



Patient, Public, Involvement and Engagement Lead (PPIE)

NIHR ARC North Thames

Department of Applied Health Research

Grade: 7 (£36,770-£44,388 including London Allowance) per annum

Full time (1.0 FTE, part time will be considered)

Location: 1-19 Torrington Place

Reports to: Kim Airey, NIHR ARC North Thames Project Manager

Context

Applications are invited for this exciting opportunity to lead the public and community involvement, engagement and participation (PPIE) activities of the National Institute for Health Research (NIHR) Applied Research Collaboration (ARC) North Thames. This is an excellent opportunity for an experienced involvement lead to ensure that patients, the community and the wider public are at the forefront of the work of NIHR ARC North Thames.

The post holder will have knowledge of the health and care sector, and an understanding of involvement and engagement methodologies and national standards. The role is closely aligned with the PPIE function of our partner organisation UCLPartners, whose PPIE colleagues will provide ongoing support and mentorship to the role holder. The role holder will also collaborate with involvement and engagement colleagues from the ARC host NHS Trust (Barts Health NHS Trust), UCL and other ARC partner organisations.

Candidates should have experience of facilitating the involvement and engagement of patients and members of the public in research, and be an effective communicator who is proactive and efficient at working with a wide range of individuals and organisations.

This full time post (part time will be considered) is available until 30 September 2024, in the first instance.

NIHR ARC North Thames

NIHR ARC North Thames is a partnership of over 60 organisations from across North Central and North East London, Essex, Hertfordshire and Bedfordshire. These organisations include leading universities, the NHS, councils, patients, communities, charities and industry who share a commitment to improving health and social care services, and people's health.

Working together, we identify the key health and care problems facing organisations in our partnership, design innovative research in response and rapidly put findings into practice across our region and beyond.

We build on the successes and strengths of our predecessor, the NIHR CLAHRC North Thames, to continue to serve our socially and ethnically diverse population. The ARC Director is Professor Rosalind Raine, Head of Department of Applied Health Research at UCL Institute of Epidemiology and Health Care (<https://www.ucl.ac.uk/epidemiology-health-care/>).

Main purpose of the job

- The role is key to the strategic and operational work of the ARC and offers an exciting opportunity to work with senior leaders in research and healthcare and with patients and the public in an energetic and dynamic working environment.
- The post holder will be responsible for operational delivery of the ARC's PPIE strategy and implementation of ARC PPIE activities. An important element of the ARC PPIE strategy is the involvement of communities in our work.
- The post holder will lead PPIE in a new ARC Mental Health research capacity and capability programme in East London and Essex.
- The post holder will work closely with other NIHR ARC North Thames staff and with experts in PPIE throughout the partnership to ensure a coherent approach and to maximise opportunities for involving the public in our research.

Duties and responsibilities

- Lead ARC PPIE activities; promote and support high quality PPIE initiatives and opportunities across the ARC to ensure patient, public and community voice is at forefront of research.
- Deliver and implement the ARC North Thames PPIE strategy.
- Conduct and report on patient and public involvement within ongoing research projects (including preparing annual reports for the funder), and develop and lead PPIE for new studies. Develop effective systems to capture the impacts of PPIE across the ARC and share best practice.
- Lead PPIE on ARC Mental Health research capacity and capability building programme in East London



and Essex; facilitate co-production of the programme with patients and members of the public.

- Plan, organise, expand and support the ARC PPIE panels of public contributors, including:
 - o Actively recruiting new members by promotion of our research through professional and social media, meetings and patient and public research awareness activities.
 - o Actively engaging with, and providing support and guidance to current and potential members and providing training.
 - o Designing and enhancing generic and study specific PPIE documents in collaboration with other representatives.
 - o Organising and delivering regular PPIE panel meetings, liaising with panel members and researchers, and facilitating feedback between the panels and study teams. Facilitating access to the virtual document review panel.
- Develop strategies and opportunities to increase involvement of communities in our work.
- Facilitate involvement of people and communities from wide variety of backgrounds, reflecting diversity of our region. Ensure involvement opportunities widely accessible to people with diverse needs.
- Collaborate with public contributors to support design and delivery of training on PPIE for ARC staff, student and front-line NHS and Public Health professionals as part of ARC North Thames Academy. Provide teaching on topics related to PPIE as requested.
- Create cost estimates for PPIE action plans, advise on reward and recognition for public contributors in line with best practice, process expenses, forecast and review budget expenditure.
- Remain up-to-date on national and international approaches to involvement and engagement, and best practice. Ensure alignment with UK Standards for Public Involvement.
- Build working relationships with PPIE teams across the North Thames region. Explore opportunities for cross-PPIE working, including with ARCs nationally, and represent ARC North Thames on the ARC PPIE Leads Network. Liaise with relevant national PPIE organisations.
- Provide expert PPIE advice to ARC North Thames colleagues at all levels of seniority and contribute PPIE information for grant funding applications.
- Handle sensitive information, and communicate in a sensitive way to patients, carers and members of the public.
- Manage own workload effectively through project and time management skills.

The role-holder will be based at UCL however, due to the nature of the ARC, which involves six London universities and partner organisations, they will be required to travel to other sites.

Other:

- The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or ARC Director.
- To maintain own continuing professional development as appropriate.
- To maintain awareness of, and engage in, the UCL Communities of Practice appropriate to the role (<https://www.ucl.ac.uk/transforming-our-professional-services/tops-projects/communities-practice>);
- To actively follow UCL policies, including Equal Opportunities policies.

These duties will be subject to review in line with the changing requirements of the ARC, Research Department, Institute or Faculty, and with the development needs of the post holder as identified through regular review/appraisal processes.



Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
Educated to degree level or equivalent relevant experience	E	Application
Knowledge and experience of leading patient, public and community involvement and engagement	E	Application/Interview
Good understanding of issues related to supporting patients, public and communities to engage in research or NHS service development	E	Application/Interview
Knowledge and understanding of NIHR PPIE standards	D	Application/Interview
Relevant experience of working in a PPIE role	E	Application/Interview
Working in an academic or healthcare environment	E	Application/Interview
Experience of developing and implementing effective PPIE strategies	E	Application/Interview
Direct contact with relevant groups (e.g. patient, public and/or voluntary sector agencies) including identifying, establishing and maintaining successful relationships, preferably in a research environment	E	Application/Interview
Involving hard to reach groups in research	D	Application/Interview
Experience in delivering training	E	Application/Interview
Experience of preparing communications, presentations and materials for a lay audience	E	Application/Interview
Skills and abilities		
Excellent interpersonal skills, ability to work with patients and vulnerable groups sensitively with tact and diplomacy	E	Application/Interview
Ability to communicate effectively and confidently in writing and orally with people from different social and professional backgrounds	E	Application/Interview
Excellent organisational skills	E	Application/Interview
Ability to process and analyse complex information and present clear messages to lay audiences	E	Application/Interview
Ability to work accurately with attention to detail	E	Application/Interview
Ability to work as part of a team	E	Application/Interview
Ability to estimate costs and monitor budgets	D	Application/Interview
Ability to work autonomously, organise own workload and manage competing priorities, and deliver results consistently	E	Application/Interview
Good IT skills, particularly in the use of MS Office and web applications	E	Application/Interview



UCL

UCL Ways of Working for professional services		
Committed to providing a responsive and helpful service	E	Interview
Listening to others and supporting them with compassion	E	Interview
Willing to try new ideas which may improve outcomes	E	Interview