

Job Title:	Public Involvement Officer
Department/School/Faculty:	Infectious Disease Epidemiology, School of Public Health, Faculty of Medicine
Campus location:	St Mary's Campus, Paddington
Job Family/Level:	Professional Services, Level 3b
Responsible to:	Professor Helen Ward
Reporting to:	PERC Partnerships & Training Manager
Key Working Relationships (internal):	Members of PERC, Imperial Biomedical Research Centre (BRC), Imperial Applied Research Collaboration, Imperial Clinical Trials Unit, Imperial Clinical Trials Facility, Institute of Global Health Innovation, Clinical Academic Training Office, Imperial BRC Public Advisory Panel, School of Public Health and departmental administration
Contract type:	Fixed term, full time until 31 March 2022

The Patient Experience Research Centre (PERC)

PERC is a core facility of the [NIHR Imperial Biomedical Research Centre](#) (BRC), which undertakes research on involvement in and engagement with translational research and leads on patient and public involvement and engagement (PPIE) in research across the Faculty of Medicine. As part of this function it develops and delivers a range of education and training programmes for staff, students, patients and the public. PERC is a multidisciplinary group of public health specialists, social scientists and clinical researchers led by Prof Helen Ward (public health) and Prof Sophie Day (anthropology) who have developed a strong interdisciplinary collaboration over the past three decades with research on HIV, sexual health, sex work, breast cancer and health inequalities.

An objective of the [NIHR Imperial BRC's PPIE strategy](#) is to broaden the diversity of public partners involved in their PPIE activities, which includes promoting and facilitating the inclusion of under-represented and seldom-heard groups. Examples of ways in which PERC and the BRC are attempting to do this are through the following channels.

Young People's Advisory Network (YPAN)

This is a network of approximately 50 young people between 17 and 25-years-old who meet at least every 4 to 6 months (on weekends). In between these meetings, the network is provided with opportunities to be involved in relevant Imperial research project activities.

VOICE at Imperial

In January 2019, Imperial became part of the VOICE network, an online platform and community for public engagement and involvement established at Newcastle University. Through VOICE, we hope to make it easier for our researchers to involve the public in what they do, and to inspire more members of the public to contribute their insights, experience and ideas at all stages of our research.

Imperial Biomedical Research Centre (BRC) Public Advisory Panel

Job Description

The Imperial BRC Public Advisory Panel provide strategic advice to the Imperial BRC and PERC in a number of ways including: meeting 6 to 8 times per year (including in the evenings) to provide strategic public involvement advice to researchers on their proposed or early stage projects, co-design and co-deliver training sessions on public involvement to researchers/public and students, review funding and ethics applications and provide advice on other Imperial BRC or PERC PPIE activities.

Purpose of the Post

This post has been created to support the public involvement activities of PERC and in particular to support and facilitate the delivery of public involvement by Imperial researchers and clinicians through provision of advice, training, organisation and co-delivery of public involvement activities with researchers and public contributors including through the following ways: workshops and focus groups; supporting the Imperial BRC Public Advisory Panel activities, facilitating a Young People's Advisory Network (17 to 25-year-olds); [People's Research Cafes](#) and supporting the utilisation of VOICE at Imperial by both researchers and members of the public.

Key Responsibilities

The post-holder will be responsible for advising on, supporting, organising and facilitating public involvement in research in line with the Imperial Biomedical Centre's PPIE Strategy. This will include supporting the YPAN and Imperial BRC Public Panel, supporting the delivery of People's Research Cafes and the day-to-day running of the VOICE at Imperial platform. The postholder will be expected to undertake the following duties, with day-to-day supervision from the PERC Partnerships & Training Manager, and additional support from the VOICE at Imperial Lead, and Directors of PERC. They will be expected to work with other key staff as appropriate in order to ensure that PERC's requirements are met; and to plan and prioritise their work flexibly to meet objectives.

- Provide public involvement advice and support to researchers funded by the NIHR Imperial BRC to ensure they are carrying out high quality, meaningful PPIE activities
- Co-facilitate PPIE activities with researchers funded by the NIHR Imperial BRC where appropriate/as required (these may be on weekends and after hours)
- Act as the first point of contact for public members of our networks and for researchers who need support with or wish to access our public channels, i.e. YPAN, VOICE at Imperial, Imperial BRC Panel
- Facilitate and co-ordinate the YPAN (together with other Imperial PPIE leads)
- Ensure criteria for accessing the YPAN, VOICE at Imperial and People's Research Cafes is met by researchers
- Organise and co-facilitate 2 meetings per year of the whole YPAN (these will take place on weekends)
- Support the use of the VOICE at Imperial platform by both members of the public and researchers, including uploading and managing opportunities such as events, blogs, discussion forums, polls and groups
- Support the Imperial BRC Panel, including arranging meetings, dealing with Panel enquiries, co-ordinating the attendance of Imperial BRC researchers, reviewing presentation materials, preparing agenda papers, taking minutes and recording actions for dissemination (if required)
- Work to promote appropriate policies, procedures and guidelines (including the NIHR's INVOLVE internal policy for remuneration of public partners and compliance with the Data Protection Act 2018) in the delivery of PPIE
- Process expense and remuneration claims from public contributors
- Maintain a record of PPIE activity supported by PERC
- Support the collection of evidence of impact of public involvement opportunities

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- Maintain effective regular communication with PERC's public networks to retain members and where required actively recruit new members to ensure sustainability, diversity and new perspectives
- Provide support to PERC's social media channels and curation of online content, including requesting quotes, feedback and stories for our blog
- Publish relevant news stories and feedback from public involvement activities on the VOICE at Imperial platform
- Support the organisation and facilitation of PERC and Imperial BRC public events
- Undertake administrative tasks relating to the role including ordering catering, booking rooms, summarising feedback.

Job Description

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following:	
Education	
<ul style="list-style-type: none"> Master's degree level or equivalent experience 	E
Knowledge & Experience	
<ul style="list-style-type: none"> Experience of stakeholder engagement at a level suitable to facilitate credibility and positive relations with staff, students, and members of the public 	E
<ul style="list-style-type: none"> Experience of communicating with members of the public from a wide range of backgrounds in a professional capacity 	E
<ul style="list-style-type: none"> Experience of providing advice on undertaking meaningful public involvement to researchers in a variety of research types (i.e. basic, clinical, qualitative, quantitative) 	E
<ul style="list-style-type: none"> Experience of facilitating public involvement in research activities with members of the public. 	E
<ul style="list-style-type: none"> A working knowledge of the benefits and challenges related to Public Involvement and Engagement (PPIE) including measuring impact 	E
<ul style="list-style-type: none"> Experience of writing blogs in an accessible format, translating academic work into plain language 	E
<ul style="list-style-type: none"> Experience of using social media in a professional capacity 	D
<ul style="list-style-type: none"> Experience of working with young people in public involvement in research. 	D
<ul style="list-style-type: none"> Experience of (or willingness to undergo appropriate training to) support a virtual platform (VOICE at Imperial platform) 	E
<ul style="list-style-type: none"> Experience of involving seldom-heard voices in health research and innovation 	D
<ul style="list-style-type: none"> Proven experience of engaging with diverse communities, and understanding of their dynamics, needs and challenges. 	E
<ul style="list-style-type: none"> A working knowledge of safeguarding and Data Protection legislation 	D
Skills & Abilities	
<ul style="list-style-type: none"> Strong relationship building skills at both public and researcher level, with the ability to interact in a manner that builds sustainable trust and confidence in the person and the programme 	E
<ul style="list-style-type: none"> Good knowledge of a range of communications and engagement approaches 	E
<ul style="list-style-type: none"> Excellent team worker, able to listen, collaborate and understand different points of view but also work towards a shared goal 	E
<ul style="list-style-type: none"> Self-motivated, with a track record of working successfully on own initiative, as well as part of a team and larger organisation 	E
<ul style="list-style-type: none"> Strong organisational and planning skills, with a proven ability to coordinate and deliver projects with a public involvement agenda 	E
<ul style="list-style-type: none"> Excellent verbal and written communication skills, with an ability to communicate effectively with a broad range of stakeholders and work to tight deadlines 	E
<ul style="list-style-type: none"> Friendly, collaborative and outgoing, with excellent interpersonal skills and an ability to build effective working relationships (both internally and externally) 	E

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• Commitment to own learning and professional development and that of others	E
• Computer literate, with knowledge of MS Word, Excel, PowerPoint and Outlook.	E
• Willingness to undertake administrative tasks relating to the role	E
Personal Attributes	
• Efficient and approachable	E
• Collaborative	E

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](#) detailed below:

- 1) Champion a positive approach to change and opportunity
- 2) Communicate regularly and effectively within and across teams
- 3) Consider the thoughts and expectations of others
- 4) Deliver positive outcomes
- 5) Encourage inclusive participation and eliminate discrimination
- 6) Support and develop staff to optimise talent
- 7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- | | | |
|------------------------|-------------------------|-----------------------|
| • Confidentiality | • Financial Regulations | • Private Engagements |
| • Conflict of Interest | • Health and Safety | and Register of |
| • Data Protection | • Information | Interests |
| • Equal Opportunities | Technology | |
| | • Smoking | |

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.