



The
Health Policy
Partnership
[research, people, action]

Recruitment pack

Project Administrator

September 2023

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1 Project Administrator

Key details

Location:

- Hybrid working model; your place of work will be a combination of The Health Policy Partnership's office in Covent Garden, London and your home address

Hours:

- 5 days a week, 37.5 hours (we welcome applications from candidates wishing to work flexibly)

Salary:

- £28,000–£30,000, per annum, 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 international consultancy specialising in health policy.

The Health Policy Partnership (HPP) was founded in 2014 and has become one of the most recognised and respected health policy consultancies in Europe, with increasing international exposure.

Our portfolio covers a wide range of topics, often focusing on chronic disease and strategic health system challenges. Projects tend to be multidisciplinary in nature and involve collaborating with leading clinicians, patient groups, policymakers and research organisations at a national, European and international level.

We are looking for a **Project Administrator** with previous administrative, project management or coordination experience to provide critical coordination and administrative support for our projects. Experience in a consultancy environment would be advantageous, as would experience of verifying references and sources (reference checking) for publications (either through writing outputs for a university degree or during previous work experience).

We are looking for a reliable and efficient colleague to support our ongoing research projects.

You should be a self-starter who enjoys adapting to new tasks and is ready to quickly learn and follow our ways of working. With excellent interpersonal and communication skills, you should have experience prioritising your workload to manage time 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.

You will work closely with our research, operations and editorial/communications teams, supporting specific project teams to ensure optimal operational delivery of research projects and related deliverables.

We require team players who are energised by a consultancy environment and have experience supporting complex projects.

HPP is a growing company with a collaborative and collegiate culture. You will need to:

- have engaging interpersonal and communication skills, high resilience and a readiness to join a dynamic team with a strong work ethic and commitment to excellence
- have previous experience of working in a fast-paced office environment, supporting teams with administrative help and coordination across different strands of work
- be comfortable using project management software
- be an excellent communicator and team player, as your role will be to work across project teams with multiple team members
- take ownership of your work, including diligent self-checking and consistent adherence to internal processes, house style guide and other specifications, working closely with our editorial team.
- take pride in our hard-earned company reputation for quality and project our core values continuously, both internally and externally.

Additional skills and experience of interest

- Excellent knowledge of Microsoft Office programs (MS Word, Excel, Outlook and PowerPoint) is required.
- Good writing skills are essential.
- Language skills would be an advantage.
- We will provide training on specialist software as needed (e.g. EndNote and Smartsheet).

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 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, monthly wellbeing days (an additional day off each month), cycle-to-work scheme, an Employee Assistance Programme, life assurance, enhanced sick pay 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.

2 Job description

Job description	Project Administrator
Purpose	The post holder will ensure assigned HPP projects are coordinated effectively, providing ongoing support to the team
Reports to	Associate Director
Main responsibilities	
1.	Provide administrative support to assigned projects, working with the project lead and all relevant team members from proposal to dissemination.
2.	Maintain robust records of key information related to projects as required, including core presentations, project resources and any necessary copyright permissions; ensure HPP folder structure and file-naming conventions are followed.
3.	Help to ensure HPP delivers high-quality outputs that are well written, accurately referenced and formatted in line with house style, by source checking as required on projects.
4.	Provide logistical support, working alongside the operations team, to all project-related events including launches, webinars and advisory group meetings.
5.	Coordinating relevant stakeholder databases and ensuring key project materials (e.g. infographics, updated slide decks) are shared with key stakeholders on an ongoing basis, and that their use is monitored to measure impact.
6.	Work with project leads, communications and operations colleagues to help develop and deploy dissemination plans, including targeted stakeholder outreach.
7.	Proactively manage business development databases and materials, as and when required.
Measures of performance	
1.	Team well supported and proactively provided with relevant information on an ongoing basis, and project folders kept in order and up to date.
2.	Project teams can rely on postholder to ensure smooth running of events and robust project administration.
3.	Communication with stakeholders is professional and consistent.

3 How to apply

Please send:

- your CV
- 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: [Monday 25 September 2023, 5pm](#)

Interviews: [w/c 2 October](#)

Start date: [As soon as possible.](#)

[Our commitment to equality, diversity and inclusion](#)

We strongly value diversity and recognise that it is critical to our success and the work 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](#).