



THE POST

Service: [University of Exeter Medical School;](#)
Research Design Service South West (RDS SW)

Post: **Patient and Public Involvement Manager (NIHR)**

Reference No: **P63247**

Grade: **F**

Reporting To: **Professor Gordon Taylor, Director of the RDS SW**

Job Description

Main purpose of the job:

We are seeking to attract a Patient and Public Involvement Manager (PPIM) to support the early engagement of the patients, service users, carers and the public in the development of research applications supported by the RDS SW.

The PPIM will act as a champion and main point of contact for Patient and Public Involvement (PPI) across the wider RDS SW wider group; build links with relevant individuals, communities and groups who have an interest in being involved with PPI, shaping new research opportunities; and supporting and growing these communities.

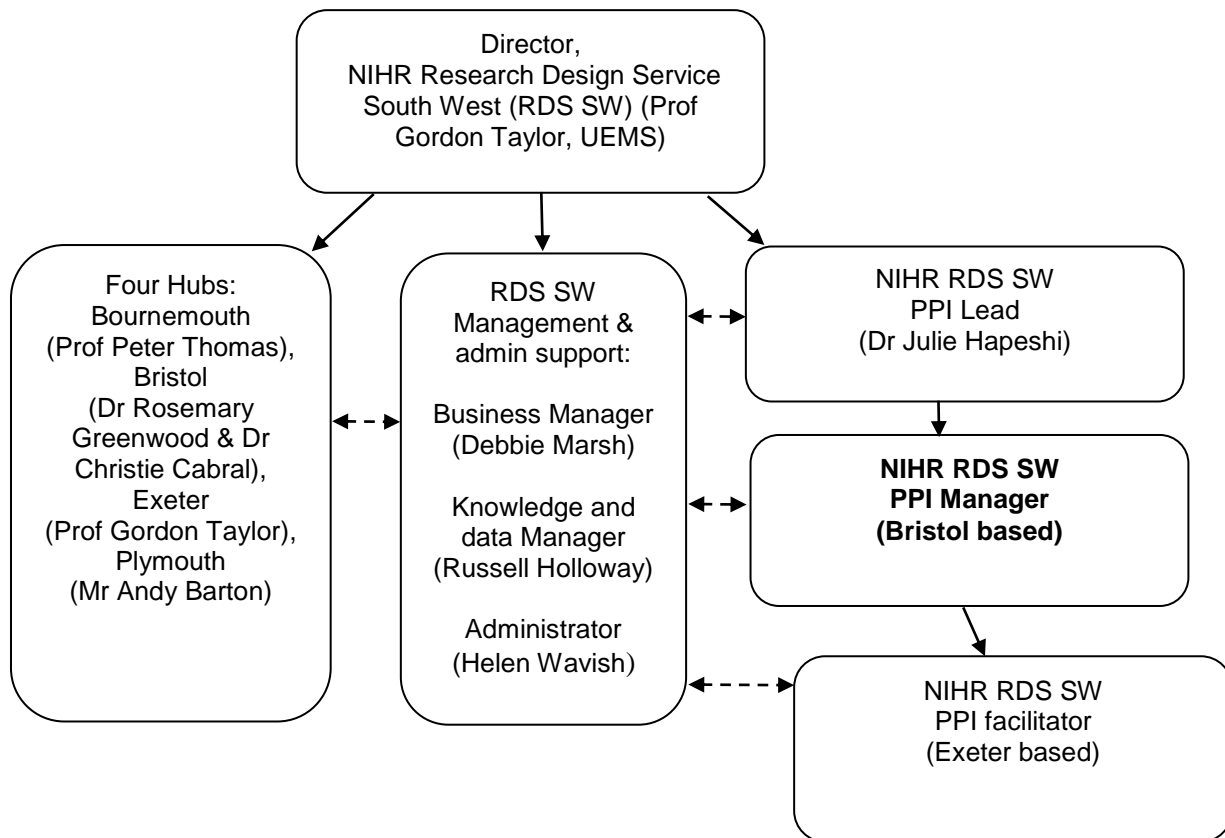
This will involve: embedding a culture of early engagement with patients and the public in the development of research questions and applications; leading the growth and development of the PPI service within the RDS SW; pump priming, co-creating new and consolidating existing PPI research partnerships, and providing leadership to researchers to promote PPI involvement.

The successful candidate will have considerable experience of PPI and will have a desire to apply this within the RDS SW. The PPIM will manage the RDS SW PPI Facilitator and also work closely with other PPI specialists across the South West, and within the RDS nationally, to build a strong, organisation-wide focus within the RDS SW on embedding PPI within the full research cycle.

The NIHR Research Design Service ('RDS') is tasked with providing support to health and social care researchers across England on all aspects of developing a grant application including research design, research methods, identifying funding sources and involving patients and the public. The RDS operates through 10 regional Services across England. The RDS South West covers one of the largest geographical areas and covers NHS Trusts, Universities, public health, and also social care organisations in Cornwall, Devon, Somerset, North Somerset, Gloucestershire, Wiltshire and Dorset. The RDS SW is led by the Director with the support of the Senior Management Team. The RDS SW comprises approx. 30 multi-disciplinary and multi-speciality research methodology and administrative staff across the South West, led by the Director, Professor Gordon Taylor, UEMS. An organisational chart is provided below.

This role will be based in Bristol at the University Hospitals Bristol NHS Foundation Trust, Education Centre, but the successful candidate will be expected to work closely with teams across the whole of the South West, as well as members of the public and external organisations.

Organisational Chart



Main duties and accountabilities:

1. To provide strategic and operational leadership on PPI within the RDS SW.
 - Lead a strategy for PPI excellence within the RDS SW that supports both researchers and members of the public to engage fully with RDS SW activities;
 - Carefully manage workload and multiple, competing demands to ensure appropriate and timely PPI commitment is provided to projects involving the RDS SW;
 - Report regularly to members of senior management ensuring that the PPI activities of RDS SW are working effectively;
 - Work with PPI organisations across the South West and RDS staff nationally with similar responsibilities, to develop and share PPI knowledge and best practice;
 - Provide training to evidence the value and impact of PPI within research to academic and NHS colleagues within the RDS SW;
 - Evaluation PPI methodology used within the RDS SW and work with researchers and RDS staff to develop and strengthen this;
 - Manage relationships that will be mutually beneficial to the researcher and partners as they engage, build trust and mutual understanding, and stimulate creativity and innovation;
 - Assess and define best practice with researchers to enable them to engage and utilise the expertise and advice of PPI groups and organisations;
 - Identify appropriate funding opportunities for PPI development, and collaborate with colleagues in the bid-writing process;
 - Provide best practice advice on the creation, design and conduct of research projects involving PPI in applied health, as well as in the ethical, legal and policy issues associated with such research;
 - Develop effective links with PPI staff across the region in NHS and university organisations, as well as within the RDS nationally;
 - Grow strong relationships with PPI leads with other relevant national organisations (e.g. INVOLVE);
 - Manage budget and spend on PPI, providing reports to the RDS SW Business Manager;
 - Provide direction and line management to the RDS SW PPI Facilitator;
 - Further develop and grow a network of interested members of the public, patients, service users and carers in the region and beyond, utilising both internal and external networks, and increasing the number and range of PPI input into projects supported by the RDS SW.

2. To communicate complex ideas and concepts to members of the public, patients, service users and carers, and researchers, using a variety of media, including websites and social media, and to present on PPI at conferences.
- Be the point of contact, and drive forward, the growth and support of PPI activities, across the RDS SW;
 - Present how the RDS SW has created and embedded a culture of early engagement of patients and the public in its research questions;
 - Support patients and members of the public interested in being involved in research in a PPI capacity and, where appropriate, support them in speaking about their roles;
 - Provide a PPI focus to the development of research proposals.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Attainments/ Qualifications	Master's level qualification or equivalent in a health or social science or management related area.	PhD in relevant discipline. Research Methods Training. Membership of relevant professional association.
Skills and Understanding	<p>Understanding of theories and debates around PPI.</p> <p>Must be able to communicate complex ideas and concepts to a range of groups, including scientists from outside the immediate research area, and participate as part of an interdisciplinary team to develop new research ideas.</p> <p>Able to prioritise and schedule workloads in the face of conflicting demands, leading to the successful delivery of both internal and externally-facing events.</p> <p>The ability to develop and support networks producing long term partnerships with both researchers and public groups.</p> <p>Possess sufficient specialist knowledge in the discipline to understand research programmes and methodologies.</p> <p>Excellent organisational skills.</p> <p>Excellent written and verbal communication skills.</p>	<p>An understanding of PPI bodies (such as INVOLVE), research agencies and government funding bodies for research.</p> <p>Ability to influence senior managers in Universities and the NHS, in order to create a culture that embeds PPI within research.</p>

<p>Prior Experience</p>	<p>Significant experience of PPI with a desire to apply this within the RDS SW.</p> <p>Experience of collaborating with academics, patients and the public to co-create research.</p> <p>Successfully delivered projects and activities that involved patients/the public.</p> <p>Experience of organising a wide range of events from lectures, seminar series to focus groups and public outreach events.</p> <p>Managed social media platforms for communication and dissemination.</p> <p>Experience of organising activities to share best practice in PPI.</p>	<p>Significant experience of working with service user organisations in the PPI role.</p> <p>Research within a field in which PPI was a key feature and/or focussing directly on the nature and impact of PPI in research.</p> <p>The development and delivery of public advisory groups and mechanisms for public feedback into research.</p> <p>Supporting the development of successful PPI activities within research bids.</p> <p>Delivery of training for e.g. researchers, patients, service users, carers and members of the public. Well networked with research agencies and government funding bodies.</p> <p>Able to identify sources of funding, generate income and build relationships for future activities.</p>
<p>Behavioural Characteristics</p>	<p>Self-motivated; able to grow positive and effective relationships within all relevant areas of the RDS SW and external organisations.</p> <p>Strong communicator; able to maintain clear lines of communication with diverse and varied team members.</p> <p>Able to demonstrate independent and self-managing working styles.</p> <p>Able to work with people in diverse roles with differing skillsets and experience.</p> <p>Work within a matrix environment, collaborating effectively with different categories and levels of staff.</p>	<p>Able to collaborate actively to complete research projects.</p> <p>Adaptable to the demands of working in an area of rapid change and development, and an understanding of these within a research context in NHS and university organisations.</p>
<p>Circumstances</p>	<p>Willingness to travel to RDS offices across the South West.</p> <p>Willingness to travel and represent the RDS SW at relevant national PPI meetings.</p> <p>Flexible working in order to support meetings/events on occasions.</p>	<p>Holder of a valid, current driving licence.</p>

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.