



The
Health Policy
Partnership
[research, people, action]

Recruitment pack

Project Officer

September 2021

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1 Project Officer

Key details

Location

- Normal place of work will be at home or at HPP's office in Covent Garden, London

Hours

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

Salary

- £25,000–£28,000

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) 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. 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 Officer with a degree and/or Master's in health policy, public health or a related field, ideally with at least one year's experience in an office environment. This position would suit someone who is looking for their first role in health consultancy.

We are looking for a motivated graduate.

You should be a self-starter, able to adapt to new tasks with ease and enjoy working under pressure. With excellent interpersonal and communication skills, you should be a natural team player, ready to quickly fit into our way of working. 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 a Senior Researcher and other HPP staff to ensure optimal delivery of research projects. We would see this role naturally evolving into a Researcher position in due course, assuming high performance standards have been achieved.

We require team players who are energised by a consultancy environment.

HPP is a small company with a collaborative and welcoming culture. You will:

- 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 a mature, big-picture perspective on a wide range of healthcare issues

- take pride in our hard-earned company reputation for quality and project our core values continuously, both internally and externally, leading by example in upholding them across the team
- 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.

Additional skills and experience of interest

- Good knowledge of Microsoft Office programs (MS Word, Excel, Outlook and PowerPoint) is required.
- 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 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 diverse backgrounds.

We are passionate about employee happiness as well as company growth. We offer you an exciting workplace, choice of location (blending between home and office working, depending on preference), and excellent benefits including flexible working 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 title | Project Officer |
| Purpose | The post holder will ensure HPP projects are coordinated effectively, providing ongoing support to the team |
| Reports to | Associate Director or Senior Researcher |
| Main responsibilities | |
| 1. | Help to ensure HPP delivers high-quality outputs that are well written, accurately referenced and formatted in line with house style, by taking ownership of reference checking. |
| 2. | Monitor relevant UK/EU and international policy and parliamentary activity on project topics, providing regular updates to the project team(s). |
| 3. | Support Project Leads with overall project coordination, to ensure projects are delivered on time, in budget, with high-quality outputs and including the key stakeholders. |
| 4. | 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. |
| 5. | Ensure key project materials (e.g. infographics, updated slide decks) are shared with key stakeholders on an ongoing basis and 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. | Coordinate and prepare relevant materials for key meetings and outputs related to projects as required (including briefings, agendas, invitations, presentations, minutes etc.) |
| 8. | Work with research, operational and editorial colleagues to coordinate external project-related events, ensuring all materials are prepared, helping with speaker briefings and overall stakeholder engagement surrounding the event. |
| 9. | Ad hoc research and administrative project management/core support where necessary. |
| Measures of performance | |
| 1. | All research outputs have accurate references that are fully marked up and correctly formatted by the final draft (pre-design) stage. |
| 2. | Team well supported and proactively provided with relevant information on an ongoing basis, and project folders kept in order and up to date. |
| 3. | Project-specific communications are deployed effectively to a variety of audiences and reported to clients where necessary. |
| 4. | Profile of HPP is improved through regular blog posts and project outputs (including events). |

3 How to apply

Please send:

- your CV
- an example of your work
- 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: 23 September, 5pm

Virtual interviews: Late September

Start date: As soon as possible

4 About The Health Policy Partnership

The Health Policy Partnership 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 health 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