



The  
**Health Policy**  
Partnership  
[research, people, action]

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## Recruitment pack

Researcher

March/April 2024

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# 1 Researcher

## Key details

### Location

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

### Hours

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

### Salary and title

- £34,015–£38,404 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 **Researcher** with health policy expertise, preferably with experience in a consultancy environment and a proven track record of excellence in supporting programmes of work.

You should have a Master's, or equivalent, in health policy, public health or a related field, along with work experience in conducting research projects and writing. Experience of different health systems and linguistic abilities are beneficial, though not mandatory.

**Please note:** We are also seeking an experienced Senior Researcher; should you feel you are more suited to this position, please refer our website: <https://www.healthpolicypartnership.com/who-we-are/careers-at-hpp/>.

## We are looking for a dedicated Researcher

First and foremost, you will have successfully supported research (and/or policy writing) projects from creation to delivery. It would be great if you also have experience in building relationships with leading stakeholders (e.g. patient groups, professional societies, thought leaders) and communicating confidently with a diverse group of people.

## **We are looking for excellence in policy research and writing**

You will have excellent research, analysis and writing skills. You will have experience of:

- supporting project-related research, either alone or as part of a small team, guiding colleagues
- project support or project management and research, and being able to adapt to new tasks with ease
- undertaking qualitative interviews and conducting discussions with leading experts
- synthesising large quantities of information from your desk research and interviews, and the ability to analyse, pick out and prioritise key themes and messages
- translating your research and analysis into highly credible, impactful written work that clearly communicates a case for change, most notably to policymakers and other decision-makers
- working collaboratively, with internal and external input on the development of documents. Most of our projects involve working closely with leading experts on a given topic (especially clinicians, policymakers and voluntary sector leads), and an important part of your role would be to earn their trust and engage them in co-creating our final materials. You will also need to be sensitive to the needs of our target readers.

## **We require team players who are energised by a consultancy environment**

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 (Word, Excel, Outlook and PowerPoint) is required.
- Language skills would be an advantage.
- Experience of working on chronic diseases, strategic health system challenges and multidisciplinary partnerships at a European and/or global level will also be attractive.
- 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

<b>Job title</b>	<b>Researcher</b>
<b>Purpose</b>	The post holder will support projects from initiation to delivery, conducting research, managing project plans and leading stakeholder engagement
<b>Reports to</b>	Associate Director of Research and Policy
<b>Direct reports</b>	N/A
<b>Main responsibilities</b>	
1.	Work with project lead to ensure projects are delivered on time and on budget, risks are minimised, and profitability and quality client liaison are maintained for the duration of the project.
2.	Ensure projects consistently deliver high-quality outputs that are thoroughly researched, well written, accurately referenced and formatted in line with the HPP Style Guide and Quality Standards.
3.	Maintain robust records of key information related to projects, including core presentations, project resources and any necessary copyright permissions. Ensure HPP folder structure and file-naming conventions are followed.
4.	Support or develop and deploy dissemination plans, including targeted stakeholder outreach, with the support of the Editorial and Communications team.
5.	Provide constructive peer input on other projects when required.
<b>Measures of performance</b>	
1.	Consistently delivers high-quality outputs with robust research analysis and written syntheses that are tailored for the needs of the audience.
2.	Demonstrates excellent high-level stakeholder management to the credit of HPP. Helps continuously develop and enhance networks to the benefit of HPP.
3.	Ensures all relevant HPP Quality Standards and Style Guide are adhered to and upheld across the company.

### 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](mailto: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 22 April, 5pm](#)

Interviews: [Late April/early May](#)

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 recruitment and employment, the data will be held and treated in accordance with the General Data Protection Regulation (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](#).