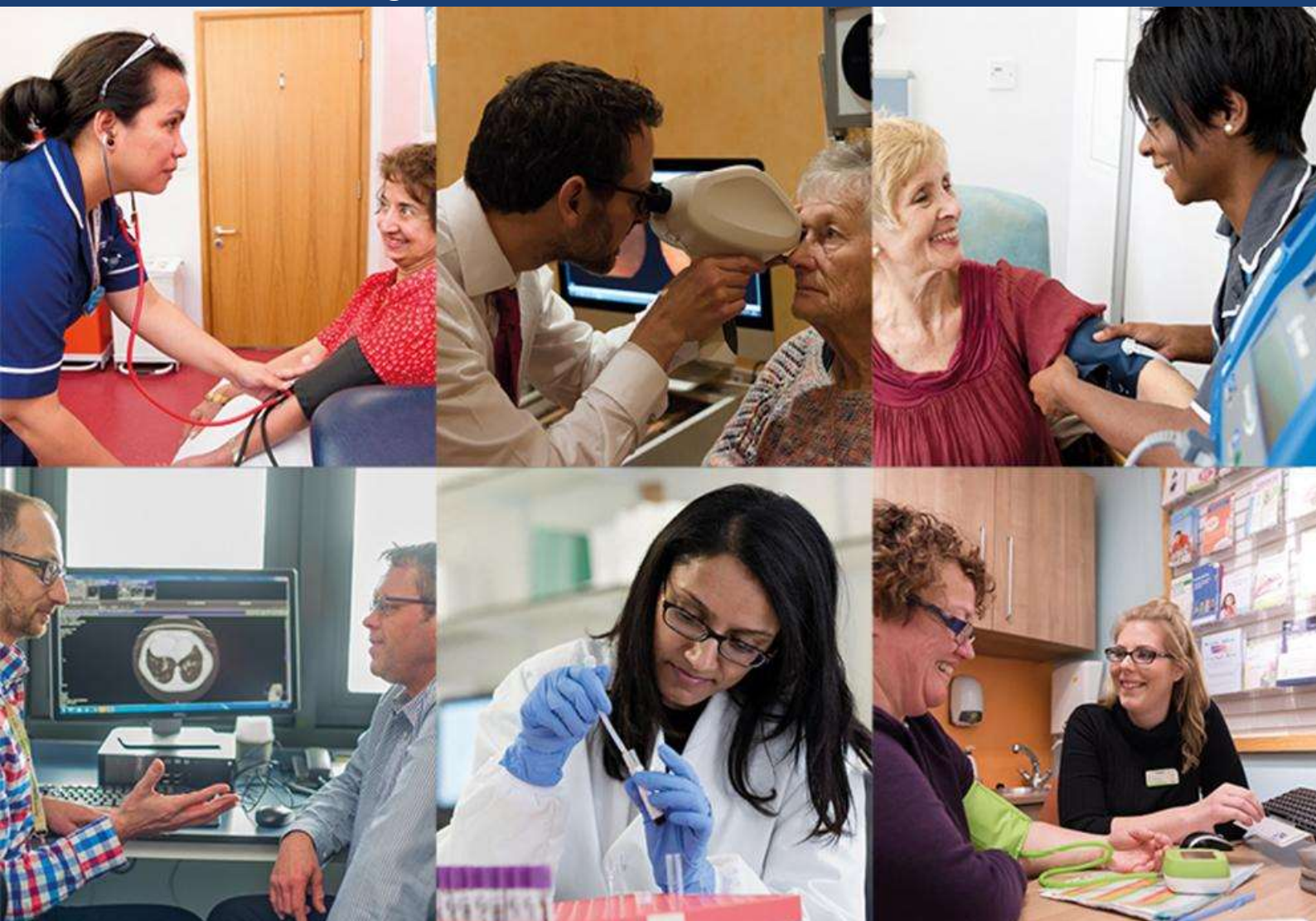


## CANDIDATE BRIEF

Public Engagement and Involvement Manager, Clinical Research  
Network Coordinating Centre



**Salary: University of Leeds Grade 7 (£33,797– £40,322 p.a.)**

**Reference: MHNCC1230**

**Closing date: 23 July 2020**

**Fixed-term to 31 March 2022**

## **Public Engagement and Involvement Manager**

### **NIHR Clinical Research Network Coordinating Centre**

**Are you passionate about involving patients and the public in the delivery of research? Are you committed to ensuring all communities have equitable access to research? Are you an experienced and organised PPIE practitioner who wants to improve research through public involvement?**

The NIHR Clinical Research Network supports the effective and efficient delivery of health and social research in NHS and social care settings across the UK. The CRN PPIE network delivers a strategy to increase the involvement of patients and the public in the delivery of research, to drive improvement in research and support the participation of greater numbers of the public in research and of more diverse patient and public groups in research. Flagship CRN PPIE initiatives include the Public Research Champions Programme, the Participant in Research Experience Survey and the Equality and Diversity work stream.

Working primarily through the CRN PPIE network, which is comprised of PPIE professionals from across fifteen local clinical research networks, you will support the implementation of specific PPIE work programmes from the CRN PPIE strategy. This will include producing resources and facilitating events to support the network's members in developing the programmes locally, and working in partnership with network members to shape and improve the programmes. You will be expected to promote the principles of inclusion and co-production at all times in your work, continually and proactively promoting increased access to research for underserved groups, and increasing the influence of patients and the public in the research system.

You will also support the involvement of patients and the public within the CRN's national Coordinating Centre, engaging directly with patients and the public and with peers and senior colleagues to achieve this. The role will engage closely with the Senior Manager for Public Engagement and may at times deputise for this post.

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

### **What does the role entail?**

As a Public Engagement and Involvement Manager, your main duties will include:

- Supporting the development and implementation of the NIHR CRN PPIE strategy
- Leading and managing specific work programmes within defined timeframes



- Designing all PPIE activities in ways that promote the engagement of underserved groups with research
- Coordinating the budget, project documentation and impact monitoring for PPIE projects you are responsible for
- Coordinating the involvement of public contributors within the CRN Coordinating Centre's governance and operations
- Liaising with peers and senior colleagues across the CRN Coordinating Centre to identify and develop opportunities for public involvement across the CRN CC's work
- Implementing and continually improving of the CRN CC's involvement policies and processes
- Gathering feedback about public contributors about their involvement experiences and identifying and acting on opportunities for improvement
- Providing collaborative support to LCRN PPIE Leads in the implementation of local PPIE activities
- Supporting PPIE LCRN Leads to understand and fulfil the CRN and cross NIHR PPIE strategies
- Undertaking activities to support the performance management of LCRN's local PPIE activities
- Developing PPIE resources and training materials as required, including co-producing these with the PPIE network and public contributors as relevant Stakeholders and networks
- Working collaboratively across the NIHR's PPIE workforce and systems, and co-delivering PPIE initiatives with other NIHR Centres as useful and appropriate
- Building on existing network relationships and developing new ones, identifying patient leaders and PPIE innovators
- Facilitating workshops, events and training activities for public contributors and the PPIE network
- Engaging proactively with the CRN PPIE network through online platforms, forum events and stakeholder relationships
- Representing CRN PPIE at external meetings and events as delegated
- Keeping up to date with PPIE initiatives and developments within and closely aligned to wider NIHR and NHS activity.

### **What will you bring to the role?**

As a Public Involvement and Engagement Manager, you will have:

- Degree level qualification or equivalent experience in a relevant field level
- An understanding of the roles of patients and the public in relation to health research



- Demonstrated commitment to public and patient involvement and engagement
- Experience of developing and delivering PPIE activities and programmes
- Experience of community development and engagement and proven ability to build relationships with diverse public groups
- Experience of presenting and facilitating to a range of stakeholder audiences
- Excellent communication skills with the ability to encourage communication between patients, carers, public, healthcare and research professionals.
- Experience of writing reports and other communication material, analysing and incorporating data as required
- Excellent organisational skills demonstrated by a proven ability to prioritise work and successfully initiate, manage and complete projects
- Good IT and social media skills
- Ability to travel within the UK and ability to work occasional evenings and weekends to facilitate involvement

**You may also have:**

- Knowledge of the clinical research environment, and/or the health sector in the UK

**Contact information**

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

Dr. Andi Skilton  
Senior Manager for Public Engagement and Involvement  
t. +4420 3328 6703 | e. [andi.skilton@nihr.ac.uk](mailto:andi.skilton@nihr.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](mailto: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.

