



## THE POST

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<b>College/Service:</b>	<a href="#">University of Exeter Medical School</a> / NIHR Research Design Service South West (RDS SW)
<b>Post:</b>	<b>Patient and Public Involvement Facilitator (NIHR)</b>
<b>Reference No:</b>	<b>P63248</b>
<b>Grade:</b>	<b>E</b>
<b>Reports to:</b>	<b>Prof Gordon Taylor, Director of the RDS SW</b>

### **Job Description**

#### **Main purpose of the job:**

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

The PPIF will act as a champion and a 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.

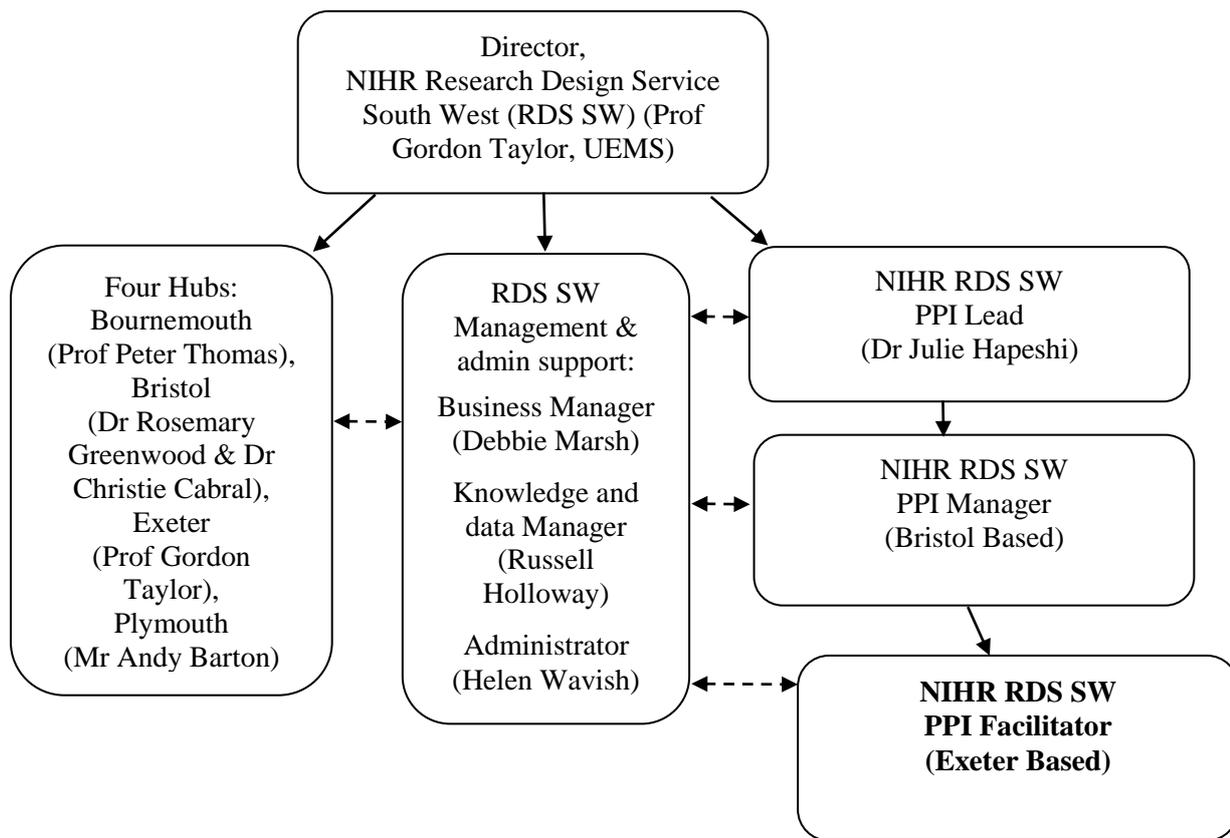
This will involve: supporting the embedding of a culture of early engagement with patients and the public in the development of research questions and applications; supporting the growth and development of the PPI service within the RDS SW; pump priming, supporting the co-creating of new and consolidating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

The successful candidate will have previous experience of PPI and will have a desire to apply this within the RDS SW. The PPIF will work closely with the PPI Manager and other PPI specialists across the South West, and within the RDS nationally, to help 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, lead by the Director, Professor Gordon Taylor, UEMS. An organisational chart is provided below.

This role will be based in Exeter, in College House on the St Luke's campus of the University, 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 work with stakeholders to help ensure meaningful PPI in all RDS SW activities.
2. To help coordinate PPI, as appropriate, at all stages of the research activity by having an understanding of a range of health services research methods and how PPI can be appropriately incorporated.
3. To help ensure that PPI is included in a meaningful way in research grant applications being supported by the RDS SW.
4. To contribute to the development of a tested model of PPI that is replicable by others.
5. Contribute to the development of methods to assess the quality and impact of PPI in applied health research.
6. To contribute to the development and evaluation of teaching and engagement materials to support understanding of evidence based practice, which may be relevant for PPI.
7. To contribute, where appropriate, to writing articles for publication in peer reviewed journals about PPI and research.
8. To help identify, and support engagement with, existing patient, carer and community groups within the South West willing to contribute to the RDS SW agenda.
9. To help identify and build on areas of existing good practice in PPI in research within the South West.
10. To deal with research enquiries relevant to PPI and provide information about PPI within the RDS SW.
11. To help ensure that research findings are disseminated in accessible ways to audiences of public, patients and carers.
12. To provide advice and support about PPI to researchers, clinicians and other key stakeholders.
13. To contribute to the smooth running of PPI in collaboration with the RDS PPI Manager and staff within the RDS SW.
14. To maintaining effective working arrangements with the wider RDS SW team and senior staff.
15. To ensure safe keeping and confidentiality of data.

Other duties and responsibilities which the PPIF may undertake include:

- Supporting presentations at regional and national conferences and similar events.
- Dealing with problems which may affect the achievement of research objectives and deadlines.
- Contribute to teaching on PPI to staff.
- To work in collaboration with colleagues as appropriate to PPI including:
  - Contributing to collaborative decision-making;
  - Contributing to the production of collaborative reports and publications;
  - Preparing papers and presenting information on progress and developments in PPI.
- Communicate complex information, orally, in writing and electronically.
- Contribute to the preparation of proposals and applications to external bodies e.g for funding and contractual purposes.
- Contribute to the planning of PPI within research projects.
- Use research resources, workshops etc. as appropriate.
- Contribute to the monitoring of PPI budget funding as appropriate.
- Engage in continuous professional development and be responsible for continually updating knowledge and understanding in the specialist field of PPI, and for developing skills.

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**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications / special training	Educated to degree level (or equivalent).	Research Methods Training Health related professional qualification.
Skills and Understanding	<p>Knowledge of health services research methods.</p> <p>Knowledge of qualitative and/or quantitative research methods.</p> <p>Excellent communication and interpersonal skills.</p> <p>IT – proficient in word processing, databases and email.</p> <p>Good organisational skills and attention to detail.</p> <p>Ability to manage time, workload and prioritise with minimal supervision.</p> <p>Ability to write for different audiences.</p> <p>Ability to write for publication.</p>	<p>Knowledge of evaluation in the area of PPI.</p> <p>Evidence of research activity and published research.</p> <p>Experience of qualitative and quantitative data analysis.</p> <p>Awareness of Data Protection, Research &amp; Clinical Governance guidelines and Ethical requirements.</p>
Prior Experience	<p>Knowledge and experience of undertaking involvement with patients and carers.</p> <p>Knowledge and experience of working with vulnerable groups.</p>	<p>Experience of working with the NHS.</p> <p>Experience of contributing to grant capture in the field of PPI.</p> <p>Experience of teaching/training.</p>

Behavioural Characteristics	<p>Able to communicate material of a specialist or highly technical nature.</p> <p>Able to manage and to balance competing workload demands and deadlines.</p> <p>Able to liaise with colleagues.</p> <p>Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.</p> <p>Actively participate as a member of the RDS SW PPI team.</p> <p>Engage in continuous professional development.</p> <p>Understand equal opportunity issues as they may impact on areas of research content.</p>	<p>Able to collaborate actively to complete the development of a research funding project application.</p> <p>Adaptable to the demands of working in an area of rapid change and development, and an understanding of these within a HE context</p> <p>Able to identify potential sources of funding.</p>
Circumstances	<p>Willingness to travel to RDS offices across the south west.</p> <p>Willingness to travel to regional meetings and events.</p>	Holder of a valid, current driving licence

**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.