

Job Description / People Specification

Job Title: Experienced Reviews Manager

Location: York (near McArthur Glen Designer Outlet)

Salary: 45 – 65k + 5% Annual Salary Increase + Bonus

Background / Context

Established in 2005, we are a leading independent research company within the healthcare industry. We are proud to have transitioned to an Employee Ownership Trust (EOT) in 2022. All employees are beneficiaries, thus involved and committed to the strategic success and performance of Kleijnen Systematic Reviews Ltd (KSR).

We strive to be the best strategic partner of key commissioners, producing and disseminating high-quality systematic reviews (SRs), meta-analyses, cost effectiveness analyses (CEAs) and health technology assessments (HTAs) including projects for the National Institute for Health and Care Excellence (NICE), the National Institute for Health and Care Research (NIHR), pharmaceutical and medical device companies, guideline developers, and HTA agencies. An exciting opportunity has arisen to join our expanding talented team as a Reviews Manager. We bring together a dedicated team of systematic reviewers, information specialists, health economists, statisticians, and administrators supporting high-profile healthcare decision-making.

As an experienced and dedicated **Systematic Reviews Manager**, you will provide leadership in producing and disseminating high-quality SRs, meta-analyses, CEAs and HTAs that help to shape evidence-based healthcare decision-making. You'll work on projects with key commissioners to assess the effectiveness of healthcare interventions and contribute to improving health outcomes.

As part of our multi-disciplinary team, you will manage projects, will be the main contact for commissioners, and provide supervision to colleagues.

Purpose:

To lead the preparation and delivery of high-quality SRs and HTAs to an exemplary standard to support evidence-based healthcare decision-making, ensuring delivery within specific timeframes.

To provide supervision to colleagues, whilst contributing to their career development.

Key Responsibilities:

- Leading, contributing to, and implementing all stages of the SR process, including proposal and protocol development, screening of relevant studies, data extraction, statistical analyses, and report writing

- Supervising, preparing, and critiquing dossiers used for HTAs and presenting the findings in meetings with commissioners such as NICE to inform evidence-based healthcare decision-making
- Preparing, checking or auditing critical appraisals
- Ability to work autonomously and as part of a team, ensuring appropriate supervision and support is given
- Effectively managing and guiding the project team, ensuring any challenges are resolved in a timely manner
- Contributing to business development:
 - Consideration of potential projects in response to requests from commissioners or tenders
 - Liaising with commissioners to clarify requirements of planned work
 - Leading a team developing proposals for funding potential projects
 - Actively managing and maintaining commissioner relationships to identify future business opportunities
- Contributing to the development of best practice and standards such as the development of training resources, and facilitation of training sessions
- Formulating project teams consisting of internal and external colleagues, and maintaining continuous engagement with colleagues to collaboratively discuss projects
- Supervision of, and involvement in, dissemination activities including preparing journal articles and representing KSR at conferences and meetings
- Attending seminars, training courses and other external events to keep in touch with particular disciplinary interests
- Supporting the management team and colleagues with ad hoc requests relevant to the post.

Requirements for the Role

Essential

- Significant experience in the design, conduct and reporting of SRs, and advanced knowledge of relevant statistical methods, i.e., meta-analysis and meta-regression analysis
- Demonstrable experience in leading and project managing the successful delivery of multiple projects, i.e., ability to work under pressure, prioritise tasks, and meet specific timeframes
- Experience of mentoring and supervision of colleagues
- Proven experience of health services research, e.g., background in statistics, medicine, public health, clinical epidemiology, economics, biochemistry or psychology
- Highly autonomous as well as a motivated team player
- Ability to critically think, analyse and make balanced decisions with an eye for detail and quality
- Excellent interpersonal and communication skills with fluency in English, both oral and written
- Proficiency in relevant software such as Microsoft Office and EndNote

- Adaptable and flexible to changing business needs
- Master's degree in a relevant field.

Requirements for the Role

Desirable

- Understanding of SRs related to diagnostic or prognostic questions
- Experience of undertaking work for re-imburement or HTA agencies, e.g., NICE
- Experience in health economics and/or relevant statistical experience, as potential for hybrid roles
- Knowledge of primary healthcare research methods and statistical methods used in HTA, e.g., indirect treatment comparisons, matching-adjusted indirect comparisons (MAIC)
- A PhD in a relevant field.