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| Last updated: | July 2024 |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow in Patient and Public Involvement and Engagement (PPIE)** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2119 - Natural and social science professionals | | |
| School/Department: | Primary Care Research Centre, PPM | | |
| Faculty: | Medicine | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| 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 |
| To undertake leadership in public involvement and engagement activities. To undertake research in relation to patient and public involvement and engagement (PPIE). |

| Key accountabilities/primary responsibilities | | % Time |
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|  | 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 | 10 % |
|  | Disseminate findings by taking the lead in preparing publication materials for referred journals, presenting results at conferences, seminars, masterclasses or exhibiting work at other appropriate events. | 10 % |
|  | 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 % |
|  | 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 % |
|  | 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% |
|  | 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% |
|  | Carry out occasional undergraduate or postgraduate supervision/teaching relating to public involvement/engagement. | 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**: 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.  *Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification. The title of Research Fellow will be applied upon successful completion of the PhD. Prior to the qualification being awarded the title of* ***Senior Research Assistant*** *will be given.* |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in health or social care research.  Detailed understanding and knowledge of Primary Care Research and Patient & Public Involvement in research.  Experience of working with patients or the public.  Ability to use Microsoft packages to create databases, spreadsheets and PR material. | Knowledge and experience of involvement/engagement through community outreach.  Teaching at undergraduate level and contributing to teaching at postgraduate level.  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 | Able to organise own research activities to deadline and quality standards.  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 | Able to develop understanding of complex problems and apply in-depth knowledge to address them  Able to develop original techniques/methods |  | 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 | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Able to present research results at group meetings and conferences  Able to write up research results for publication in leading peer-viewed journals  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes | Ability to provide accurate and timely specialist guidance on public involvement to individuals and to large events. | Application, CV, interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues and students |  | Application, CV, interview |
| Special requirements | Able to attend national and international conferences to present research results |  | 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. |
| 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 |  |  |  |