



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

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## **Recruitment pack**

**Senior Researcher**

September/October 2020

## Table of contents

1	Senior Researcher .....	3
2	Job description .....	6
3	How to apply .....	7
4	About The Health Policy Partnership.....	8

# 1 Senior Researcher

## Key details

### Location

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

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

### Start date

ASAP.

## **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 a full-time Senior Researcher with health policy expertise and a proven track record of excellence in supporting or 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, and involve 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. Experience of other healthcare systems and linguistic abilities are a definite advantage for this role.

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

First and foremost, you will have successfully managed 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:

- independently developing research methodologies and delivering 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 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, most notably to policymakers and other key decision-makers
- working 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 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.**

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 a readiness to earn your place in a team with a strong work ethic
- take pride in our hard-earned company reputation for quality and project our core values continuously, both internally and externally
- proactively identify potential business development opportunities, assisting in 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 senior research and editorial colleagues.

### **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 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:

- manage health policy projects, sometimes several concurrently, in terms of strategy, content, project management and client liaison
- produce high-quality, thoroughly researched and well-written outputs
- deliver on dissemination plans for projects and reports
- manage client and stakeholder relations.

## 2 Job description

<b>Job title</b>	<b>Senior Researcher</b>
<b>Purpose</b>	The post holder will lead individual projects from initiation to delivery, conducting research, managing project plans and leading stakeholder engagement, including client liaison.
<b>Reports to</b>	Director of Research and Policy
<b>Direct reports</b>	tbc
<b>Main responsibilities</b>	
1.	Overall responsibility for specific projects, ensuring projects are delivered on time and on budget, risks are minimised, and profitability and quality client liaison are 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 the HPP Style Guide and 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.	Provide constructive peer input on other projects when required.
8.	Support the Director of Research and Policy and Managing Directors in business development where appropriate, contributing to proposals and bids.
<b>Measures of performance</b>	
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, including the House Style, are adhered to and upheld across the company.
5.	Promptly identifies major project issues or risks and reports them to the Director of Research and Policy and Director of Operations. Proactively instigates 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 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: 15 October 2020, 5pm

Virtual interviews: Week commencing 19 October 2020

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](http://www.healthpolicypartnership.com)