YHEC

York Health Economics Consortium



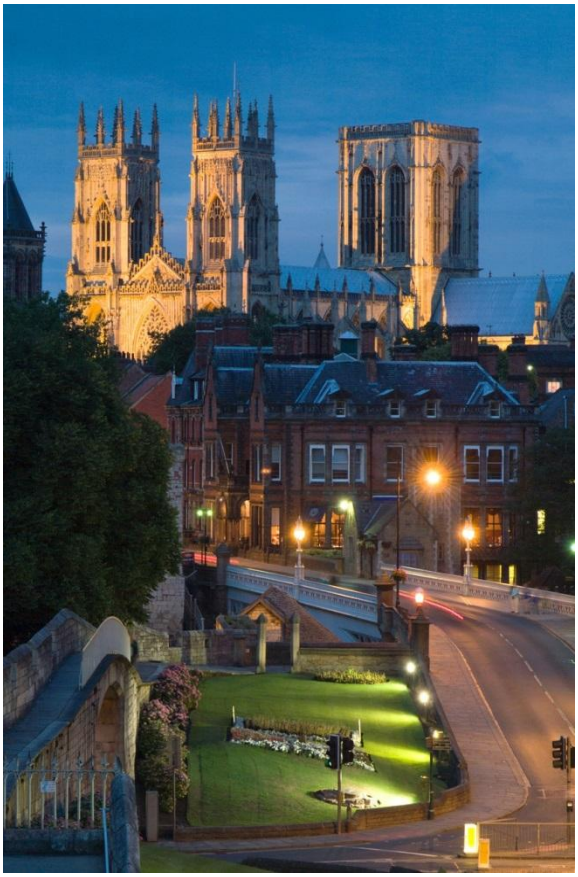
Research Assistant: Medical Writing
York Health Economics Consortium

Closing date: **Sunday 29th November 2026**

Interview dates: **Wednesday 9th December and Tuesday 15th or Wednesday 16th December 2026**









INTRODUCTION

York Health Economics Consortium (YHEC) is recruiting a Research Assistant - Medical Writer to support with writing and editing activities across a wide range of client projects and proposals, including technical reports, manuscripts and expert opinion elicitation work. The successful candidate will join our expanding Medical Communications service and will have the opportunity to work with colleagues in the Health Economic and Outcomes Research (HEOR), Review and Evidence Synthesis (RES), Digital Health Technologies (DHT), and Public Health / NHS services/sectors. The role will support projects in all services/sectors. The role would be suitable for permanent remote working with agreed visits to the office. We are a health economics contract research and consulting company owned by, and based at, the University of York. YHEC provides consultancy and research to a wide range of public and private sector bodies.

We have a team of around 76 staff and hold the Gold Investors in People accreditation with our composite score of 765, against an industry benchmark of 730, putting us in the top 30% of organisations. We want staff to enjoy working at YHEC; our office is a friendly place to work and we have an employee wellbeing programme. This is based on suggestions from staff and includes lunchtime walks, sporting activities and charity fundraising events. YHEC staff nominate a charity on an annual basis and undertake fundraising throughout the year. We also have a social committee who organise events on a regular basis. We are keen to support voluntary/charitable activities and staff may set aside up to two days per year (in work time) to undertake such activities. Staff at YHEC enjoy our inclusive, flexible and friendly working environment. Further details of our work are available at www.yhec.co.uk and photos of charity events and social activities are on our social media accounts.

The HEOR sector undertakes research to quantify the cost-effectiveness of health technologies (including pharmaceuticals, medical devices, public health interventions) for a range of large and small clients within the public, private and charity sectors. The RES services undertake numerous reviews each year for a range of clients, including pharmaceutical companies, MedTech developers, and public sector organisations such as NICE and NHS England. These reviews support a number of different needs from HTA submissions, internal company assessments and the scoping of new areas of research, to name a few. The NHS and Public Sector consulting team has grown in the last five years as clients seek to demonstrate the value of products when real world pressures and incentives are applied. This has included working on complex NHS and public sector system evaluations that addressed a wide range of research questions and issues.

Our location means that staff have full access to the range of facilities offered by the University of York. Staff are encouraged to engage with other research departments based at the University. The combination of our unique location and the breadth of our research portfolio make YHEC a stimulating environment to work in, providing opportunities to work with a wide range of clients using multiple research methods. The pace of work is fast moving with quick turnaround and will appeal to people who enjoy working on multiple projects. Further details are available at www.yhec.co.uk.

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JOB DESCRIPTION & PERSONAL SPECIFICATION

At a glance

Salary	From £28,408
Hours of work	36.5 hours a week
Based at	Remote/hybrid based in the UK or at York Science Park

Main Purpose of the Job

The Research Assistant - Medical Writer will support high-quality writing activities at YHEC. This will include a broad range of medical communications projects and will involve the writing/editing of sections of project reports, journal articles, slide decks and digital media. You will be contributing to a variety of client projects and non-chargeable tasks across all YHEC sectors.

Main Duties

The Research Assistant - Medical Writer will contribute to the performance and profitability of YHEC Ltd in the following areas:

- Provide support for a range of written deliverables, such as technical reports, protocols and slide decks (e.g. undertaking background research, drafting specific sections, formatting and referencing).
- Review slide decks and develop graphics to improve visual communication.
- Support with preparing, formatting and submitting manuscripts to peer-review journals and developing conference deliverables (e.g. abstracts and posters).
- Provide administrative support in qualitative research projects, including recruitment tasks, coordination with stakeholders, and organisation of interviews / workshops.
- Contribute to preparing research proposals (e.g. gathering literature, drafting / collating standard sections of proposals, formatting).
- Work with in-house technical staff (e.g. health economists and systematic reviewers) as well as external associates on projects.
- Liaise with colleagues, clients and co-authors in person and via email / videoconference.
- Conform to house styles and processes (including project tracking and timekeeping).
- Contribute to marketing at YHEC (e.g. writing blogs, drafting and posting LinkedIn posts, and updating sections of the website).
- Prepare meeting agendas, minutes and related project correspondence.

Personal Specification

- Educated to degree level (in a scientific discipline or English language / linguistics).
- Good educational background (including English and Mathematics GCSE grade B or equivalent).
- Excellent writing and editing skills as well as high attention to detail.
- Experience in different types of scientific/academic writing (e.g. preparing reports, slide decks, posters) and undertaking research projects.
- Skilled with Microsoft Word, PowerPoint and EndNote (or other referencing software).
- Experience using Excel and Canva (or other software for creating figures/graphics) is desirable.
- Excellent communication and organisational skills.
- Ability to work as part of a team and on own initiative with a high degree of self-motivation and proactivity.
- Ability to maintain confidentiality and use tact and discretion.
- Willingness to engage in professional development.

Terms of Employment

Posts at YHEC are permanent and subject to regular review of performance. Staff are appointed for a trial period of six months, following which employment will be confirmed, subject to successful performance.

Salary

The starting salary will be from £28,408 subject to qualifications and experience. Membership of a defined contribution or defined benefit pension scheme is available subject to eligibility criteria being satisfied.

We have a generous annual leave allowance of 30 days per year, plus bank holiday.

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THE UNIVERSITY

YHEC is a subsidiary company of The University of York and enjoys close links with academic departments. The Complete University Guide 2022 shows that overall, the University of York was ranked 18th in the UK, 1st in Yorkshire and the Humber. The University of York is a member of the prestigious Russell Group, who are a dynamic, research-intensive university. They work collaboratively in partnership with institutions across the world to develop life-saving discoveries and new technologies that tackle some of the most pressing global challenges. Their 30+ academic departments undertake ground-breaking research that underpins their inspiring teaching and challenges students to dream big, think critically and change the world. The University of York's vision is to be a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.

Attractive enjoyable workplace: Centred around the picturesque village of Heslington on the edge of the city of York, the University of York and YHEC are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance. The self-contained campus offers a range of facilities including a sports centre, catering outlets, shops, a nursery and a doctor's surgery.

The City of York: Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles – just a few of the many attractions. But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city. Visit www.visityork.org for more information on the city of York.



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HOW TO APPLY

The closing date for applications is **Sunday 29th November 2026.**

To apply please complete the application form Job Application

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme**. Please can you confirm that you have the required permissions on the application form. If your application does not include this, it will not be eligible for consideration.**

Applications for part time will be considered and please note your preference in your application. This post is covered by The Rehabilitation of Offenders Act 1974.

The interview process will be a two-stage process. The initial stage will be a short 15-minute discussion and successful candidates will be invited to progress to the interview stage. The discussions and interviews will be held on **Wednesday 9th December and Tuesday 15th or Wednesday 16th December 2026** via video conference. Please advise us immediately if these dates are likely to be inconvenient for you. **Short-listed candidates will also be asked to undertake a job-specific test as part of the interview process.** In addition, if you would like to talk to someone about any adjustments you may need to assist with your application process, please contact Louise Carr by emailing louise.carr@york.ac.uk to arrange a confidential conversation.

Informal enquiries are encouraged, to Emily Gregg on 01904 326486 /emily.gregg@york.ac.uk

