

Job Description / People Specification

Job Title: Director of Reviews

Location: York (near McArthur Glen Designer Outlet)

Salary: 65 – 90k + 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 Director of Reviews. 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 **Director of Reviews**, you will be part of the management team which defines the strategic direction of KSR to ensure the long-term success of the business. Furthermore, you will provide scientific project leadership to support commissioner's requirements and project management, whilst providing review expertise and guidance to support the successful delivery of projects.

You will engage with and work closely with multi-disciplinary colleagues and key stakeholders to ensure the successful achievement of commissioner deliverables. Your ability to perform this role will be based on proven experience demonstrated by providing strategic direction and leadership as well as depth and breadth of a variety of projects successfully delivered, management of several teams, and having the insight to inform financial decisions.

Purpose:

- As part of the management team, to shape the strategic direction of the company to ensure future growth and engagement of colleagues
- To provide leadership and direction for scientific colleagues to deliver high-quality SRs and HTAs to an exemplary standard to support evidence-based healthcare decision-making

- To manage resources to ensure that projects run efficiently and are completed according to the relevant requirements and within the agreed timelines and budget
- Provision of support and deputisation to the Managing Director.

Key Responsibilities:

Leadership responsibilities include the following:

- Supporting the Managing Director providing leadership and direction for scientific colleagues ensuring high standards and performance deliverables are achieved within agreed timelines
- Managing and monitoring financial and staff resources on all projects ensuring timelines and requirements are achieved whilst projects are within budget
- Understanding KSR's strategy, participating in the regular meetings of the Management Team to ensure that all aspects of KSR run efficiently
- As part of the Management Team, formulating and planning income and expenditure ensuring overall growth and budgetary targets are achieved
- Contributing to the development of best practice and standards, development of policies, processes and procedures, development of training resources, and facilitation of training sessions
- Coaching, mentoring and training internal and external people in the conduct of evidence syntheses
- Contributing to the recruitment of colleagues to create a balanced portfolio of expertise and skills
- Deputising for the Managing Director, making informed decisions on behalf of the company.

In addition to providing leadership and direction for scientific colleagues, scientific responsibilities include the following:

- Leading, contributing to, and implementing all aspects of evidence syntheses, ensuring performance deliverables are achieved
- 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
- 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
- Formulating project teams consisting of internal and external colleagues, and maintaining continuous engagement with colleagues to collaboratively discuss projects
- 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
- Supervision of and involvement in dissemination activities including preparing journal articles and representing KSR at conferences and meetings
- Networking and developing new sources of funding, this will involve UK and potentially overseas travel
- Strengthening KSR's profile through the forming of collaborations, attending seminars, training courses and other external events to keep in touch with particular disciplinary interests.

Requirements for the Role

Essential

- Evidence of recent achievements and success in a senior leadership role, operating confidently across several management levels with the ability to manage, motivate, and co-ordinate staff, delegating effectively
- 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
- Clear understanding and experience of strong governance, financial and performance management
- Adhering to business strategy, engaging with the team, and building trust and confidence
- Adherence to confidentiality requirements associated with the role
- Significant experience in the design, conduct and reporting of SRs and HTAs, and a working knowledge of relevant statistical methods, i.e., meta-analysis, meta-regression analysis, indirect treatment comparisons, matching-adjusted indirect comparisons (MAIC)
- Experience of coaching, mentoring and developing a large team
- 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 with a collaborative ethos and positive attitude
- 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.

Requirements for the Role

Desirable

- Understanding of SRs related to diagnostic or prognostic questions
- Experience of undertaking work for re-imbursement agencies, e.g., NICE

- Experience in health economics and/or relevant statistical experience, as potential for hybrid roles
- A PhD in a relevant field.