



The
Health Policy
Partnership
[research, people, action]

Recruitment pack

Editor

May 2023

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1 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

- £32,550–£36,500, 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 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 in recent years, 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 solid editorial experience who is looking for a varied and exciting role as part of a close-knit Editorial and Communications team. 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, be comfortable giving feedback to colleagues at all levels, 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, healthcare 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, close attention to detail and ability to spot biased language

- familiarity working with different businesses'/publishers' house styles
- a sound grasp of voice and tone appropriate for different audiences
- a passion for language and an intuitive sense of how to develop a compelling narrative
- strong team-working skills and an ability to work with people at all levels of the organisation, as well as external suppliers
- an ability to edit long- and short-form materials, spanning complex reports through website content to social media posts, straddling editorial and communications outputs
- solid organisational skills with the ability to manage a busy workload, operate independently when needed and juggle projects to meet deadlines
- a desire to grow within the role and contribute to the company more broadly by developing skills and identifying training needs
- 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, we'd like you to fit seamlessly into our highly collegiate and well-established company culture from the outset. 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 and Acrobat
- Strong knowledge of Microsoft Office programs (Word, PowerPoint, Excel, Outlook)

Desirable

- A solid understanding of copyright law
- Formal editing training (e.g. via courses from recognised providers)
- Knowledge of Adobe Creative Cloud programs (Illustrator, Photoshop)
- Typesetting and layout creation skills

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 a diversity of backgrounds.

Through our equality and diversity questionnaire, HPP intends to gather and analyse data relating to an applicant's gender, sexual orientation, ethnic group, disability, religion or belief, education and caring responsibilities. All information gathered is on a voluntary and anonymous basis. For all data collected in relation to the recruitment and employment, the data will be held and treated in accordance with General Data Protection Regulations (GDPR) 2018. The information will not be used as part of any decision-making process relating to the recruitment or employment of persons providing the data. To complete the questionnaire, please click [here](#).

We are passionate about employee happiness as well as company growth. We offer you an exciting workplace, with a blend of office and home 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, PowerPoint, PDF or InDesign), taking in changes from colleagues or external stakeholders where appropriate.
- Act as a guardian of our house style and uphold internal quality standards related to writing.
- Help to guide research teams in developing a compelling narrative for their written outputs.
- Support communications colleagues to create content for social media and websites.

2 Job description

Job title	Editor
Purpose	The post holder will ensure 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.	Ensure all written outputs adhere to house style and are produced in line with HPP quality standards, effectively addressing and engaging the relevant target audience.
2.	Copy-edit, proofread and make changes to documents in Word, PowerPoint, PDF or InDesign (including changes to formatting, if necessary) and provide constructive feedback to project teams.
3.	Work collaboratively with researchers to refine drafts and build a compelling narrative, balancing analysis with evidence and accessibility, and maintaining the HPP voice across all outputs.
4.	Edit additional materials for projects as required e.g. policy briefs, website pages, press releases and social media posts.
5.	Contribute to internal writing tips and support senior editorial colleagues to develop and deliver training sessions for the wider HPP team, as necessary.
6.	Check reference formatting and copyright permissions in all external documents and work with project teams to ensure all references are correct and permissions approved at pre-final draft stage (before documents are approved for design).
7.	Support senior editorial colleagues to run an efficient publishing schedule for all HPP projects (this may include contributing to design briefs, maintaining work plans etc.)
8.	Support the wider HPP team with ad hoc editorial requests.

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 and narrative guidance.

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: 29 May 2023, 5pm

Interviews: June 2023

Start date: As soon as possible