

Advisor (Delivery core team)

Department:	Delivery core team
Salary:	£34,157 - £44,621, depending on experience
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.
Contract type:	12-month fixed term, with possible extension subject to funding.
Base:	Cambridge We offer flexible working arrangements. 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 Advisor in the Delivery core team
Closing date for applications:	23:59pm, 31 st July 2026
Date of Interview:	Week commencing 17 th August 2026 Stage 1: Short presentation and discussion, online Stage 2: In person interviews, date tbc

About Health Innovation East

Great ideas only make a difference for our health when they are put into practice. Whether we're working with global companies, pioneering start-ups, universities or health providers we help the best innovations in health and care reach the people, places and problems where they deliver most benefit.

As the region's experts in health innovation implementation our team includes healthcare professionals, specialist technologists and commercial advisors; our collective skill set is at the forefront of the advances being made across health and care. The East of England is home to some of the world's greatest science and healthcare practitioners, yet it is also characterised by significant health inequalities. We are proud to part of a national network that strives to bring the most promising innovations to those who need them.

www.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 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

The Delivery Team works with local organisations to deliver national programmes to support adoption and spread of health innovations with a proven evidence base. These currently innovations within CKD, Type 1 diabetes, women's health and digital transformation, all with health inequalities as a cross-cutting theme. We also work with our Integrated Care Systems (ICSs) and NHSE East of England regional team in the identification, adoption, spread and real-world evaluation of innovations/innovative approaches that address local population health and wellbeing priorities.

The Advisor role will be the lead for a portfolio of projects, working in collaboration with health and care partners and providing project/change management expertise to ensure successful project delivery with measurable impact. The post holder will be expected to ensure compliance with organisational requirements for project delivery and governance processes.

It is essential that the post holder has a good understanding of the challenges faced in the NHS and how we can address them most effectively. The post holder will need to demonstrate the following experience and knowledge:

- Have experience in developing, coordinating and delivering projects on behalf of health and care partners.
- A strong track record of delivering change from start to finish using continuous improvement, organisational development, strategic development and transformation methodologies.
- Good working knowledge of the NHS (local, regional and national).

The postholder will be required to work flexibly and adapt to the changing needs of the delivery core team and wider organisation. This may include providing support with bid writing and proposal development and working with evaluation team colleagues to ensure the successful delivery of projects for a range of NHS and social care partners.

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, 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 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
- Track progress of ongoing service improvements to agreed timescales and produce monthly highlight reports
- Support on-site training, across the East of England region

Key responsibilities

To deliver on projects as part of the Delivery Core Team, under the supervision of the Core Team Senior Advisors and Head of Programmes. This may involve, but is not limited to:

- Build and nurture relationships with key stakeholders to support the successful delivery of projects.
- Model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes.
- Ensure projects are managed effectively, leading their successful delivery from start through to completion.
- Ensuring appropriate project governance is in place in relation to data sharing, information governance, managing inequalities and clinical safety
- Ensure that project risks and issues are proactively identified and reported, and developing proposals for resolution, mitigation and escalation of those risks.
- Work with the Health Innovation East Programme Management Office to ensure effective and timely financial and performance reporting and produce regular project reports and updates for national, regional and local governance mechanisms.
- Ensure the work undertaken aligns to relevant national guidance and best practice, including NICE clinical guidance.

Across all our projects, the following core responsibilities 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 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. Evidence of project management qualification, learning or demonstrable experience.	Application Application / Interview	
Knowledge and understanding:	Good working knowledge of improvement and/or implementation methodologies and application within health and/or social care settings. Knowledge of information governance, security, GDPR legislation and guidance or willingness to learn	Application / Interview Interview	Knowledge of qualitative and quantitative data collection and analysis techniques Awareness of strategic challenges facing the NHS (with a working knowledge of East of England region preferred)
Skills:	Robust project management skills Proficient in change management / implementation / transformation approaches Ability to develop strong working relationships with a wide range of stakeholders Strong written and verbal communication skills and the ability to adapt and appeal to various audiences. Good organisational skills and attention to detail, with the ability to multitask and work to strict deadlines	Application / Interview	Proficient in Quality Improvement methodologies Meeting and workshop facilitation skills

	Proficient in use of a range of IT software, including MS Word, Excel and PowerPoint Ability to receive and understand complex information, summarise and disseminate to various audiences		
Experience:	Good working knowledge of improvement methodologies and application within health and/or social care settings. Robust project and programme management – including using recognised project management approaches Experience working with a diverse group of stakeholders at all levels, spanning providers, commissioners, academia and VCFSE Experience facilitating meetings and workshops with diverse stakeholders at all levels Experience of writing reports for a range of audiences	Application / Interview	Experience of supporting digital transformation / change management in a health and care environment
Disposition/ Aptitude:	Flexibility and adaptability for different kinds of projects, tasks and activities Evidence of the ability to work with teams in developing improvement / transformation / innovation adoption projects and/or facilitating the implementation of national guidelines. Ability to develop good relationships with senior colleagues internal and external to the organisation Ability to maintain credibility of self and the team Ability to work flexibly (hours of work and duties) both autonomously and within a small team	Interview	

	Ability to regularly travel within region		
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:

Clinical and operational colleagues within partner organisations, may include but not exclusively:

- NHS Trusts and NHS Foundation Trusts in the East of England
- Integrated Care Systems and Boards in the East of England
- NHS England (regionally and nationally)
- Other Health Innovation Networks
- Care Quality Commission
- 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 wholetime 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, all employees have unlimited access to the company’s well-being programme which is fully confidential. Team members on secondments will remain on their employer’s terms and conditions.

How to apply

To apply please submit your CV and a covering letter specifying your motivation for applying and how you meet our person specification, by 31st July 2026, to recruitment@healthinnovationeast.co.uk. **Please note that CVs without covering letter will not be considered.**

If you require further information about the role, please contact
recruitment@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.