

## THE POST

<b>College:</b>	University of Exeter Medical School <a href="http://medicine.exeter.ac.uk/">http://medicine.exeter.ac.uk/</a>
<b>Post:</b>	<b>Research Fellow in Health Technology Assessment (Systematic Reviewer)</b>
<b>Reference No:</b>	<b>P11477</b>
<b>Grade:</b>	<b>F</b>
<b>HERA:</b>	<b>RFEL</b>
<b>Responsible For:</b>	<b>Systematic Reviewing for Health Technology Assessment and Project Management</b>

The above full time post is available from 1<sup>st</sup> February 2016 until 31<sup>st</sup> March 2020 in the University of Exeter Medical School.

### Job Description

The Peninsula Technology Assessment Group (PenTAG) is seeking a highly experienced systematic reviewer, primarily to lead the systematic review component of health technology assessment (HTA) projects. If the successful candidate has sufficient experience they will oversee our systematic reviewing team.

Our primary customer is the National Institute of Health and Care Excellence (NICE) for whom we produce high quality HTA assessments to strict timelines. This work mainly takes two forms, carrying out HTAs for “multiple technology appraisals” (MTA) and providing critique of submissions made to NICE by technology manufacturers in the “single technology appraisal” (STA) process. We would especially like to hear from people with a background in working on the NIHR HTA contract for NICE. We also do similar work for the NIHR and the National Screening Committee.

‘Health Technology’ covers any method used by those working in health services to promote health, to prevent and treat disease, and to improve rehabilitation and long-term care. Health Technology Assessment therefore covers a wide range of scientific investigations into the value and impact of health care interventions e.g. medicines, devices and diagnostic tests.

The post holder will be expected to lead the systematic review components of MTA and STA reports as required by the demands of the Technology Assessment Team’s contract with NIHR. Additionally, they will be expected to lead and manage whole MTA and STA projects which comprise of multidisciplinary teams of, information specialists, systematic reviewers, health economists and modellers. In addition, the post holder may contribute to smaller HTA projects being undertaken for local or national policy-makers. We have a particular interest in research synthesis of tests.

Researchers are involved in several stages in the preparation of the assessments, including: identifying and liaising with clinical experts in the topic area of the assessment; screening research literature; critical appraisal of the evidence of clinical effectiveness; data extraction and synthesis and writing reports and papers for submission to peer review journals. All stages of the review process are project managed using NICE and PenTAG guidelines and must be delivered to strict deadlines. Researchers have responsibility for monitoring and updating different aspects of the methods used by the team.

The post holder may be required to participate in other activities of PenTAG, relating to local or national work. For example, PenTAG’s role as a member of the network of TAR teams carrying out HTA in the UK (InterTASC).

### **Main purpose of the job:**

*The main purpose of the job is to conduct systematic reviews and lead multidisciplinary HTA projects.*

### **Main duties and accountabilities:**

Duties that you may be expected to undertake at Research Fellow level include:

1. To undertake research as appropriate to the field of study including:
  - Developing research objectives, projects and proposals;
  - Conducting individual or collaborative research projects;
  - Identifying sources of funding and contributing to the process of securing funds;
  - Extending, transforming and applying knowledge acquired from scholarship to research and appropriate external activities;
  - Writing or contributing to publications or disseminating research findings using media appropriate to the discipline;
  - Making presentations at conferences or exhibiting work in other appropriate events;
  - Assessing, interpreting and evaluating outcomes of research;
  - Developing new concepts and ideas to extend intellectual understanding;
  - Resolving problems of meeting research objectives and deadlines;
  - Developing ideas for generating income and promoting research area;
  - Developing ideas for application of research outcomes;
  - Deciding on research programmes and methodologies, often in collaboration with colleagues and sometimes subject to the approval of the head of the research programme on fundamental issues.
2. There is no teaching directly associated with this post. However, there are opportunities to contribute to teaching and learning programmes in the School and to supervise postgraduate research students.
3. To act as research team leader including:
  - Mentoring colleagues with less experience and advising on their professional development;
  - Coaching and supporting colleagues in developing their research techniques;
  - Supervising the work of others, for example in research teams or projects;
  - Developing productive working relationships with other members of staff;
  - Co-ordinating the work of colleagues to ensure equitable access to resources and facilities;
  - Dealing with standard problems and help colleagues to resolve their concerns about progress in research.
4. To routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media and to present the results of scientific research to sponsors and at conferences.
5. To plan, co-ordinate and implement research programmes.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Research Fellow role profiles <http://www.exeter.ac.uk/staff/employment/academicroles/youresearch/>.

### **Terms and Conditions**

- (a) This post is fixed term appointments for a period of 4 years (until 31<sup>st</sup> March 2020) will be made to the University of Exeter.
- (b) All appointments are subject to satisfactory references and individuals will be required to complete a medical questionnaire before appointment is confirmed.
- (c) All appointments are subject to the successful completion of a probationary period.
- (d) This post is office based at St Luke's campus, Exeter.

## Person Specification

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	PhD (or be nearing completion) or equivalent qualification/work experience in a related field of study.	Masters in research methods or similar.
Skills and Understanding	<p>Excellent systematic reviewing skills.</p> <p>Knowledge of health technology assessment and/or health services research.</p> <p>Ability to lead projects Ability to write concisely and clearly on technical subjects and to prepare reports quickly.</p> <p>Good skills in word processing (Microsoft Word) and basic skills in spread sheets.</p> <p>Excellent English verbal and written communication skills.</p> <p>Record of systematic review research output in nationally recognised publications.</p>	<p>Possess sufficient specialist knowledge in the discipline to develop research programmes and methodologies.</p> <p>Knowledge of statistical methods for evidence synthesis.</p> <p>Good understanding of UK NHS Policy making environment.</p>
Prior Experience	<p>Extensive experience of carrying out systematic reviews, including screening, critical appraisal, data extraction and evidence synthesis.</p> <p>Experience of managing research projects.</p> <p>Experience of presenting research findings.</p> <p>Research experience related to health and healthcare.</p>	<p>Experience of conducting HTA research.</p> <p>Experience of working with health services.</p> <p>Experience of managing research teams.</p> <p>Experience of obtaining grant funding.</p> <p>Experience of acting as principal investigator on research projects.</p> <p>Experience of supervising/line managing staff.</p> <p>Experience in developing research proposals and seeking grant funding.</p>
Behavioural Characteristics	<p>Ability to work well in a team.</p> <p>Excellent time management skills.</p> <p>Self-motivated with drive and energy.</p> <p>Ability and willingness to learn new skills.</p>	

	<p>Evidence of the ability to collaborate actively within the Institution and externally, particularly with healthcare professionals, to complete research projects and advance thinking.</p> <p>Able to communicate complex and conceptual ideas to a range of groups.</p> <p>Able to participate in and develop external networks.</p> <p>Able to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.</p> <p>Able to balance the pressures of research, administrative demands and competing deadlines.</p>	
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### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Dr Mary Bond, Senior Research Fellow, telephone (01392 726077) or email [m.bond@exeter.ac.uk](mailto:m.bond@exeter.ac.uk).

<http://medicine.exeter.ac.uk/esmi/workstreams/pentaghealthtechnologyassessment>

### **Additional Information Relating to the Post**

#### **Salary**

The starting salary will be from £33,574 up to £37,768 on Grade F, depending on qualifications and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

#### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

#### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. Please note that this scheme will be changing from April 2016 and for more information please go to <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. The USS benefit structure up to 31 March 2016 is as follows: The USS is a contracted-out scheme with two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at [www.uss.co.uk](http://www.uss.co.uk). **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **Tuesday 22<sup>nd</sup> December 2015.**

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.