



# Fellow in Health Policy

## Candidate Brief

July 2019 | Reference FHP10/2019

# About us

The Nuffield Trust is an independent health charity. We aim to improve the quality of health care and health policy in the UK by providing evidence-based research and policy analysis and informing and generating debate.

## Vision

We want to help achieve a high-quality health and social care system that improves the health and care of people in the UK.

We set out to do this by:

- Improving the evidence base that leads to better care by undertaking rigorous applied research and policy analysis.
- Using our independence to provide expert commentary, analysis and scrutiny of policy and practice.
- Bringing together policy-makers, practitioners and others to develop solutions to the challenges facing the health and social care system.
- We will be grounded in the practical implications of policy-making, working closely with NHS staff and policy-makers to identify solutions. Above all, we aim to be a trusted and respected voice at a time of unprecedented challenge to the NHS and social care system.

## Values

In everything we do, we strive to be:

- Independent and free from vested interests.
- Rigorous, robust and evidence-based in the work we undertake.
- Relevant, supportive but also challenging when we need to be.
- Open and engaging with all those we come into contact with.
- An organisation that makes a difference to the quality of policy-making and practice in the UK.

## Current priorities

The current priorities are identified on [The Nuffield Trust Website](#).

# Job Description

## Purpose

The Fellow in Health Policy post is being offered as a fixed-term contract for 12 months. A secondment from another organisation would be considered.

The post holder is likely to work on a number of projects including evaluating how innovations and new technologies are implemented in the NHS, and developing effective approaches to encourage adoption and spread of innovations in health and care systems.

A track record of qualitative research methods is essential, along with excellent written and verbal communication skills, and a good understanding of current NHS policy.

## Main responsibilities

Reporting to the Deputy Director of Research, and working closely with the Research and Policy teams, you will assume the following principal responsibilities:-

### Leading and undertaking research

1. Contribute to, and in some cases lead, the planning, development and delivery of research projects; working in collaboration with others within internal and external project teams. If necessary, undertake short term projects to promote the implementation of research findings.
2. Undertake research and policy analysis using appropriate (primarily qualitative) research methods; including literature reviews, interviews, surveys, focus groups and observations.
3. Analyse and synthesise evidence and information for a wide range of projects.
4. Report regularly to external and internal groups on progress through written and oral presentations.

### Project management

1. Contribute to, and in some cases lead, the development of project proposals and funding bids.

2. Ensure the effective management of projects, including undertaking the project manager role on some projects, setting, and meeting, goals and milestones.
3. Supervise the analytical and research work carried out by colleagues as appropriate and help develop their skills.
4. Ensure that the Nuffield Trust's research processes (e.g. research ethics, data governance, and writing conventions) are adhered to in all our work.

### **Securing impact**

1. Write in a range of formats to disseminate the results of our research and analysis. Examples include writing academic-style reports, concise parliamentary briefings and short blogs.
2. Make written and oral presentations to internal and external audiences.
3. Assist with, and in some cases lead, the planning, organisation and running of policy seminars and workshops held by the Trust and write reports of such events.
4. When appropriate, provide advice and written content for the Health Select Committee briefings, national consultations, and other strategic areas relevant to the work of the Nuffield Trust.
5. Work with colleagues in the communications department throughout the life cycle of projects to identify potential impacts from your work and disseminate them effectively.

### **Building knowledge and working with stakeholders**

1. Keep abreast of developments in relevant areas of health and social care policy and actively participate in meetings and discussions about current policy.
2. Build and manage working relationships with internal and external stakeholders, ensuring that there is an effective exchange of information about shared work themes and projects.

## **Contributing to the Trust's values**

1. Uphold the ethos of the Nuffield Trust, demonstrating a commitment to our principles of objectivity and equal opportunities.
2. Undertake any other duties which may reasonably be required in furtherance of the objectives of the Trust.

# Person Specification

## Essential experience

- A bachelor's degree and a postgraduate qualification (master's degree or doctorate) in a subject relevant to health services/policy research.
- A broad knowledge of health and social policy and a demonstrable interest in one or more of its components.

## Skills and abilities

- A track record in qualitative analysis, with excellent skills in qualitative research methods including literature reviews, interviews, focus groups, case studies and surveys.
- Excellent oral and written communication skills and demonstrable experience of writing and presenting to academic, professional, media and lay audiences.
- Proven ability to work to strict deadlines delivering high quality output, managing your own time to suit changing priorities and deadlines. Project management experience.
- Committed to learning and to continued professional development.
- An understanding of, and commitment to, equal opportunities and cultural diversity.

## Desirable skills/experience

- Track record of having written reports or papers for academic publication.
- Knowledge of IT-based research tools and analysis packages (e.g. NVivo).
- Experience of applied research evaluating health services.

All staff are required to work within Nuffield Trust's policies, ensuring these are carried out in relation to the job, e.g., Confidentiality, Data Protection, Equal Opportunities and Diversity.

All staff may be asked to undertake other duties and responsibilities appropriate to their level as determined by their Line Manager on an occasional basis.

This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

## Health and Safety

Employees of the Trust are required to be aware of, and observe fully, the employee duties under the Health and Safety at Work Act and to observe all Nuffield Trust policies related to health and safety and risk management.

## Data Protection

Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Legislation or an action for civil damages under the same Legislation in addition to any disciplinary action taken by the Trust which might include dismissal.

## Equality and Diversity

The Nuffield Trust is committed to ensuring equality for its employees and job applicants and will value and respect their diversity. We recognise that everyone has a contribution to make and we will aim to ensure that all staff, Trustees, volunteers, organisations and individuals with whom we have contact will be treated fairly and in an unbiased way. The Nuffield Trust is committed to actively promoting equality and diversity and will work to address unfair treatment, discrimination and prejudice where found within the workplace and in its work. We will work within the current legislative framework to promote best practice.

To ensure the continued development of equality and diversity, all applicants are asked to provide information about how they identify themselves as part of the application process. You are not obliged to answer the questions, however, the more information you supply, the more effective our monitoring will be. If you choose not to answer any or all of the questions, it will not affect your application. Any information you do supply is kept strictly confidential and will be used solely for monitoring purposes. The selection panel will not see this information.

## Benefits

The Trust offers a competitive benefits package including a defined contribution pension scheme, death in service insurance and an Employee Assistance Programme. Eligible employees also benefit from a number of other benefits including interest-free travel loans and enhanced maternity, paternity and parental leave pay.

Annual leave is 28 days per year (pro rata for part-time positions), 3 days of which must be taken between Christmas and New Year when the office is closed. This rises to 30 days per year (pro rata for part-time positions) on completion of 5 years' service with the Trust.

## Terms of Appointment

This is a full time (35 hours per week) fixed-term (12 months) appointment based in London. Requests for part time working (minimum 80% FTE) will be considered.

The remuneration for this position is c.£42,000, dependent on the background and experience of the successful candidate.

The appointment will be subject to receipt of two satisfactory references and evidence of the right to work in the UK.

## Application and Selection Process

Candidates wishing to apply should submit a detailed CV and complete the Trust's Application Form via the [online web portal](#).

Any queries should be directed to

Email: [recruitment@nuffieldtrust.org.uk](mailto:recruitment@nuffieldtrust.org.uk)

Telephone: Human Resources on 020 7631 8450.

The closing date for applications is midnight on Sunday 28 July 2019.

Shortlisted candidates will be invited for interview in London on Thursday 8 August 2019.

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 For more information about Nuffield Trust, including details of our latest research and analysis, please visit [www.nuffieldtrust.org.uk](http://www.nuffieldtrust.org.uk)

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**59 New Cavendish Street  
London W1G 7LP  
Telephone: 020 7631 8450  
[www.nuffieldtrust.org.uk](http://www.nuffieldtrust.org.uk)  
Email: [info@nuffieldtrust.org.uk](mailto:info@nuffieldtrust.org.uk)**

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