NICE National Institute for
Health and Care Excellence

Job Description

_____

### Job Details

Job Title: Technical Analyst (Surveillance) Team:

    Surveillance

Location: London or Manchester

Centre/Directorate: Centre for Guidelines

Terms & conditions: Agenda for Change

Pay band: 7

Contract: Permanent, full time 37.5 hours per week

_____

Accountabilities

Accountable to: Technical Adviser

Responsible for: None

_____

```
        ┌─────────────────────────┐
        │      Line manager       │
        │    Technical Adviser    │
        └────────────┬────────────┘
                     │
        ┌────────────┴────────────┐
        │    Technical Analyst    │
        └─────────────────────────┘
```
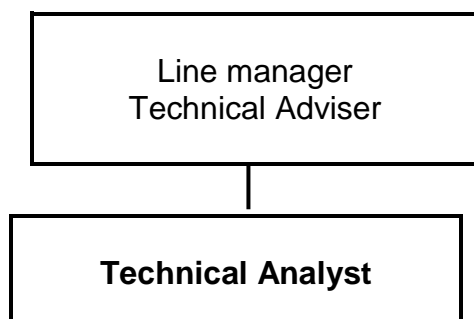
The National Institute for Health and Care Excellence (NICE) is the independent organisation responsible for providing national guidance and advice on promoting high quality health, public health and social care.

Our role is to improve outcomes for people using the NHS and other public health and social care services. We do this by producing evidence-based guidance and advice for health, public health and social care practitioners; developing quality standards and performance metrics for those providing and commissioning health, public health and social care services and providing a range of information services for commissioners, practitioners and managers across the spectrum of health and social care.

The **Centre for Guidelines** develops guidance on the promotion of good health and social care and the prevention of ill health, the appropriate treatment and care for people with specific diseases and conditions, and service delivery. The guidance is used by those working in the NHS, local government, social care, and patients and their families.

The **Public Health guidelines team** is responsible for developing public health guidelines.

The **Guideline updates team** is an internal guideline development team, responsible for updating guidelines across a range of areas.

The **Guideline surveillance team** is responsible for reviewing newly published evidence and checking whether published guidelines, across a range of areas, need updating.

Job purpose

The technical analyst – surveillance will contribute to NICE's review decisions on when to update guidelines. This will include reviewing guidelines alongside new evidence and summarising and interpreting the evidence to decide whether the guideline should be updated. The post holder will also support the development of guideline methods, in conjunction with other members of the team.

The technical analyst – guideline development – will contribute to the development of NICE guidelines. This will include appraising identified evidence using established systematic review methods and developing structured summaries. The post holder will also support the development of guideline methods, in conjunction with other members of the team.

Main duties and responsibilities

The post holder will be responsible for:

Analytical and technical

- Ensuring outputs are developed in accordance with NICE methodology
- Working with Information Specialists to identify new evidence from a variety of sources
- Developing review questions and protocols for systematic reviews and agreeing, with the relevant project manager, timelines for their development
- Evaluating the validity and relevance of data which may be highly complex and/or conflicting, and from a variety of sources. This will include selecting the most appropriate primary studies for inclusion in evidence reviews
- Critically appraising relevant clinical research studies, epidemiological data, NHS activity data and other significant information relevant to the structured clinical questions agreed with the standing committee using appropriate methods
- Collating and summarising qualitative and quantitative evidence
- Evaluating the validity and relevance of data which may be highly complex and/or conflicting from a variety of sources
- Carrying out critiques of work carried out by other staff both within Institute and that carried out by external parties
- Assessing the completeness of the evidence base, identifying gaps and highlighting important issues for discussion by relevant staff or Committee members

- Synthesising information to give a balanced view of the evidence base
- Preparing evidence reviews and highlighting important issues for discussion by standing committee members
- Providing technical advice to external guideline developers and NICE staff and responding to technical queries that arise during the development of outputs
- Preparing technical responses to comments received in the course of public consultation
- Collaborating with the relevant project manager to obtain specialist advice from relevant national societies and organisations
- Contributing to the fulfilment of NICE's duties on equality and diversity in the development of guidelines

In addition, the Technical analyst (guidance) will be responsible for:
- Preparing guideline scopes or briefing papers relevant to the guideline
- writing national guidelines for the NHS in England and Wales. This involves the presentation of evidence in a fair and balanced way, accurate representation of the Committee's deliberations and attention to detail to ensure overall technical consistency between the evidence base and the Committee's considerations

In addition, the Technical analyst (surveillance) will be responsible for:
- Reviewing existing guidelines to determine whether they need updating
- Interpreting how the evidence affects current guideline recommendations
- Contributing to the guideline scoping process to ensure review questions are appropriate and evidence is likely to be available

Supporting methodological developments

- Contributing to technical and organisational developments and proposing changes to policy and methodology
- Contributing to research projects
- Interpreting and explaining highly complex and sometimes conflicting or contentious information to internal and external staff
- Responding to queries on specialist area of work

Communication

- Establishing and maintaining effective working relationships and engagement with a very diverse range of internal and external staff, including professional experts, academic collaborators and senior staff
- Presenting highly complex and sometimes conflicting or contentious information to small multidisciplinary groups (e.g. Committee meetings)
- Contributing to technical and organisational discussions regarding developments in guideline development methodology
- Liaising with appropriate members of staff to obtain specialist advice from relevant external organisations
- Representing the Centre at Institute meetings and at external events

Maintaining transparency of decision making

- Developing and maintaining records of work to ensure an audit trail, including bibliographic databases and records of literature searches
- Ensuring all documentation is systematic and transparent

- Frequent use of standard office management software and reference management software

<u>Other</u>
- Organising and planning personal workload which covers multiple projects at different stages
- Influencing changes to timescales and to process and methodology used by team members
- Liaising with other staff to prioritise workloads and maintain cross team management systems
- Evaluating risk and its impact on projects within the Centre
- Working with colleagues across the Institute to ensure that guidance is consistent across Centres/Directorates
- Participating in appropriate training and development activities and encouraging and supporting the development and training of other staff
- Providing critical appraisal training and induction to Committee members and to new members of staff, as required
- Undertaking continuing personal and professional development to meet the changing demands of the job and to satisfy the NHS Knowledge and Skills Framework requirements relating to the job
- Undertaking any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover or new initiatives

Key working relationships

<u>Internal</u>
- Analysts
- Advisors
- Associate directors
- Project managers
- Administrators
- Editors
- Information specialists
- Costing analysts
- Auditors
- Implementation advisors
- Communication specialists
- Science Policy and Research team

<u>External</u>

- External experts
- Institutions
- Academic Groups
- External guideline developers

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility.

The post holder may be required to travel to meetings outside the usual office base typically between 3 and 6 times per year which may include an overnight stay.

_____

Equality & Diversity

All NICE employees must have respect for every individual, treating everyone with dignity, courtesy, fairness and consideration, and welcoming and accepting differences between people. It is the responsibility of every employee to work towards the elimination of all discrimination and prejudice.

Health & Safety

All NICE employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable NICE to meet its own legal duties.

Governance

All NICE employees are responsible for making themselves fully aware of and committed to all NICE Policies, Procedures and Initiatives relating their employment at the work that they undertake.

Person Specification – **Technical Analyst - Surveillance**

ESSENTIAL	Method of Assessment	DESIRABLE	Method of Assessment
QUALIFICATIONS • Postgraduate qualification or equivalent level of knowledge acquired through experience and further training/development	Application form		

KNOWLEDGE AND SKILLS
 	
• Advanced theoretical and practical knowledge of a range of work procedures and practices
 	
• Understanding of the principles of evidence-based healthcare, critical appraisal and the interpretation and synthesis of health care research evidence
 	
• Understanding of guideline development, health technology assessment and/or public health research and assessment methodology
 	
• Specialist expertise in systematic review methodology and working knowledge of the following areas :
 	
    o Health economics
    o Medical statistics
    o Clinical trials
    o Public health and health policy
    o Epidemiology
• An understanding and commitment to equality and diversity
	Application form / Interview / Test	• Knowledge of current developments in the NHS
		
		• An understanding of the social, political, economic and technical context within which the NHS operates
		
		• Basic knowledge of routinely collected health and health care data such as prescribing data, healthcare activity, epidemiology and costs
		
		• An understanding of the work of the Institute
		
		• Ability to analyse and critique economic models
		
		• Ability to use reference management software
		
		• Ability to design/develop databases
			Application form / Interview

• Effective and persuasive communicator demonstrating oral, written and presentation skills with a high degree of personal credibility and sensitivity • Ability to establish effective working relationships with a range of professionals both within and outside the Institute • Ability to think and plan strategically and to exercise sound judgement in the face of conflicting pressures • Ability to gather data, analyse, critique and synthesise complex information and prepare reports and briefing documents • Ability to work independently to tight deadlines • Ability to prioritise work efficiently and effectively • Ability to use standard Microsoft packages (including Word, Excel, PowerPoint, Access, Outlook) and ability to use the Internet to search for and resource information			

EXPERIENCE
 	
• Experience of working in systematic review methodology plus any of the following fields:
 	
     o Health economics
     o Medical statistics
     o Clinical trials
     o Public health and health policy
     o Epidemiology
 	
• Experience in critically appraising health literature,
	Application form / Interview / Test	• Experience and familiarity with grey literature and databases such as Medline, Embase and Cochrane
		
		• Experience of working within an academic, clinical or health services research environment and of supporting a multidisciplinary team
			Application form / Interview

including non-randomised and uncontrolled studies • Experience or familiarity with research design, methodology, conduct and reporting • Experience of preparing summaries of research findings • Experience in working with a range of individuals and organisations ideally in a healthcare setting			
OTHER • Flexible attitude to working environment and ability to work as part of a team • Good attention to detail with a thorough and systematic approach to tasks and high standards of accuracy • Calm under pressure • High drive and determination to resolve complex problems • Willingness to learn and develop further in key areas of the job	Application form / Interview / Test		

Job Description – Technical Analyst