



The
Health Policy
Partnership
[research, people, action]

Recruitment pack

Researcher

March 2019

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1 Researcher role

Key details:

- £30,000–£33,000 p/a, full-time
- Based in Covent Garden, Central London

This is an exciting opportunity to work in a thriving international consultancy. We seek a dynamic and highly motivated Researcher join our team.

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 Researcher with great project management and writing skills to help us with some exciting work.

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

You should have a Master's in health policy, public health or a related field and at least 3 years' experience in conducting research and writing in health for public and policy audiences.

We are looking for excellence in policy research and writing

First and foremost, you will have excellent research and writing skills. This means the translation of desk research and policy analysis into highly credible, impactful narratives aiming to communicate a case for change, most notably among policymakers.

You will know how to conduct high-quality literature reviews, including how to interrogate published materials (scientific or grey literature) to extract relevant findings, with a keen eye for the hierarchies of information and potential limitations in available data. You will also have experience of undertaking qualitative interviews, and synthesising data gathered from these with literature review findings for robust and insightful policy analysis. In addition to excellent writing, research, synthesis and analytical skills, you will be ready to work collaboratively with external input on the development of documents. You will be sensitive to the needs of our target readers. 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.

We require team players who are energised by a consultancy environment

Self-motivation and high ownership of work are essential attributes for this role. You will be confident under pressure and adaptable to new tasks, even as we manage demanding client needs and workloads. You will take pride in our hard-earned company reputation, and project our core values continuously, both internally and externally.

We would also expect you to 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 would 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.

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 maturity of character, and be ready to earn your place within a team with a strong work ethic.

Additional skills and experience of interest

Language skills would be an advantage. The candidate should have a good knowledge of Microsoft Office programs (MS Word, Excel, Outlook and PowerPoint). 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 and multisectoral partnerships at a European and/or global level will also be attractive.

What you are looking for

In return, you will be joining a welcoming and collegiate office, with great opportunities to learn and gain rapid experience. We will endeavour to provide whatever help we can to best advance your professional development within the company or 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:

- Lead on a range of research activities, including information and evidence gathering, literature searches, qualitative stakeholder interviews, writing and iterative development of drafts, coordination of input, referencing, formatting and dissemination.
- Act as operational lead on project management duties for one or several health policy projects, reporting to a Senior Researcher or Associate Director, Policy and Research, who would be the strategic project lead.
- Assist and deliver on dissemination plans for projects and reports.
- Develop and produce supporting materials such as blogs, newsletters and informal reports.
- Help organise multi-stakeholder events as relevant to projects.
- 'Pitch in' on project admin work in moments of demand (e.g. main events or launches).
- Attend and report back on conferences, meetings and events; network and build new contacts.

2 Job description

Job title	Researcher
Purpose	The post holder will lead on a range of research activities, including information and evidence gathering, literature searches, qualitative stakeholder interviews, writing and iterative development of drafts, coordination of input, referencing, formatting and dissemination.
Reports to	Associate Director, Policy and Research
Main responsibilities	
1.	Develop high-quality, engaging reports and other materials based on the analysis of qualitative and quantitative data, with a clear and engaging writing style.
2.	Work independently and autonomously, at pace, on several projects simultaneously.
3.	Working with the project lead, provide operational leadership on one or several health policy projects, ensuring the project is delivered on time, in budget, with high-quality outputs and including the key stakeholders.
4.	Coordinate and prepare relevant materials for key meetings and outputs related to the project (including briefings, agendas, invitations, presentations, minutes etc.)
5.	Maintain robust records of key information related to the project, including core presentations and project resources.
6.	Develop and deploy dissemination plans, including targeted stakeholder outreach.
7.	Ensure key project materials (e.g. infographics, updated slide decks) are shared with relevant stakeholders on an ongoing basis, and that their use is monitored to measure impact.
8.	Help coordinate external project-related events, working with the editorial and communications team to ensure all materials are prepared, helping with speaker briefings and overall stakeholder engagement surrounding the event.
9.	Monitor relevant UK/EU and international policy and parliamentary activity on the project topic, providing regular updates to the project team.
10.	Develop and produce blogs, newsletter entries and other communications materials for projects, working closely with the editorial and communications team.
11.	Provide ad hoc administrative support where necessary.

Measures of performance	
1	Consistent and robust research analysis and policy recommendations produced.
2	Key stakeholders (clients, expert group etc.) are communicated with effectively.
3	Profile of HPP is improved through project outputs.

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: [Sunday 24 March 2019](#)

Interviews: [Early April 2019](#)

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 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