social media posts.
6.	Support communications colleagues to implement dissemination schedules (via websites and social media) as required.
7.	Contribute to writing tips and editorial training sessions for the wider HPP team.
8.	Undertake any ad hoc editorial tasks, as directed by senior editorial colleagues.

Measures of performance	
1.	All relevant HPP quality standards adhered to and upheld across the company
2.	Consistent high-quality outputs delivered on time
3.	Published materials fully compatible with house style

3 How to apply

Please send your CV and a covering letter stating your suitability for the role and interest in working at HPP to Rhiannon Lavin, Director of Operations, at: recruitment@hpolicy.com

Please also confirm your eligibility to work in the UK. If you have a working visa, please confirm the expiry date (if applicable).

Deadline: 5pm, Tuesday 9 August 2022

Virtual interviews: Week commencing 15 August

Start date: As soon as possible

4 About The Health Policy Partnership

The Health Policy Partnership (HPP) is a specialist health policy consultancy.

We create innovative policy initiatives and powerful evidence-based communications for organisations across the health spectrum. We provide a unique, seamless approach to help resolve the most complex issues facing our healthcare systems.

We do this through rigorous research and expert synthesis of evidence, intersectoral collaboration, and powerful communications that act as the starting point for meaningful changes in policy and practice.

Find out more by visiting the HPP website: www.healthpolicypartnership.com