



The
Health Policy
Partnership
[research, people, action]

Recruitment pack

Senior Researcher

September 2019

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1 Senior Researcher role

Key details:

- £40,000–£45,000 p/a, full-time (depending on experience)
- Based in Covent Garden, Central London

This is a challenging opportunity to work in a thriving international consultancy specialised in health policy

The Health Policy Partnership (HPP) is an independent consultancy (see [here](#) for more information). Our company is growing rapidly, and we require a full-time Senior Researcher with health expertise and a proven track record of managing programmes of work.

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, collaborating with leading clinicians, patient groups, policymakers and research organisations at a national, European and international level.

Please note you should have a Master's in health policy, public health or a related field and at least 5 years' experience in conducting and managing research projects and writing in health for public and policy audiences.

We are looking for a dedicated and experienced Senior Researcher with extensive project management skills

First and foremost, you will have successfully managed research (or policy writing) projects from creation to delivery. You will have experience in ensuring projects are delivered to budget and timelines, and meeting client expectations. You will instinctively think and operate from a team perspective, planning for operational challenges. You will take close interest in capacity issues as projects evolve, and enjoy simultaneous demands of intellectual leadership in the subject matter areas and organisational leadership in project delivery. You will be experienced at building relationships with leading stakeholders and communicating confidently with a diverse group of people.

We are looking for excellence in policy research and writing

Secondly, you will have excellent research and writing skills. You will have the ability to translate research into highly credible, impactful narratives and communicate a case for change, most notably to policymakers.

As part of your role, you will be able to independently develop research methodologies and deliver project-related research, either alone or as part of a small team, with guidance from senior colleagues. You will also have experience of undertaking qualitative interviews and conducting discussions with leading experts representing a full range of perspectives.

In addition to excellent writing, research, synthesis and analytical skills, you will be ready to work 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 will be to earn their trust and engage them in co-creating our final outputs. You will always be sensitive to the needs of our target audiences.

We require a 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 excellent interpersonal and communication skills, high resilience and maturity of character, and be ready to earn your place within a team with a strong work ethic.

You will take pride in our hard-earned company reputation and project our core values continuously, both internally and externally. You will proactively identify potential business development opportunities, assisting in outreach and drafting proposals.

You will take ownership for your written work, including diligent self-checking to ensure data accuracy prior to circulation among the team, and consistent adherence to internal processes, style guides or other specifications. We expect you to relish the iterative development of drafts via team discussion and peer-review within HPP and be receptive to learning from senior research and editorial colleagues.

Additional skills and experience of interest

Language skills would be an advantage. Good knowledge of Microsoft Office programs (MS Word, Excel, Outlook and PowerPoint) is required. We will also provide training on specialist software as needed (e.g. EndNote and Smartsheet). Experience of working on chronic diseases, strategic healthcare system challenges, and multidisciplinary partnerships at a European and/or global level will also be attractive.

Why work for us?

You will be joining one of Europe's leading health policy consultancies, working in a welcoming and collegiate office in the heart of London, with unrivalled opportunities to learn and gain rapid experience at every level. We will endeavour to provide whatever help 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:

- Project manage several health policy projects.
- Produce high-quality, thoroughly researched and well-written outputs.
- Deliver on dissemination plans for projects and reports.
- Manage client and stakeholder relations.
- Support business development.

2 Job description

Job Title	Senior Researcher
Purpose	The post holder will lead individual projects, from initiation to delivery, conducting research, managing project plans and leading stakeholder engagement.
Reports to	Director of Policy & Research
Direct reports	N/A
Main Responsibilities	
1.	Overall responsibility for specific projects, ensuring projects are delivered on time and in budget, risks are minimised, with profitability and quality client liaison maintained throughout 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 house style and HPP Quality Standards.
3.	Oversee and support more junior team members to deliver high-quality research outputs.
4.	Negotiate scope with clients and design project plans to ensure successful execution, from agreed contract to final delivery.
5.	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.
6.	Develop and deploy dissemination plans, including targeted stakeholder outreach, with the support of the Editorial and Communications team.
7.	Offer constructive peer input on other projects when required.
8.	Support the Director of Policy & Research and Managing Directors in business development where appropriate, contributing to proposals and bids.
Measures of performance	
1.	Consistently delivers high-quality outputs with robust research analysis and high-quality written syntheses which are tailored to match the needs of the audience.
2.	Projects come in on time and on budget.
3.	Excellent high-level stakeholder management to the credit of HPP; helps continuously develop and enhance networks to the benefit of HPP.
4.	Ensures all relevant HPP Quality Standards are adhered to and upheld across the company.
5.	Prompt identification of major project issues and appropriate reporting to Director of Policy & Research and Operations Director. Proactive instigation of remedial actions and risk management through given company processes, or immediate individual action, as required.

3 How to apply

Please send your CV, an example of your work and a covering letter stating your suitability for the role and interest in working at HPP to the Operations Director, Rhiannon Lavin: admin@hpolicy.com

Please also confirm your eligibility to work in the UK.

Deadline: Thursday 26 September 2019

Interview: 3rd October 2019

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