

HTAi Interest Groups Guidelines for Technical Officer Positions 2020

Overview

The HTAi Board approved the formation of Technical Officer (TO) positions to help support the work of the Society's Interest Groups (IGs). This document provides a guideline that includes a position description, candidate application and selection criteria, and accountability processes.

Position description

The Technical Officer positions are to be filled by individuals who:

- are currently members of HTAi;
- are completing studies in the field of HTA;
- are a member of the Early Career Network or are members of other IGs; and
- are interested in developing their skills in specific areas of HTA.

TOs will work closely with the Chairs, IG Executive Team and/or IG Steering Committee and working groups within the IGs to support specific tasks of the IG. These tasks will vary depending on the needs of each IG, and may include:

- Environmental scans for articles, conferences, events, trainings of interest, etc.;
- Maintaining IG member contact lists;
- Scheduling meetings, taking minutes;
- Data collection from members;
- Drafting communications and HTAi newsletter materials, maintaining website, etc.;
- Other tasks as directed by IG Chair/s or the IG Executive Team or IG Steering Committee.

It is expected that the work will occur through email, WebEx, and teleconferences throughout the year, with face-to-face working opportunities available at the HTAi Annual Meetings, held in early summer each year.

The TO position requires commitment for a two-year term, with the possibility of extension for an additional year. Each term typically starts on January 1 and commences on December 31. It is anticipated that the TOs will work between 50-100 hours in a year (with an average of one to two hours per week). Each TO receives a stipend of \$2,000 Canadian during each year they serve in capacity of TO. This stipend will be adjusted accordingly under circumstances in which a TO serves a term that is less than one year. If a TO cannot complete the agreed upon term, they will be expected to return a portion of the stipend dependent on the amount of time served.

Each TO will also receive complimentary registration to the HTAi Annual Meeting, but travel and accommodation is not included.

Accountability

The Technical Officers will report directly to the IG Chair(s) or the IG Executive Team to which they are assigned, or IG Steering Committee. The Chair(s) or the IG Executive Team or IG Steering Committee will be involved in the evaluation of applications and the selection of TOs. The IG Chairs will be responsible to direct the work of TOs by assigning tasks to them and indicating where and how they fit within the overall structure of the IG (e.g., if they work with working groups, specific work streams, etc.).

The HTAi Secretariat will administer the payment of the stipend and arrange the complimentary registration for the HTAi Annual Meeting. *(Note that the travel, accommodation, and other expenses are the responsibility of the individual and will not be paid as part of the TO role. HTAi offers a travel grant program to support attendance of students and patients or low/middle income countries to attend Annual Meetings. (Please see the HTAi website for details).*

All parties are encouraged to communicate with one another on any issues or challenges arising, so that mutually agreed upon solutions can be found. The Chair(s) or the IG Executive Team or IG Steering Committee will be responsible to address any unresolved issues in consultation with the HTAi Secretariat as needed.

Eligibility

All applicants to the Technical Officer positions must:

- Be paid members of the HTAi Society;
- Be proficient in the English language;
- Be interested in developing specific skills in HTA;
- Submit a full and complete application, described below.

Application process

Eligible candidates are asked to submit an application form entitled *HTAi Technical Officer Application Form* attached to the email.

The applicant agrees to:

- commit for two-year term (unless otherwise agreed);
- a review process & accountability structure;
- read & understand the guideline;
- attach CV;

Note: In their application form, TOs will indicate their preferred choice of IG(s), and successful candidates will be assigned to their first choice if possible or other IGs as per their preference, if available.

Candidate Selection Criteria

All applications for TO positions will be assessed by the IG Chair(s) or the IG Executive Team or IG Steering Committee members in a process coordinated by the HTAi Secretariat. IG Chairs will review the shortlist of candidates who indicated interest in working in their IG and submit their choice to the Executive Board of Directors for final approval.

Candidate application will be assessed according to the following criteria:

- Paid member of the HTAi Society;
- Active member of the Early Career Network IG (or relevant IG);
- Over 18 years of age, any nationality, any gender, any background;
- Enrolled in a course or university program in HTA;
- Fluent in English, writing and speaking

Chair(s) and/or Executive Team or IG Steering Committee can assess the Expression of Interest (EOI) for:

- Quality of statement;
- Quality of CV; and
- Specific criteria per IG (such as special skills or description of current work, or what else may be required for that particular IG).

Applications are scored and ranked according to a common rubric. If the situation arises where top candidates receive identical scores, the IG Steering Committee and/or IG Chairs will consider secondary characteristics of applications, in the following descending sequence:

- Geographic location (where scores are equal, preference for geographic diversity with respect to other grant recipients will be considered);
- Gender balance (where scores are equal, preference will be for gender balance).

For IGs that have a TO, the IG Chair(s) or the IG Executive Team or IG Steering Committee may wish to invite this individual to continue for another year (up to a maximum of three consecutive years), given outstanding performance and/or the continuation of specific work streams into the following year that would be most efficiently managed by the same TO.