



The
Health Policy
Partnership
[research, people, action]

Recruitment pack

Partnerships and Development Manager

April 2021

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1 Partnerships and Development Manager

Key details

Location

- Your normal place of work will be at home or at The Health Policy Partnership's (HPP's) office in Covent Garden, London

Hours

- 5 days a week (we welcome applications from candidates wishing to work flexibly and/or part-time)

Salary and title

- £40,000–£45,000 per annum (pro rata for part-time applicants)
- Salary and title subject to negotiation depending on experience

Please note, you must be eligible to work long-term in the UK.

This is an exciting opportunity to join the HPP team and work at the heart of a thriving international and independent consultancy specialising in health policy.

We are looking for an experienced colleague to play an important role in our business development processes, to raise our profile with new and existing clients, partners and stakeholders. You will be working with colleagues across the organisation and will have a unique opportunity to progress the company's business development and strategy.

The successful candidate will be responsible for:

- managing business development efforts (research, coordination, proposal development)
- building an internal knowledge management system for HPP in the form of a client and stakeholder management system and a library of HPP deliverables
- curating promotional materials for the company and supporting the delivery of our corporate communications strategy.

We are seeking a dedicated manager and diligent colleague who is 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 knowledge of working in a consultancy environment in the health sphere, as well as demonstrable experience of client management and proposal writing
- 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 a definite advantage.

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 that 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 also passionate about employee happiness as well as company growth. We offer you an exciting workplace, flexibility on 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	Partnerships and Development Manager
Purpose	To act as facilitator to the HPP business development (BD) strategy
Reports to	Director of Operations
Hours	5 days per week
Direct reports	N/A
Main responsibilities	
1.	Assist in developing business development efforts in priority areas of work , guided by the HPP BD strategy – leading, in particular, research on client interests and proactive identification of key business opportunities. This may also involve supporting the Associate Directors (ADs) and others in BD-related communications in their given fields of interest. For example, this would include monitoring key competitor events, identifying networking opportunities and initiation by ADs of new correspondence with existing and new clients/stakeholders, either building on existing projects or moving into new strategic areas of work.
2.	Develop and take operational responsibility for HPP’s centralised client and stakeholder management system , including basic market research and client segmentation, informed by the HPP senior tier and external advisers.
3.	Coordinate the process of new proposal development , working closely with the Director of Operations and strategic leads to ensure profitable and high-quality proposals are produced, in line with HPP competencies and strategic interests. This will also involve drawing on our internal knowledge management repository to identify appropriate style references for different deliverables and proactively suggesting optional project elements in proposals to increase budgets in profitable areas.
4.	Coordinate correspondence with prospective clients and the HPP senior tier, as required in BD and client engagement processes. This will include support in relation to additional paperwork and procurement processes, as required. During this process, the post-holder will act as co-guarantor of HPP statutory and ethical duties on all proposals.
5.	Support the Director of Operations to monitor the business development pipeline at all stages and to incorporate it into wider HPP strategic and financial planning processes.
6.	Oversee and curate HPP promotional materials and manage HPP’s productised ‘menu’ of deliverables and project approaches , ensuring repeatable and profitable work components. Work closely with the Director of Policy and Research to build and maintain an up-to-date internal knowledge management repository to identify appropriate style references for different deliverables. Closely liaise with the senior and project teams to ensure an accurate menu of costed items, reflecting the HPP track record.

7.	Support the Editorial and Communications team in the delivery of HPP's corporate communications strategy , including input into HPP's online and social media presence from a business development perspective.
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Measures of performance	
1.	Provision of timely and well-informed client and stakeholder outreach analysis, contributing to company achieving a steady flow of new clients in existing specialisms and expanding into new topic areas.
2.	Internal knowledge management system up-to-date and providing team full oversight of HPP deliverables and outputs, to be used in prospective discussions with clients.
3.	Upon presentation, BD and partnership leads efficiently pursued, with maximum leverage of the HPP offer to prospective clients; proposals seamlessly facilitated across the senior team.
4.	Excellent execution and oversight of efficient HPP client/BD engagement methods including use of proposal templates, standardised costings etc.
5.	Client and stakeholder management database provides accurate records, is up to date and enhances business development and project deployment efforts.
6.	Full ownership of a wide range of BD-related pipeline administrative and management tasks.

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: **Thursday 6 May 2021**

Virtual interviews: **Mid-May**

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