



The
Health Policy
Partnership
[research, people, action]

Recruitment pack

Associate Director of
Research and Policy

December 2020/January 2021

Table of contents

1	Associate Director of Research & Policy	3
2	Job description	6
3	How to apply	8
4	About The Health Policy Partnership.....	9

1 Associate Director of Research and Policy

Key details

Location

- Normal place of work will be at home or at the HPP 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

- Negotiable for the right candidate
- Please note, salary and title subject to negotiation depending on experience

Start date

ASAP

Please note, you must be eligible to work long-term 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). We require an Associate Director of Research and Policy with health policy expertise, leadership skills and a proven track record of excellence in managing programmes of work.

You will be joining a growing senior tier of colleagues within the organisation and will have a unique opportunity to contribute to the company's development and strategy, working closely with the Managing Directors and senior leadership team.

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

Please note you should have at least a Master's in health policy, public health or a related field and **at least 10 years' experience** in conducting and managing research/policy projects. You must have considerable experience in writing on health topics for public and policy audiences. Experience of other healthcare systems and linguistic abilities are a definite advantage for this role. Specific experience of research and/or policy in chronic conditions would also be beneficial.

We are looking for a dedicated and experienced Associate Director of Research and Policy with extensive leadership and project management skills, who can provide strategic project oversight.

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

- ensuring projects are delivered to budget and timelines
- working closely with clients with a high level of professionalism, and being used to meeting client/funder expectations over the course of often complex and evolving projects
- instinctively thinking and operating from a team perspective, planning for operational challenges on all aspects of the project
- managing relationships with leading stakeholders (e.g. patient groups, professional societies, thought leaders) and communicating confidently with a diverse group of people.

We require an experienced project lead and team player who is energised by a consultancy environment.

As HPP is a small organisation, from the outset you must be willing to fit seamlessly into our highly collegiate and well-established company culture. You will:

- have experience of managing and mentoring junior team members
- have excellent interpersonal and communication skills, high resilience and a readiness to earn your place in a team with a strong work ethic and commitment to excellence
- 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
- proactively identify potential business development opportunities, managing outreach and drafting proposals
- take ownership of your written work, including diligent self-checking to ensure data accuracy prior to circulation among the team, and consistent adherence to internal processes, house style guide and other specifications, working closely with our editorial team
- relish the iterative development of drafts via team discussion and peer-review within HPP, and be receptive to learning from other research and editorial colleagues.

We are looking for excellence in policy research and writing.

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

- independently leading research methodologies and delivering project-related research, either alone or as part of a small team, guiding colleagues as appropriate
- managing qualitative interviews and conducting discussions with leading experts
- synthesising large quantities of information from your desk research and interviews with the ability to analyse, pick out and prioritise key themes and messages
- translating your research and analysis into highly credible, impactful written work which clearly communicates a case for change that resonates with policymakers and other key decision-makers

- leading on international projects, and being able to place findings into local contexts, being mindful of cultural and other nuances of each country setting
- 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 outputs. You will also need to be sensitive to the needs of our target readers.

Additional skills and experience of interest

- Good knowledge of Microsoft Office programs (MS Word, Excel, Outlook and PowerPoint) is required.
- Language skills would be a definite advantage.
- Experience of working on chronic diseases, strategic healthcare 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 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:

- leading programmes of work and managing teams
- managing health policy projects, sometimes several concurrently, in terms of strategy, content, delivery, project management and client liaison
- producing high-quality, thoroughly researched and well-written outputs
- delivering on dissemination plans for projects and reports
- managing client and stakeholder relations.

2 Job description

Job title	Associate Director of Research and Policy; Programme Lead
Purpose	<p>The post holder will lead a specific programme* of work within HPP, assuming strategic oversight and operational control (budgets and capacity) for projects within this portfolio. They will be chiefly responsible for profit, quality and reputational risk management, leading a team to support effective delivery across their programme of work.</p> <p>The candidate will demonstrate exemplary leadership skills, nurturing a team culture of excellence, professionalism and collegiality among the whole company. They will take a key part in business development efforts on their focal topics, working closely with the Director of Operations and Managing Directors to build HPP's portfolio of work across key focal areas.</p>
Reports to	Director of Research and Policy
Direct reports	Senior Researchers; Researchers
Main responsibilities	
1.	Take responsibility for and leadership of a specific programme of work. Ensure projects are delivered on time and in budget, risks are minimised, and profitability and quality client liaison are maintained
2.	Ensure programme consistently delivers high-quality outputs that are thoroughly researched, well written, accurately referenced and formatted in line with house style and HPP Quality Standards
3.	Monitor and manage research team within the programme and working with them to optimise their performance and development at HPP, supported, as necessary, by core company HR functions
4.	Negotiate scope of projects with clients and design project plans to ensure successful execution, from agreed contract to final delivery
5.	Uphold the HPP Quality Standards** within the programme and work closely with the Director of Research and Policy to continuously develop and improve HPP methodologies, ways of working and project delivery across the company
6.	Ensure own team members are maintaining 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
7.	Develop and deploy dissemination plans, including targeted stakeholder outreach, with the support of the Editorial and Communications team

8.	Develop leveraged policy engagement plans working across the specific portfolio to adopt realistic and effective engagement methods. Build on experience to advance HPP's 'toolbox' of policy engagement and alliance-building methods across the company, ensuring the most impactful and efficient mix is selected to meet the given project and/or client goals
9.	Provide constructive peer input and co-production on other programmes of work when required
10.	Support business development, including creating new revenue streams within existing projects, producing proposals and bids and overseeing client relations, with other senior colleagues as appropriate
11.	Represent HPP externally in high-level discussions and speaking engagements, and on social media as appropriate. Develop and maintain key client and stakeholder relationships to maximise benefit to HPP

Measures of performance	
1.	In relation to specific programme leadership, prompt identification and appropriate reporting to Director of Policy and Research and Director of Operations of any major deficits and issues in projects or team members. Proactive instigation of remedial actions and risk management through given company processes, or immediate individual action, as required
2.	Performs or oversees delivery of consistent high-quality deliverables i.e. robust research analysis, quality written synthesis, close match to needs of audience and policy recommendations
3.	Projects come in on time and on budget
4.	Supports direct reports to perform effectively and develop in their roles
5.	Excellent high-level stakeholder management to the credit of HPP; helps continuously develop and enhance networks to the benefit of HPP
6.	Ensures all relevant HPP Quality Standards are adhered to and upheld across the company
7.	Secures income for the specific programme of work for which the post holder is responsible

** HPP has a number of programmes of work in cardiovascular disease, heart failure, healthcare system readiness, lung cancer and other therapeutic areas.*

*** HPP Quality Standards provide internal guidance on our expectations and values in research, analysis, writing, stakeholder management and project leadership.*

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: 14 January 2021, 5pm

Virtual interviews: Week commencing 21 January 2021

Start date: As soon as possible

4 About The Health Policy Partnership

The Health Policy Partnership (HPP) 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 healthcare 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