



The
Health Policy
Partnership
[research, people, action]

Recruitment pack

Researcher

September 2021

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1 Researcher

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 and title

- £31,000–£36,500, depending on experience.
- Please note, salary and title are subject to negotiation 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) 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 full-time Researcher with health policy expertise and a proven track record of excellence in supporting programmes of work.

Please note: you should have a Master's in health policy, public health or a related field and at least 3 years' experience in conducting research projects and writing, in health, for public and policy audiences. Experience of other health systems and linguistic abilities are a definite advantage for this role.

We are looking for a dedicated and experienced Researcher.

First and foremost, you will have successfully supported research (and/or policy writing) projects from creation to delivery. You should have experience in:

- ensuring projects are delivered to budget and timelines, and meeting client/funder expectations
- instinctively thinking and operating from a team perspective, supporting or planning for operational challenges on all aspects of the project
- building relationships with leading stakeholders (e.g. patient groups, professional societies, thought leaders) and communicating confidently to 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:

- developing research methodologies and supporting project-related research, either alone or as part of a small team, guiding colleagues
- 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 outputs. 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 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.
- 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 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	Researcher
Purpose	The post holder will support projects from initiation to delivery, conducting research, managing project plans and leading stakeholder engagement.
Reports to	Associate Director of Research and Policy
Direct reports	N/A
Main responsibilities	
1.	Work with project lead, ensuring projects are delivered on time and in 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, working with the Editorial and Communications team.
5.	Provide constructive peer input on other projects when required.
Measures of performance	
1.	Consistently delivers high-quality outputs with robust research analysis and high-quality written syntheses that are tailored for the needs of the audience.
2.	Demonstrates excellent high-level stakeholder management to the credit of HPP; helps to continuously develop and enhance networks to the benefit of HPP.
3.	Ensures all relevant HPP Quality Standards, including the style guide, are adhered to and upheld across the company.

3 How to apply

Please send:

- your CV
- an example of your research/policy 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