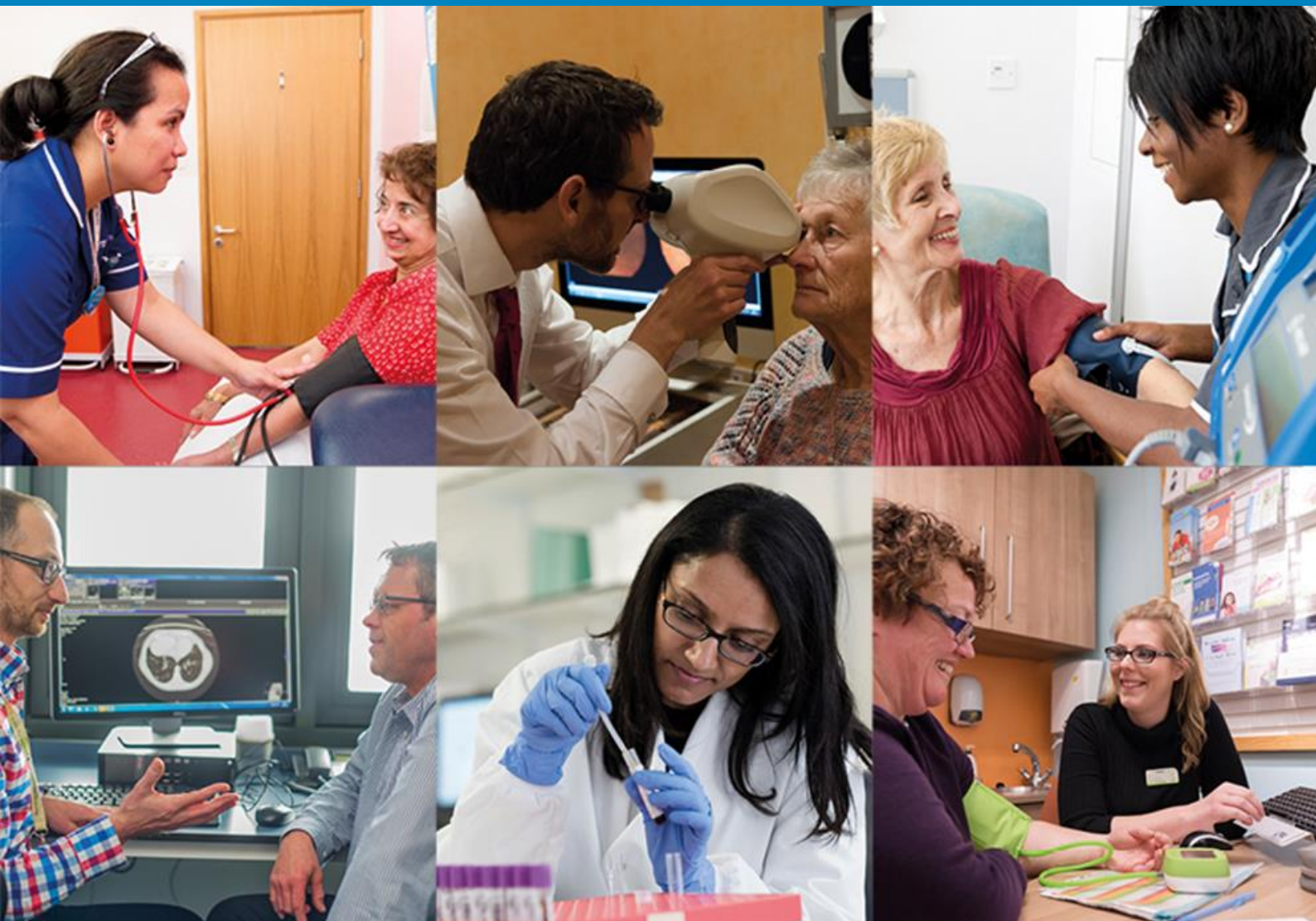


CANDIDATE BRIEF

Senior Manager for Public Engagement and Involvement



Salary: 8 (£40,792 – £48,677 p.a.)

Reference: MHNCC1158

Interview date: 27 February 2019

Fixed term until 31 March 2022

This role will be based in Leeds/London

Senior Manager - Public Engagement and Involvement NIHR Clinical Research Network

Do you have the skills to set the direction of public, patient and stakeholder engagement in clinical research? Do you have proven experience of developing and implementing engagement strategies with a diverse range of stakeholders, patient groups and charities? Are you passionate about providing patients and the public a voice in research?

As Senior Manager for Public Engagement and Involvement (PEI), you will have a breadth of experience developing and implementing engagement programmes and strategies, with a focus on driving results and evaluation. You will be an effective team player and be able to lead at a senior level when deputising for the Head of PEI and will be confident working with internal and external stakeholders. This will include working closely with our partner organisations, locally, regionally and nationally as well as providing a high level of PPIE advice and consultancy to Heads of Service and Executive Directors within the NIHR Clinical Research Network (CRN).

You will provide leadership to the patient ambassador programme and provide insight into the development of an engagement programme with diverse and marginalised communities to encourage and increase their involvement in clinical research. You will also support patient participation in key projects and provide an account manager role to the Local Clinical Research Network (LCRN), PPIE leads in London and the South East including across the national network.

The employer for this role will be the University of Leeds and will be based in Leeds/London with travel required across the country.

Secondment opportunities will be considered for this post.



What does the role entail?

As Senior Manager for Patient and Public Involvement and Engagement, your main duties will include:

- Deputise for the Head of PPIE as required and contributing to the effective corporate leadership and management of NIHR (Clinical Research Network Co-ordinating Centre) CRNCC.
- Providing high level expert PPIE advice and guidance to senior colleagues within the NIHR CRN.
- Promoting the vision, values and objectives of the organisation through actions and visibility in the NIHR CRN and with key external partners.
- Working collaboratively with colleagues across the organisation to facilitate the achievement of objectives and shared learning.
- Deputising for the Head of PPIE at key engagement meetings and activities with nation leads within the NIHR and external partner agencies including Government Departments, the NHS, statutory organisations and the charitable voluntary sector.
- Leading in the management, monitoring and evaluation of the account management system for PPIE leads across the LCRNs.
- Leading in the management and delivery of the patient ambassador programme to ensure it contributes to the continuous improvement of public and patient participation in clinical research.
- Providing insight to inform and set the direction of a framework for engagement with diverse communities in clinical research to promote health equity and patient participation in research.
- Supporting the development of an impact framework to evaluate the contribution of PPIE to the delivery of clinical research in the NHS.
- Providing specialist stakeholder expertise in the field of CVS engagement and the wider health and social care environment by developing, implementing and evaluating a CVS stakeholder engagement strategy.
- Supporting the development and implementation of the NIHR CRN PPIE strategy.
- Managing the development and coordination of PPIE activities across the network and share good practice.
- Supporting the development of communication and training materials as appropriate and deliver any training as required.



- Managing the evaluation and monitoring of PPIE in activities as required, and proposing recommendations for change and improvement.
- Continuing to develop existing and new network relationships and identifying patient leaders and innovators for the network.
- Staying abreast of other PPIE initiatives and developments within and closely aligned to wider NIHR and NHS activity.
- Contributing to the development and production of publications and publicity material.
- Managing the development and implementation of new systems, processes and policies in support of the work of the PPIE Programme and wider CRN as required.
- Supporting the continued development of the NIHR Hub as a digital platform for network learning.
- Supporting the development of insight into the impact of the PPIE programme on research delivery.
- Managing a delegated budget for the patient ambassador programme.
- Deputise for the Head of PPIE as required, expanding on knowledge, skills and experience within personal professional development.
- Ability to deal with challenging relationships with sensitivity and understanding.
- Line management of members of the PPIE team and consultants and temporary staff.
- Support the training and development of the PPIE leads across the LCRN and wider CRN to build capacity and sustainability in the field of public and patient engagement and involvement as required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Senior Manager for PPIE you will have:

- A Master's degree or equivalent level experience.
- Extensive experience of developing and implementing engagement programmes and strategies, with a focus on driving results and evaluation.



- Proven experience in the field of patient, public involvement and engagement with a proficient understanding of the roles and impact of patients, carers and the public in research.
- Experience of working at a senior level in a public or private sector organisation with a proven track record of developing external partnerships and networks with patient groups/organisations.
- A proven ability to problem solve and provide advice, guidance and support to others;
- A skilful team player with effective communication skills and the ability to encourage communication between patients, carers, public, healthcare and research professionals.
- Demonstrable experience of leading, managing, delivering and evaluating learning, development and training initiatives.
- Excellent organisational skills demonstrated by a proven ability to effectively prioritise and successfully initiate, manage and complete projects.
- Proficient IT and social media skills.

You may also have:

- Knowledge of clinical research and experience of working with clinical researchers, research funders and the NHS.
- Skills in and knowledge of quantitative and qualitative research tools and techniques.
- Knowledge of clinical trials/research.
- Experience of community engagement and development models and best practice.

Contact information

To explore the post further or for any queries you may have, please contact:

Roger Steel, Acting Head of PPIE

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Email: roger.steel@nhr.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about [NIHR Clinical Research Network](#)



Find out more about [Athena Swan the Faculty of Medicine and Health](#)

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

You can find out more about required checks and declarations in our [Criminal Records](#) information page.

