

Advisor (Consulting)

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

Increasingly, health and care systems in the Eastern region are looking to commission Health Innovation East directly to support them with a range of tasks, activities and projects. Given the range and volume of requests, we are now looking to develop a model that means we can be responsive to the wide-ranging needs of our health and care system partners in the long-term.

We are asked to deploy a wide range of skills by the organisations we support including (but not limited to) research and evaluation (including data collection and analysis; case study development and rapid literature reviews); change management; Quality Improvement (QI) and project and programme management.

This role would work closely with principal advisors and senior advisors in the delivery team, as well as the organisation's evaluation group, to deliver on the wide range of asks we receive.

Given the range of projects, the post will be varied in nature and would suit someone who enjoys working on different types of projects. However, all post-holders will be required to:

- Show adaptability to different types of work
- Take a flexible approach, recognising that projects, activities and tasks will be highly varied
- Demonstrate an aptitude for learning about new areas quickly
- Write reports to a high standard in different styles for different purposes and audiences
- Engage with project stakeholders and demonstrate an ability to build excellent working relationships
- Monitor timely project progress and ensure successful completion of projects
- 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 deliver on consultancy projects under the supervision of Principal and Senior Advisors. This may involve any of the combination of elements:

- Conducting rapid literature reviews
- Conducting interviews/fact-finding discussions
- Analysing quantitative and qualitative data
- Planning large-scale events – including strategic and operational event development
- Tracking key performance indicators
- Writing outputs for external audiences including project reports, impact stories, blogs and anything else as required
- Presenting information to a range of internal and external stakeholders

Regardless of the project, the following core responsibilities will apply:

- Writing monthly internal highlight reports.
- Maintaining and updating project plans (including key milestones, risks, assumptions, issues and dependencies) and escalating concerns to the programme manager as appropriate.
Developing excellent working relationships with the client and other external stakeholders as required.

You may also be asked to support bid writing and developing compelling proposals for paid work.

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 in relevant subject, or with equivalent experience in healthcare.	Application	

Knowledge and understanding:	<p>Good working knowledge of project management and risk management best practice</p> <p>Knowledge of information governance, security, GDPR legislation and guidance or willingness to learn</p>	<p>Application / Interview</p> <p>Interview</p> <p>Application/ Interview</p>	<p>Knowledge of qualitative and quantitative data collection and analysis techniques</p> <p>Awareness of strategic challenges facing the NHS (with a working knowledge of Eastern region preferred)</p>
Skills:	<p>Ability to create compelling offers for paid work</p> <p>Excellent written communication and report writing skills</p> <p>Ability to manage own workload and prioritise work in response to changing requirements and demands</p> <p>Good 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>Good communication skills – ability to receive and understand complex information, summarise and disseminate to varied audiences</p> <p>Ability to develop strong working relationships with a wide range of stakeholders</p>	<p>Application / Interview</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>
Experience:	<p>Robust project and programme management – including using recognised project management approaches</p> <p>Analysis of quantitative and qualitative data – including documents and published literature</p> <p>Bid writing for a range of commissioners</p> <p>Report writing for a range of audiences</p> <p>Presenting to a range of audiences</p>	<p>Application / Interview</p>	
Disposition/ Aptitude:	<p>Flexibility and adaptability for different kinds of projects, tasks and activities</p>	<p>Interview</p>	<p>Able to travel within region</p>

	<p>Evidence of the ability to work with teams in developing solutions</p> <p>Ability to develop good relationships with senior colleagues internal and external to the organisation</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>		
Right to work in the UK:	Applicants must be able to provide evidence of their right to work in the UK at the point any job offer is made	Application	

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:

- Integrated Care Boards and Integrated Care Systems in the East of England
- NHS England & Improvement (regionally and nationally)
- Cancer Alliances
- Academic partners in HEIs
- Local Government.
- 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 midnight 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.