

JOB TITLE	EVALUATION ADVISOR (MIXED METHODS)
Hours	37.5hrs/week (Full time)
Base	Magog Court, Shelford Bottom, Cambridge CB22 3AD Hybrid working options available
Team	Evaluation & Insights – Delivery Team
Accountable to	Head of Evaluation & Insights
Pay	£33,000 to £43,000 per annum
Closing Date	9am 28 July 2025
Interview Date	w/c 4 August 2025
Terms	Fixed Term for 18 months

About Health Innovation East:

At Health Innovation East we believe that great ideas only make a difference for our health when they are put into practice. Health Innovation East is the innovation arm of the NHS in the East of England, and we are one of 15 regional health innovation networks that support the introduction of innovative technologies, devices and care pathways to transform health and care.

Our team of clinicians, clinical scientists, commercial and NHS experts works with pioneering start-ups, universities, global corporates and the NHS to ensure that the best innovations in health and care reach the people and places where they deliver the most benefit. We also have a growing team of specialist programme managers, experts in real world evidence and data scientists who support the specialist work increasingly needed to deliver today's world of technology-enabled patient care.

Role purpose:

We are seeking a highly motivated Evaluation Advisor (Mixed Methods) to join our team. The ideal candidate will support the high-quality delivery of Health Innovation East's evaluations for our nationally and locally commissioned work. The post holder will support Senior Evaluation Advisors with the design and delivery of different types of evaluations in a health and care setting using a range of methods - both qualitative and quantitative.

Key responsibilities:

As an Evaluation Advisor (Mixed Methods), the post holder will have the following 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
- Any other duties commensurate with the role, as requested by the Line Manager or Director

Key relationships and working with others

- This role will be required to develop and maintain excellent working relationships with the internal and other external stakeholders as required.

Corporate duties:

- 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
- Comply with current data protection laws and company data protection policy and procedures
- Support the organisation in developing a collaborative working environment and a culture of innovation and positive leadership, participating in the appraisal process, as required
- Promote Equal Opportunities and affirm that staff, colleagues, patients and others who encounter Health Innovation East are afforded equality of treatment and opportunities.
- Observe Health Innovation East's Equality and Diversity policy in every aspect of your work, avoiding any behaviour which discriminates against colleagues, potential employees, patients or clients on any grounds
- Work with others appropriately to achieve organisational goals
- Comply with the Health Innovation East values and behaviours

Person Specification:

	Essential	Desirable
Qualifications and training:	Educated to degree level (any discipline), or with equivalent professional experience in healthcare evaluation.	
Knowledge and understanding	<p>Knowledge of qualitative and quantitative data collection and analysis techniques</p> <p>Good working knowledge of risk management best practice or willingness to learn</p> <p>Knowledge of information governance, security, GDPR legislation and guidance or willingness to learn</p>	<p>Knowledge of healthcare evaluation design</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>
Skills	<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 and disseminate to varied audiences</p> <p>Able to engage effectively with diverse staff groups</p>	<p>Experience of project management methodologies</p> <p>Ability to create compelling offers for paid work</p>

	Essential	Desirable
Disposition/ Aptitude	<p>Evidence of the ability to work with teams in developing solutions</p> <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>Able to travel within region</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 of interview.

The role holder will sometimes be required to be flexible with their hours of work for the team to collectively meet certain deadlines.

Occasional travel both within the region and nationally is required.

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 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 colleagues within partner organisations such as:

- Industry partners including SMEs and large corporates within the health arena.
- Academic partners in Higher Education Institutes and Tech Transfer Offices.
- Funding/investment organisations.
- Applied Research Collaboration (ARC) East of England colleagues.
- NHS Trusts and NHS Foundation Trusts.
- Local Government.
- Integrated Care Boards.
- 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), life insurance (on completion of a probationary period) as well as a cycle to work scheme. In addition, all employees have unlimited access to the company's well-being programme which is externally provided and fully confidential. Team members on secondment will remain on their employer's terms and conditions.

How to apply

To apply please submit your CV and a covering letter by 9am 28 July 2025 to recruitment@healthinnovationeast.co.uk specifying your motivation for applying and how you meet our person specification. For an informal discussion, please contact deliveryoperations@healthinnovationeast.co.uk. Interviews will be conducted during the week commencing 4 August 2025.