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| Last updated: | 10/09/2018 MS |

**JOB DESCRIPTION**

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| Post title: | **Public Partnership Involvement & Engagement (PPIE) Officer** |
| Academic Unit/Service: | Primary Care Research Centre, PPM |
| Faculty: | Medicine |
| Career Pathway: | Management, Specialist and Administrative (MSA)  | Level: | 4 |
| \*ERE category: | N/A |
| Posts responsible to: | Professor in Primary Care Research |
| Posts responsible for: | N/A |
| Post base: | Office-based/Non Office-based (see job hazard analysis) |

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| Job purpose |
| The postholder, together with the Southampton Primary Care Research Centre (PCRC) Public Partnership Involvement & Engagement (PPIE) Steering Committee, will share responsibility for developing and delivering a public involvement, engagement and communications strategy to support the aims of the PCRC. |

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| Key accountabilities/primary responsibilities | % Time |
| 1. To co-lead on developing and implementing PPIE strategy across the Primary Care Research Centre (PCRC) by drawing on the PPIE landscape both regionally and nationally
 | 20% |
| 1. Provide specialist advice and support regarding PPIE to support and aid research teams in designing, delivering and disseminating research in partnership with public contributors. Contribute to the writing of bids for research funding, with a focus on supporting research teams in public involvement and engagement plans.
 | 25% |
| 1. Collaborate/work on public involvement/engagement with colleagues in other institutions both regionally and nationally to share best practice and ensure that the PCRC remains at the forefront of national developments in PPIE, including attendance at internal and external meetings.
 | 10% |
| 1. To engage with existing and new public contributors including
* Proactively identifying opportunities to engage new individuals through outreach work
* Maintaining and monitoring a database of public contributors
* Delivering induction training to introduce new public contributors to the research and the academics within PCRC
* Supporting public contributors in the PPIE Steering Group and PPIE Forum and assist with recruiting new members were necessary
* Seeking and organising public representation at PCRC strategic research planning events/meetings when needed
* Lead and organise PPIE events, workshops and activities to highlight the role of PPIE
 | 25% |
| 1. Carry out administrative tasks associated with PPIE, for example organisation of meetings and documentation, supporting reimbursement policy for public contributors involved in research, providing updates and other communications to public contributors and researchers.
 | 10% |
| 1. Carry out occasional undergraduate or postgraduate supervision/teaching relating to public involvement/engagement.
 | 5% |
| 1. 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**: Liaison with colleagues across the University, NIHR School for Primary Care Research and Wessex PIN**External:** Patient and Public Groups, NHS Trusts, Academic institutions, Research Networks, INVOLVE |

| Special Requirements |
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| Availability on occasion to work outside of normal office hours in order to engage with patients and the public.Ability to drive is a strong advantage, due to community outreach work. |

**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 and relevant experience working with patients and the public.Experience and knowledge of working in health services research.Experience of working with patients or the public.Ability to use Microsoft packages to create databases, spreadsheets and PR material. | Experience of progressing public involvement and/or engagement activities Recent training in data protection, confidentiality, research ethics and research governance.Experience of working with social media to reach a broad spectrum of the public.Knowledge and experience of research funding application processes.Ability to apply an awareness of principles and trends in PPIE, such as within groups of young people and diversity of ethnicity. | Application, CV, interview |
| Planning and organising | Proven experience of planning and managing own workload.Able to seek opportunities for public involvement to progress a broad range of PPIE activities within PCRC and collaborators. | Experience of successful project management. | Application, CV, interview |
| Problem solving and initiative | Ability to develop understanding of longstanding and complex problems and to apply professional knowledge and experience to solve them and instigate strategy. |  | Application, CV, interview |
| Management and teamwork | Ability to proactively work with colleagues in other work areas to achieve outcomes.Ability to work with public and research collaborators and other members of PCRC when necessary to create effective teamwork. |  | Application, CV, interview |
| Communicating and influencing | Excellent written and verbal communication skills, including contributing to and leading public meetings. | Ability to provide accurate and timely specialist guidance on public involvement to individuals and to large events. | Application, CV, interview |
| Other skills and behaviours | Able to self-motivate and manage workload often to tight deadlines. |  | Application, CV, interview |
| Special requirements | Able to work outside of normal working hours on occasion. |  | Application, CV, interview |

**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. |
| [x]  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  | X |  |  |
| ## 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 |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |