Pool of External Expert Biostatisticians

Background

The Human Fertilisation and Embryology Authority (HFEA) is the UK's independent regulator of fertility treatment and research using human embryos. This includes licensing, inspections and setting standards.

The Scientific and Clinical Advances Advisory Committee (SCAAC) is a subcommittee of the Authority, our board. The SCAAC meets three times a year to consider advances in science and clinical practice which are relevant to the Authority's work.

One of the functions of the SCAAC is to review and rate treatment add-ons, which are published on the HFEA website. Treatment add-ons are optional non-essential treatments and tests that may be offered to patients alongside established fertility treatment. You will see from the add-ons information on out website that there are five ratings that indicate whether a treatment add-on is effective at improving treatment outcomes for someone undergoing fertility treatment, according to evidence from studies. In order to rate an add-on, it is necessary not only to identify the published evidence, but also to assess the quality of that evidence. For this reason, we seek advice from an independent biostatistician with expertise in systematic reviews and evidence assessment to carry out an independent assessment of the quality of evidence (using the GRADE methodology) for each treatment add-on.

Vacancy description

The HFEA is looking to appoint a pool of External Expert Biostatisticians to assist the SCAAC with rating treatment add-ons.

This involves:

- Undertaking critical reviews of studies around the efficacy of fertility treatment add-ons using GRADE methodology. This includes assessment of risk of bias from allocation method, blinding, selective reporting, unexplained attrition, unplanned interim analysis and other miscellaneous errors in the design, conduct or reporting of results.
  [The HFEA Executive will provide the evidence to be reviewed in the form of a spreadsheet with links to the published literature online]
- Screening Cochrane systematic reviews, if available, to ensure no missed trials, and checking studies against a retraction watch database.
- Preparing a report critically appraising, interpreting and summarising the identified studies and recommending ratings for the add-on and comments on any evidence for the safety of the add-on for consideration by the SCAAC.
- Attending (virtually or in-person) a SCAAC meeting to present a final report on the treatment add-on review and answer any questions Committee members may have.

External Expert Biostatisticians will be appointed for a term of five years.

Given that it is not known how many treatment add-on reviews will be commissioned over any five-year period, and this may fluctuate, we are hoping to recruit a pool of External Expert Biostatisticians to ensure that at least one will have the capacity to undertake an add-ons evidence review as they arise and within the time frame required.

External Expert Statisticians would receive a fee of £325 per day for undertaking an add-ons review. The number of days required to undertake the work would be agreed in advance and may vary depending on the nature and volume of evidence available for a given treatment add-on.

Any appointed External Expert Statistician will be required to agree and sign:

- HFEA code of conduct
- Confidentiality agreement
- Conflict of interest declaration
- HFEA expenses policy

Person specification

Essential Criteria

To be considered, you must be able to demonstrate that you have the skills, experience and knowledge needed to undertake the role and duties of an External Expert Biostatistician:

- Appropriately qualified and experienced statistician with proven experience of undertaking systematic reviews and evidence assessment of published evidence in the health and medical field
- Proven experience of undertaking reviews using GRADE methodology
- An academic publication track record demonstrating your experience of undertaking evidence reviews

Desirable criteria

- Experience of undertaking evidence reviews related to fertility treatment or reproductive medicine
- Understanding of the HFEA's role and remit

In addition, all candidates must have the right to work in the United Kingdom and must not hold any other role or appointment with the HFEA.

How to apply

To apply please email an up-to-date CV together with a supporting statement (maximum two sides A4) outlining how you meet the personal specification outlined above to **dharmi.deugi@hfea.gov.uk**.

If you are considering applying and meet the criteria set out, but have some questions, please address them to the above e-mail address.

Applications must be received by midnight on Tuesday 30th September 2025. All applications will be acknowledged by email after the closing date.

Applications will be considered by an appointment panel. Interviews are not foreseen.

Supporting statement

The supporting statement is your opportunity to demonstrate how you meet the criteria set out. Please write all acronyms in full first.

Please ensure your full name is clearly stated at the top of your statement.

Please limit your statement to two A4 pages.

Conflicts of interest

If you have any business or personal interests that might be relevant to the work of HFEA, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your supporting statement.

Additional Information

The HFEA values and promotes diversity and encourages any qualified and interested candidate to apply. Individuals will be appointed on merit with independent assessments, openness and transparency of process and irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns in order to provide equal opportunities for all.

For more information about our work please visit the **HFEA website**, including our current **corporate strategy and business plan**.