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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Patient and Public Involvement (PPI) Officer** | | |
| School: | Primary Care and Population Sciences and Medical Education (PPM)  Research Support Service (RSS) | | |
| Faculty: | Medicine | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a | | |
| Posts responsible to: | PPI Lead | | |
| Posts responsible for: |  | | |
| Post base: | Office-based (see job hazard analysis) | | |

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| Job purpose |
| To be responsible for ensuring specialist professional advice and support for all research applications (internal and external) being supported by the Research Support Service (RSS) and National Public Health Specialist Centre (NPHSC). This will involve 1:1 advice, reviewing applications, attending pre-submission review panels, setting up and facilitating PPIE panels to contribute to research applications. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To be responsible for ensuring specialist professional advice and support for Public Involvement is available to all research applications supported by the RSS and NPHSC. This will include attending Group feedback meetings (RDAPs), or ensuring Public Involvement is represented at Pre-submission Review Panels.  To Provide specialist advice and support regarding Patient and Public Involvement to support and aid management decisions regarding PI strategy, both regionally and nationally. | 60 % |
|  | To contribute to the RSS’s role in delivering the Wessex Public Involvement Network’s (PIN) - a regional PPI network - strategic aims through membership of the operations group and supporting PIN activities. | 10 % |
|  | To support the involvement of public members in the delivery of the RSS and NPHSC strategy and within the governance of the organisation. This will involve organising and facilitating PPIE panels, ensuring timely remuneration, helping collate input and supporting the implementation of agreed recommendations from public contributors. | 10 % |
|  | To draft reports and updates on Public Involvement. This will include collating information for inclusion in the annual report, and drafting the report alongside senior staff. | 5 % |
|  | To deliver presentations and workshops at events to support the learning and development of the research community’s understanding and capacity for Public Involvement. | 5 % |
|  | To help widen PPIE database, communicate with and support those on the database, and to share public involvement opportunities being supported by the RSS and NPHSC with members on the database. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Internal: RDS SC Team and researchers in the South Central region, including Southampton, Oxford and Portsmouth RDS SC sites.  External: Public and Patient groups in South Central, other regional RDS, national RDS, NHS trusts, Academic Institutions, Research Networks, Wessex PIN, CED, NIHR Research Programmes and other external agencies. |

| Special Requirements |
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| The post holder will be based out of the Southampton Site, but must be willing to travel to other sites, and work at the Portsmouth Office when required (approx.. 1 days per month) |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification.  Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.  Experience and Understanding of Public Involvement in research, and the requirements of NIHR funding panels.  Clear understanding of NIHR strategy for Public Involvement | Experience of public speaking | Application and interview |
| Planning and organising | Effective time management to handle varied work schedule, and ability to deliver to short deadlines.  Ability to organise participatory events, interactive workshops and clear engaging presentations  Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy | . | Application and interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.  Able to contribute to development of long term strategic developments for PPI within RDS SC.    Able to use initiative to respond to problems and develop initiatives to improve Patient and Public Involvement in the design of research |  |  |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.  Able to support senior staff, using expert knowledge to provide guidance and advice in a timely and constructive manner.  Team player, able to encourage and support RDS SC advisers and senior staff to address PPI  Able to work with individuals across different NIHR organisations and communicate effectively and proactively. | Experience of successfully managing others. |  |
| Communicating and influencing | Able to communicate articulately with a wide range of individuals, including senior academics and clinicians.  Able to produce clear, accurate reports or reviews on complex issues or projects.  Able to use influencing and negotiating skills to develop understanding and gain co-operation. |  |  |
| Other skills and behaviours | An understanding of the benefits of Public Involvement in Research  An interest in health and social care research and a belief in the value of quality evidence-based research |  |  |
| Special requirements | Ability to work flexibly on occasion if required, such as occasional events  Ability to travel reasonable distances to meetings and other work related activity off-site, such as to our site in Portsmouth. |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| ☒ Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| ☐ No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  | X |  |
| Lone working | X |  |  |
| ## Shift work/night work/on call duties |  |  |  |