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| Last updated: | 27/08/2020 |

**JOB DESCRIPTION**

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| Post title: | Research Fellow in Health Technology Assessment and Modelling | | |
| Academic Unit/Service: | Southampton Health Technology Assessments Centre, Wessex Institute | | |
| Faculty: | Medicine |  |  |
| Career pathway: | ERE | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Senior Research Fellow | | |
| Posts responsible for: | None | | |
| Post base: | Office-based | | |

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| Job purpose |
| To work as part of the health economic and modelling team on Technology Assessment Review projects for the National Institute for Health and Care Excellence (NICE): critically appraising evidence and models; conducting analysis to explore alternative scenarios and uncertainties; report writing; and interacting with NICE staff and committees and other stakeholders.  To contribute to the development and delivery of other funded research as needed: collating evidence, analysing data; building models; and sharing and discussing findings.  The post-holder will be encouraged and supported to extend their knowledge and skills of relevant methods by undertaking relevant training, to start to develop their own area of research interest, to contribute to the writing of high quality research reports and papers and to present at academic conferences and meetings. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To contribute to the production of SHTAC’s health technology assessment reports (TARs). TAR research is project managed using guidelines and delivered to strict deadlines. The post holder will contribute as part of the health economics and modelling team to all stages in the production of TARs, including:   * Assisting with planning and co-ordination, with associated administrative tasks; * Identifying and liaising with experts in the topic area; * Literature searching and critical appraisal of evidence of cost effectiveness evidence (including independent assessment of company submissions); * Synthesis of evidence and exploration of uncertainty through statistical meta-analysis and decision modelling; * Writing reports to NICE and papers for submission to peer review journals; * Representing SHTAC at meetings with TAR stakeholders (NICE, clinicians, patient groups and manufacturers), NICE appraisal committee meetings and other meetings as necessary. | 60 % |
|  | To contribute to SHTAC’s programme of other research as required.   * Further strengthen and develop analytical expertise within SHTAC as a member of the Health Economics and Modelling Group, contributing to discussions about methodology and ongoing research * Contribute to the preparation of research grant applications and conduct of funded research projects, including economic evaluation alongside clinical trials and decision modelling * Assist researchers from other disciplines to appropriately incorporate elements of economic analysis and statistical analysis into the conduct of HTA. * Contribute to writing papers for publication in high impact peer-reviewed journals and present findings at meetings, seminars, national and international conferences. | 30 % |
|  | Other duties/activities as required and appropriate. This will include contributing to group administration and the SHTAC short course on health economic evaluation. | 10% |

| Internal and external relationships |
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| * Internal: SHTAC director and staff to support TAR and other research and contribute to the smooth running of the group. Members of the Wessex Institute and Faculty of Medicine, and other current and potential collaborators within the University. * External: NICE, NIHR ESP TAR, researchers, clinicians, health service professionals, administrators, representatives of manufacturers, peer reviewers and editors involved in TAR research. External collaborators and funders on other research projects. The community of researchers in health economics and related disciplines in other universities, for exchange of information and methodological development. |

| Special Requirements |
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| Applicants without prior training or experience in health economics or modelling for HTA will be expected to undertake relevant training, including completion of a distance learning or part-time post-graduate taught course or modules as needed. For agreed training, we will pay course fees and provide 1-2 days per week for study.  Travel to meetings associated with the programme of research particularly that linked with the NICE appraisal programme (usually in Manchester or London).  *Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification. The title of Research Fellow will be applied upon successful completion of the PhD. Prior to the qualification being awarded the title of* ***Senior Research Assistant*** *will be given.* |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | A PhD (or equivalent qualification or experience) in a relevant numerate and analytical discipline, such as economics, statistics, operational research or epidemiology  Advanced knowledge and skills in the use of Excel for analysis, including advanced features such as financial, statistical and lookup formulae and VBA macros  Excellent general IT knowledge and skills, including Word, PowerPoint and reference management software (e.g. EndNote). | Knowledge and skills in statistical / modelling software, e.g. TreeAge, STATA, R, WinBUGS, SIMUL8  Knowledge and skills in health economic evaluation and decision modelling  Knowledge and skills in evidence synthesis (e.g. quantitative meta-analysis; network meta-analysis)  Knowledge and skills in medical statistics (e.g. survival analysis)  Knowledge and experience of HTA methods and processes  Experience of delivering research projects to deadline and quality  Programme of personal research in HTA or related area | Application & Interview |
| Planning and organising | Ability to plan and effectively manage own time to deliver work to a high standard and fixed project timelines | Project management skills | Application & Interview |
| Problem solving and initiative | Ability to understand, critique, analyse and interpret complex data and apply to real life decision problems  Ability to provide advice to committees in accordance with procedures, and with understanding of when to seek advice  Ability to interpret and apply complex methodological guidance | Independent development of decision models or economic evaluations | Application & Interview |
| Management and teamwork | Ability to work effectively in a team  Ability to contribute to centre administration |  | Application & Interview |
| Communicating and influencing | Excellent oral and written communication skills  Ability to work with people from a wide variety of academic disciplines and other backgrounds  Able to present research results at group meetings and conferences  Able to write up research reports and papers for peer-reviewed academic journals |  | Application & Interview |
| Other skills and behaviours | Understanding of and commitment to relevant Health & Safety issues  Understanding of and commitment to the University policy on equality and diversity |  | Application & Interview |
| Special requirements |  | Able to attend NICE meetings (usually in London or Manchester), and other national and international conferences | Application & interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |