

Advisor (Evaluation)

Department:	Delivery Team
Salary:	£34,684 - £47,328
Hours of work:	Full time. Flexible working hours/ options compatible with the role can be discussed – a minimum of 0.8wte for this role is indicated.
Base:	Cambridge Our staff combine on-site and remote working, enabling us to come together when it matters most and promote a healthy work-life balance.
Reports to:	Senior advisors in delivery team
Closing date for applications:	6 May 2024, midnight
Date of Interview:	TBC

About Health Innovation East

At Health Innovation East, we believe great ideas only make a difference for our health when they are put into practice.

As a trusted partner to the NHS, we work with colleagues to help understand how innovations can transform health and care. We work closely with industry, universities, patients and the voluntary sector to deliver meaningful change in the real world. Our focus is the East of England, a region which is home to some of the world's greatest science and healthcare practitioners, but is also characterised by significant health inequalities. We strive to bring the region's most promising innovations to those who most need them.

We have the proven ability to deliver both bespoke individual projects and large complex programmes from concept through to implementation.

<https://healthinnovationeast.co.uk/>

Our values and commitment to equity, diversity and inclusion

Health Innovation East is fully committed to being an inclusive employer, affording equity of opportunity and welcoming applicants from broad and diverse backgrounds. Staff at Health Innovation East have come together to co-produce our values and expected behaviours. Our values focus on providing trusted expertise, being inclusive, kind and collaborative in all our working relationships and implementing innovations that truly matter to our communities and partners.

What are we looking for?

We are looking for colleagues who share not only our values but also our enthusiasm and commitment to making a difference for our communities. We are united by being dynamic, curious, creative and adaptable. We appreciate the value of evidence and also enjoy trying new and different approaches to solving problems and are comfortable with ambiguity and unanticipated challenges.

Job summary and purpose

One of Health Innovation East's key objectives is to evaluate the impact of new innovations in the real-world to support their spread and adoption. We carry out and commission a wide range of mixed methods evaluations covering a breadth of innovation and health and social care areas.

This role would work with Principal and Senior Advisors to support with data collection and analysis for our evaluation projects within the East of England and beyond.

Specifically, the post holder will:

- monitor timely progress and ensure successful completion of the project
- agree and deliver project evaluation plans
- engage with project stakeholders
- conduct analysis of quantitative and qualitative data
- report findings
- ensure findings are communicated locally and nationally through an agreed communications strategy
- track progress of ongoing service improvements to agreed timescales and produce monthly highlight reports

Key responsibilities

To be responsible for formulating, agreeing and delivering evaluation projects

- To support the conduction of semi-structured interviews and focus groups, and host participant workshops to gather qualitative data
- To analyse quantitative and qualitative data collected as part of the project
- To report on findings
- To draft relevant sections of the final project report
- To write monthly highlight reports
- Maintaining and updating project plans (including key milestones, risks, assumptions, issues and dependencies) and escalating concerns to the programme manager as appropriate

- To plan the communication of the evaluation report including through the development of communications materials such as blogs and impacts stories, to inform future implementation efforts
- To contribute to and support other administrative, business and team processes and activities as required

Corporate and personal responsibilities

- Promote equal opportunities and affirm that staff, colleagues, patients, and others who encounter Health Innovation East are afforded equality of access, experience and outcomes.
- Observe Health Innovation East's equity, diversity and inclusion pledges in every aspect of your work, avoiding any behaviour which discriminates against colleagues, potential employees, patients, or partners on any grounds
- Uphold and promote the organisation's values
- Work flexibly and collaboratively with others to achieve the organisation's goals and support its values
- Support the organisation in creating an environment that values risk management and promotes the highest standards of health and safety for Health Innovation East's employees, supported by policies and procedures as appropriate
- Ensure up to date knowledge is maintained and comply with current data protection laws and company data protection and confidentiality policies and procedures
- Ensure that we only operate within our remit of not offering clinical advice
- Adhere to all company policies and procedures and any applicable legislation

Person specification

	Essential	Measured at:	Desirable
Qualifications and training:	Educated to degree level, or with equivalent professional experience in healthcare evaluation.	Application	
Knowledge and understanding:	<p>Knowledge of qualitative and quantitative data collection and analysis techniques</p> <p>Good working knowledge of risk</p>	<p>Application / Interview</p> <p>Interview</p>	<p>Knowledge of healthcare evaluation design</p> <p>Experience of project management methodologies</p>

	<p>management best practice or willingness to learn</p> <p>Knowledge of information governance, security, GDPR legislation and guidance or willingness to learn</p>	<p>Interview</p> <p>Application/Interview</p>	<p>Knowledge of implementation and improvement science and/or implementation of evidence into practice</p> <p>Awareness of strategic challenges facing the NHS (with a working knowledge of Eastern region preferred)</p>
<p>Skills:</p>	<p>Knowledge of qualitative data collection methods</p> <p>Strong qualitative and quantitative data analysis skills</p> <p>Meeting and workshop facilitation skills</p> <p>Excellent written communication and report writing skills</p> <p>Able to manage own workload and prioritise work in response to changing requirements and demands</p> <p>Strong organisational skills and attention to detail, with the ability to multitask and work to strict deadlines</p> <p>Proficient in use of a range of IT software, including MS Word, Ms project, Excel and PowerPoint</p> <p>Excellent communication skills – ability to receive and understand complex information, summarise</p>	<p>Application / Interview</p>	<p>Ability to create compelling offers for paid work</p>

	<p>and disseminate to varied audiences</p> <p>Able to engage effectively with diverse staff groups</p>		
Experience:	<p>Experience of conducting quantitative and qualitative research (data collection and analysis)</p> <p>Experience of writing reports for a range of audiences</p> <p>Experience of working in an autonomous fashion, working within defined parameters to meet objectives</p> <p>Experience of monitoring and managing projects</p> <p>Experience of qualitative data collection methods involving professionals and public/patients/service users (e.g. developing discussion guides, delivering focus groups/interviews)</p> <p>Experience of analysing complex qualitative and quantitative data</p> <p>Experience of managing complex programmes and / or projects</p>	Application / Interview	<p>Experience of working in the NHS and within complex clinical environments</p> <p>Experience of evaluating complex service improvements</p> <p>Experience of working in multidisciplinary teams including clinicians and senior managers and securing their engagement</p> <p>Experience of working with service users</p>
Disposition/ Aptitude:	Evidence of the ability to work with teams in developing solutions	Interview	Able to travel within region

	<p>Ability to develop good relationships with senior colleagues within and outside of the organisation</p> <p>Demonstrable interest in healthcare innovation and improvement</p> <p>Ability to maintain credibility of self and the team</p> <p>Ability to work flexibly (hours of work and duties) both autonomously and within a small team</p>		
<p>Right to work in the UK:</p>	<p>Applicants must be able to provide evidence of their right to work in the UK at the point any job offer is made</p>	<p>Application</p>	

Personal development responsibilities

- Understanding and awareness of own personal development needs
- Maintenance of a compliant professional portfolio where required

Key relationships

Internal - all Health Innovation East's employees will be expected to form key relationships within the organisation relevant to the role.

External - in addition, the successful appointee will need to develop and build relationships with external colleagues as relevant to the role. These may include, but are not limited to, relationships with:

- Academic partners in HEIs
- Applied Research Collaboration (ARC) colleagues
- NHS Trusts and NHS Foundation Trusts.
- Care Quality Commission.
- Local Government.
- Integrated Care System and Clinical Commissioning Groups etc.
- NHS England & NHS Improvement
- Third Sector Organisations
- Patient Advisory Groups/Services

Benefits of working at Health Innovation East

As part of the benefits package, Health Innovation East's employees are entitled to 27 days of annual leave plus bank holidays (pro rata for less than whole-time equivalent) and are offered a company pension (employer contribution up to 10% of annual salary) as well as a cycle to work scheme. In addition, after passing probation, all employees are covered for life insurance, which also allows access to a broad well-being programme which is fully confidential.

How to apply

To apply please submit your CV and a covering letter, by 6 May 2024, to recruitment@healthinnovationeast.co.uk specifying your motivation for applying and how you meet our person specification. For an informal discussion, please contact jessica.garner@healthinnovationeast.co.uk.

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation.