

**JOB TITLE:** Analyst

**REPORTING TO:** Director MedTech Consulting and Business Development

**ACCOUNTABLE TO:** Chief Executive

**POSITION:** Full-time

#### **Purpose of the Post (Summary)**

Health Enterprise East is a leading Healthcare Innovation and Technology Consultancy based in Cambridge. We work with a diverse range of clients, including NHS organisations and clinicians, government programmes and industry. A key aspect of HEE's work is providing consultancy services to medical technology/life science companies looking to gain insight into how they can work with the NHS.

HEE provides advisory services to MedTech companies with a focus on market research and validation in addition to providing project management services on a series of government funded initiatives like SBRI Healthcare.

As an Analyst you will have direct client responsibilities and support the Business Development Director and other consultancy team members with the delivery of consultancy advisory services to industry and other clients in academia, the NHS and other organisations

You will be responsible for providing effective project management to ensure delivery on time, to budget and specification.

Whilst we expect this position to become permanent, the contract will initially be for a fixed, one-year period.

#### **Key Responsibilities**

- In collaboration with team members, deliver advisory services to Medtech clients
- Be central to the delivery of projects to provide high quality deliverables on time, to budget and specification, to include:
  - Undertaking primary research with healthcare stakeholders
  - Research into and analysis of technology and markets data
  - Distillation of information into succinct reports

- Develop and maintain a good understanding of key NHS strategic and operational initiatives that can inform and guide consultancy services provided to clients
- To represent HEE at meetings, conferences, tradeshows and events as appropriate (whether regional, national or international)
- Actively contribute to HEE's public profile and presence through presentations, media and social media
- Provide assistance with other HEE run initiatives and programmes as required

Person Specification
----------------------

- A keen interest in improving healthcare in the UK, using innovation and technology as the main drivers
- Experience of working within the medtech / life sciences field, consulting experience highly desirable.
- Candidates should have a degree or equivalent qualification in a science, engineering or IT related discipline
- Demonstrable account and client relationship management skills an/or experience
- Experience of Key Opinion Leader interviews, customer insight and / or stakeholder research highly desirable
- A skilled report writer with attention to detail, highly motivated to consistently deliver quality outputs
- An aptitude to quickly acquire knowledge to gain the confidence of the varied client base and clinicians we work with
- Knowledge and understanding of the NHS, including organizational structures, procurement mechanisms, and an understanding of general healthcare delivery pathways is desirable but not essential
- Strong interpersonal, verbal and written communication skills
- A team player that is motivated by the success of the business
- Excellent project management and organisation skills
- A self-starter committed to making things happen with the ability to motivate others
- Excellent IT skills including a good understanding of Microsoft Office software e.g. Word, Excel and PowerPoint
- Ability to travel independently to venues around the UK at times and for durations required by the role. This may require the post holder to be away from the main base of operations for overnight periods and may also include international travel