

ST. JAMES'S HOSPITAL

<u>Job Title/Grade:</u>	Health Technology Assessor
<u>Area of Assignment:</u>	National Centre for Pharmacoeconomics (NCPE)
<u>Reporting Relationship:</u>	Senior Management Team, NCPE
<u>Salary Scale:</u>	€74,779 - €86,717 per annum
<u>Closing Date:</u>	Sunday, 15 th June 2025
<u>Ref:</u>	001300

DEPARTMENT DESCRIPTION

Who we are

Our team of people is what makes the NCPE an internationally recognized Centre in Health Technology Assessment (HTA). As part of the NCPE team, you will work closely with committed colleagues from across the spectrum of HTA-related disciplines, including medicine, pharmacy, statistics, health economics, public health and data analysis. Due to the nature of our work, our team requires an ability to learn quickly, engage in critical thinking, and work effectively together in a solution-oriented way. Successful engagement with our stakeholders, and collaboration with our partners, requires our team to have good communication skills.

In the NCPE, you will constantly acquire new skills and knowledge. This knowledge is uniquely applied at the intersection of health-service delivery and health-service research.

What we do

The NCPE has conducted the HTA of health technologies (including drugs) in Ireland since its establishment in 1998. HTA is a multidisciplinary process that uses explicit methods to determine the value of a health technology at different points in its lifecycle. The NCPE assesses evidence for comparative effectiveness, cost-effectiveness and expected budget impact of health technologies. This is done through assessment of evidence submitted by Health Technology Developers and also by independent systematic review. The purpose is to inform decision-making in order to promote an equitable, efficient, and high-quality health system.

The NCPE plays a key role in international HTA organisations including the EU HTA Coordination Group (and associated Subgroups), the International Horizon Scanning Initiative, Beneluxa and ISPOR.

The NCPE is affiliated to the Department of Pharmacology and Therapeutics, Trinity College Dublin and has close collaborative links with International HTA agencies and academic centres.

The NCPE undertakes research to support evidence-based decision making and to inform national and international guidance. The NCPE also contributes to undergraduate and postgraduate teaching and research in Trinity College Dublin and beyond. The NCPE also provides national patient education programmes.

The team at the NCPE is expanding and this is an opportunity to join our rapidly growing multidisciplinary team.

Further information about the NCPE is available [here](#).

REQUIREMENTS

Necessary:

1. A primary level 8 degree in a relevant area.
2. A postgraduate qualification (Masters or PhD) in a relevant area. Individuals currently undertaking a Masters or Doctorate will be considered eligible.
3. Knowledge and skills in a relevant area of expertise, for example: rational drug-use initiatives, clinical-evidence reviews, critical appraisal and interpretation of clinical data, drug-cost containment initiatives, evidence synthesis, cost-effectiveness analysis, health outcomes research, healthcare guidelines development and healthcare research.
4. Competent in writing clinical and /or technical reports.

Desirable:

- Practical experience in critical appraisal and evaluating and interpreting complex scientific data.
- Effective oral communication skills, including experience of delivering presentations.
- An understanding of the national health policy landscape, as well as an understanding of the different perspectives represented across the healthcare system.

MAIN ROLE, DUTIES AND RESPONSIBILITIES*

The post holder will be joining a multidisciplinary team with responsibility for appraising evidence for comparative effectiveness, cost-effectiveness and potential budget impact of technologies. The post holder will be required to contribute to the evaluation of drugs which will include reviewing epidemiological data, systematic review and meta-analysis of clinical evidence, report writing and critical appraisal of clinical evidence and health-economic models submitted by Health Technology Developers or their representatives (Applicants) to the NCPE.

The candidate will also be expected to conduct research and teaching and to contribute to our external collaborations under the leadership of the Head of Research and the Head of HTA Strategy and External Engagement respectively.

Principle duties and responsibilities:

- Assist in the evaluation of Applicant HTA submissions. Evaluate and interpret complex scientific data and literature on pharmaceutical interventions.
- Analyse clinical and economic data to inform the NCPE appraisal reports.
- Contribute to the critical appraisal of submission dossiers and health-economic models submitted by Applicants to the NCPE.
- Contribute to the writing of reports and summary documents.
- Participate in our commitments to HTA on a European and International level as directed.

Education/research

- Participate in research to inform the development of guidelines and optimal methods of Health Technology Assessment.
- Support, supervise and teach individuals who are on placement at the NCPE, as required.
- Attend courses and meetings as may be deemed necessary for the development of both the service and the individual.
- Participate in training, teaching and meetings in accordance with the educational role of the NCPE.
- Contribute to peer-reviewed publication and conference-disseminations of academic research.
- Proactively seek out learning and development opportunities.

General

The Health Technology Assessor will:

- Carry out general administrative duties including record keeping as required.
- Adhere to the standard operating procedures and policies of the NCPE.
- Maintain departmental confidentiality.
- Be a good team worker with the ability to work collaboratively with others.
- Participate in multidisciplinary working groups and committees as required.
- Supervise and manage any staff assigned to them.
- Perform such other duties appropriate to the office as may be assigned to them by the Senior Management Team of the NCPE.

*The above Job Description is not intended to be a comprehensive list of all duties involved. The post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

PARTICULARS OF OFFICE

1. The appointment is **Full-Time** and **Pensionable. Both permanent and specified purpose roles available.**
2. Annual Leave allowance is **29 days** per annum.
3. The person appointed must not give less than **one month's notice**, in writing, of intention to resign.
4. Normal working hours will be **35 hours** per week.
5. You will be required to work the agreed roster/on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change in order to meet the requirements for extended day services in accordance with the terms of the Framework Agreement. Please contact the hiring manager directly for further information about working arrangements at the NCPE (see contact details in the enquiries section).

GENERAL

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must complete fire training every 2 years.
3. All accidents within the department must be reported immediately.
4. In accordance with the "Safety, Health and Welfare at Work Act 2005", all staff must comply with all safety regulations.
5. St James's Hospital is a Tobacco Free Campus. The use of Tobacco or Electronic Cigarettes is not permitted within the Hospital Buildings or on the grounds.

6. In the event that we receive a large number of applications and while you may meet the eligibility requirements of the competition, it may be decided at shortlisting to reduce the numbers being invited to interview. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

CONFIDENTIALITY

In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

HEALTH

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service

INFECTION CONTROL

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

ENQUIRIES

Dr Lesley Tilson, Deputy Head of NCPE, Email: ltilson@stjames.ie

Or

Dr Laura McCullagh, Head of Research, NCPE, Email: lmccullagh@stjames.ie

Application Procedure:

To apply for this position, please complete the relevant online application form no later than closing date **Sunday, 15th June 2025.**

A panel may be formed from which future vacancies will be filled

St. James's Hospital is an Equal Opportunities Employer