

**Advisor**

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| Department:                    | <b>Consulting</b>                                                                                                                                                                            |
| Salary:                        | £34,157-£44,621, depending on experience                                                                                                                                                     |
| Hours of work:                 | Full time.<br>Flexible working hours/ options compatible with the role can be discussed – a minimum of 0.8wte for this role is indicated.                                                    |
| 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 Advisors in Consulting team                                                                                                                                                           |
| Closing date for applications: | 23:59pm, 31 <sup>st</sup> July 2026                                                                                                                                                          |
| Date of Interview:             | Week commencing 17 <sup>th</sup> August 2026                                                                                                                                                 |
| Contract type:                 | Fixed term, 12 months                                                                                                                                                                        |

**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](http://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. We are comfortable with ambiguity, changing plans and unanticipated challenges.

### **Job summary and purpose**

We are asked to deliver a wide range of services by the organisations we support including (but not limited to):

- Project, programme and change management;
- Digital transformation;
- Bid writing;
- Policy research;
- Provider-led innovation;
- Innovation portfolio oversight.

More about our services can be found here: <https://healthinnovationeast.co.uk/health-and-care-consulting/>

We are particularly seeking candidates who can work across these areas, or those with narrower experience in digital transformation and provider-led innovation.

This role will work closely with the Head of Consulting and Senior Advisors in the Consulting Team, as well as the organisation's Real-World Evaluation Team, 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:

- Take a flexible approach, recognising that projects, activities and tasks will be highly varied;
- Demonstrate 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 consulting projects under the supervision of the Head of Consulting and Senior Advisors. This may involve, but is not limited to:
  - Project management – ensuring timely highlight and exception reporting as well as robust risk, assumption, issue and dependency monitoring to ensure projects remain on track and within budget
  - Ensuring appropriate project governance is in place in relation to data sharing, information governance, managing inequalities and clinical safety
  - Supporting project contracting and invoicing, in collaboration with central operations colleagues, ensuring timely contract signature and issuing of invoices
  - Appropriate stakeholder management, including with providers, commissioners, academia, and voluntary, community, faith and social enterprise (VCFSE) organisations
  - Robust project scoping (in collaboration with senior colleagues) to ensure projects are feasible, have clear, measurable outcomes and are in line with all client expectations
  - Bid writing for a range of funding sources (including public bodies, VCFSE and industry) in collaboration with senior colleagues
  - Data collection via formal and informal methods including semi-structured interviews, focus groups and discovery calls
  - Analysing quantitative and qualitative data
  - Facilitating workshops, Communities of Practice and Action Learning Sets
  - 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

## **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                                                                                                                                                                                                                                  |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications and training:</b> | Educated to degree level, or with equivalent experience in healthcare.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Application             | Project management qualification<br><br>Action Learning Set qualification                                                                                                                                                                  |
| <b>Knowledge and understanding:</b> | Good knowledge of project management and risk management best practice<br><br>Knowledge of information governance, security, GDPR legislation and guidance or willingness to learn                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Application / Interview | Knowledge of qualitative and quantitative data collection and analysis techniques<br><br>Awareness of strategic challenges facing the NHS (with a working knowledge of East of England region preferred)                                   |
| <b>Skills:</b>                      | Robust project management skills<br><br>Proficient in change management and transformation approaches<br><br>Excellent stakeholder management skills<br><br>Proficient in facilitating meetings and workshops<br><br>Ability to create compelling offers for paid work<br><br>Excellent written communication and report writing skills<br><br>Excellent presentation and verbal communication skills<br><br>Ability to manage own workload and prioritise work in response to changing requirements and demands<br><br>Good organisational skills and attention to detail, with the ability to multitask and work to strict deadlines<br><br>Proficient in use of a range of IT software, including MS Word, MS project, Excel and PowerPoint<br><br>Ability to receive and understand complex information, summarise and disseminate to various audiences | Application / Interview | Proficient in leading Communities of Practice and Action Learning Sets<br><br>Proficient in Quality Improvement methodologies<br><br>Good qualitative data collection skills<br><br>Good qualitative and quantitative data analysis skills |
| <b>Experience:</b>                  | Experience of managing complex projects in a health and care environment<br><br>Experience working with a diverse group of stakeholders at all levels, spanning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Application / Interview | Experience of supporting digital transformation/change management in a health and care environment                                                                                                                                         |

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|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <p>providers, commissioners, academia and VCFSE</p> <p>Experience facilitating meetings and workshops with diverse stakeholders at all levels</p> <p>Experience of writing reports for a range of audiences</p>                                                                                                                                                                                                                        |             | <p>Experience of bid writing</p> <p>Experience of conducting quantitative and qualitative research (data collection and analysis)</p> |
| <b>Disposition/ Aptitude:</b>   | <p>Flexibility and adaptability for different kinds of projects, tasks and activities</p> <p>Evidence of the ability to work with teams in developing solutions</p> <p>Ability to develop good relationships at all levels within and outside of 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> | Interview   | Ability to travel within the region                                                                                                   |
| <b>Right to work in the UK:</b> | 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 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 (regionally and nationally)/Department of Health and Social Care
- Cancer Alliances
- Academic partners in Higher Education Institutions
- Local Government
- Voluntary, Community, Faith and Social Enterprise 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.

*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.*