**Patient Public and Community Involvement and Engagement Manager (Global Surgery Unit)- Research and Knowledge Transfer - MDS - 80618 - Grade 7** - (2100013M)

**Position Details**

MDS - Research and Knowledge Transfer Office

Location: University of Birmingham, Edgbaston, Birmingham UK

Full time starting salary is normally in the range £30,942 to £40,322, with potential progression once in post to £42,792

Grade 7

Full Time (0.8 FTE can be considered but will need to be discussed)FTC for up to  the end of December 2023 in the first instance..

Closing date  19 July 21

**Background**

Patient and Public Involvement, Engagement and Public Awareness and Participation are important dimensions of PPI, more broadly termed PPIE to particularly reflect the critical role of “Engagement”. The post holder will lead on all aspects of PPIE including these key dimensions for the NIHR Global Surgery Unit. The Unit was founded through the National Institute for Health Research (NIHR) award of £7 million to the Universities of Birmingham, Edinburgh and Warwick to establish a joint research unit focussed on developing global surgical research.  It is co-directed by Prof. Dion Morton, a leading colorectal surgeon from the University of Birmingham’s Institute of Cancer and Genomic Sciences, and Professor Peter Brocklehurst, Director of the Birmingham Clinical Trials Unit.

The Unit is establishing sustainable international research hubs across a range of low and middle income countries (LMICs) across southern, central and western Africa, central America, and south Asia. The Unit is developing and running a variety of clinical studies including multi-country randomised controlled trials as well as smaller pump-priming projects that will be conducted in one or two countries. This role will support the Unit in overseeing and training the Hubs in building and maintaining excellent relationships with stakeholders who will be involved in these studies, including diverse groups of patients and carers, patient and carer organisations, third sector organisations, and other stakeholders in the local health and social care economy. Ability and willingness to travel Internationally and to International meetings is required.

**Job summary**

The aim of this role is to act as a focal point for the development of PPIE and research collaborations across the Global Surgery Unit with a base in the Research Delivery Team in the College of Medical & Dental Sciences’ (MDS) Research & Knowledge Transfer (R&KT) Office.  More specifically, the NIHR GSU PPIE Manager will facilitate and coordinate the following activities:

* This will also include creating and maintaining international PPIE/CEI networks and promoting and facilitating the recommendations from the recent NIHR strategic review of PPI in research (Going the Extra Mile), with special emphasis on reaching under represented community groups.
* Training and supporting colleagues in lower and middle income countries to carry out high quality PPIE/CEI in line with NIHRs expectations and standards.
* To ensure patients and communities have meaningful and rewarding involvement in the work of the local NIHR GSU research infrastructure.
* The post holder will regularly report PPIE achievements, milestones and impacts, working closely for example, with the NIHR GSU Directors and Programme Manager as well as other members of the central administration team. The post holder will also interact with other staff involved in patient and public- involvement, engagement and participation activities across both the University and NHS core partners under Birmingham Health Partners (http://www.birminghamhealthpartners.co.uk/) and contribute to activities in the wider community and academic environments where this delivers demonstrable benefit to the local research initiatives/infrastructure.
* To support the communication and promote awareness of projects being undertaken by research initiatives across the NIHR Global Surgery Unit’s research portfolio and to improve patient and public participation to their research studies.

**Main duties**

* To be the main point of contact and to support NIHR Global Surgery Unit researchers (in UK and internationally) as well as external “patient partners” to ensure meaningful and rewarding public involvement in the work of the Unit.
* To work with international colleagues to support the formation, coordination and organisation of a Committee of “patient partners”, community representatives and allied health care professionals in each of the Units hubs as part of their management/governance structures.
* To lead in the development of training activities related to CEI/PPIE – both for researchers and for members of the public working with us – and contribute to the delivery of these activities, supporting international colleagues to delivery CEI/PPIE more independently.
* To carry out tasks related to administration, writing minutes, planning and conducting mailings, developing systems for monitoring return of information, keeping records of progress, writing letters to organisations, report-writing, data entry, producing communication bulletins/newsletters, carrying out desktop research tasks.
* To facilitate communication, events, collaborations and other activities to promote patient and public engagement with our collaborating partners in low and middle income countries, with special emphasis on improving the public understanding of research.
* To engage with and contribute to local, regional and international PPIE networks, and promote and facilitate the recommendations from the recent NIHR strategic review of PPI in research.
* To help and support the network hubs to build and maintain relationships with diverse groups of patients and carers, patient and carer organisations, third sector organisations, faith organisations, and other stakeholders in global surgery research in order to realise the NIHR Global Surgery Unit ambition to have meaningful PPIE that informs research and ultimately healthcare provision.
* To carry out appropriate monitoring and evaluation activity to identify and track the impact of any changes as a result of PPI, and to steer the Hubs towards adapting any feedback.
* To co-ordinate NIHR Global Surgery Unit PPIE-related activities and collaborate with other PPI organisations such as INVOLVE and ‘People in Research’.
* To contribute to the development of good practice, enhancing patient and public involvement in research studies and engagement activities.
* To support the communication and promote awareness of projects being undertaken by local research initiatives to improve patient and public participation to studies through the development of webpages and other NIHR Global Surgery Unit communication channels.
* To contribute to the NIHR Global Surgery Unit website.
* To disseminate information to researchers and ensure benefits of PPIE are published to as wide an audience as possible. This may include writing article for scientific journals.
* To develop and maintain a strong and up-to-date knowledge of developments in PPIE and to disseminate information to members of the various research initiatives as deemed appropriate.
* Work with Project Leads and R&KT Office colleagues to develop coherent and achievable strategies relating to internal development and external funding; assist with the identification of appropriate funding opportunities and inform the preparation of both major and routine funding applications.
* Provide assistance to other ongoing activity within the Research & Knowledge Transfer Office as required.
* Duties and responsibilities within the post and the obligations placed upon the post holder may vary and develop over time. Any resulting changes will be subject to consultation with the post holder and line manager within the College of Medical & Dental Sciences’ Research & Knowledge Transfer Office – in collaboration with the NIHR Global Surgery Unit Directors and the NIHR Global Surgery Unit Programme Manager, through the agreed annual review process.

**Required Knowledge, Skills, Qualifications, Experience**

* A graduate with a good honours degree with experience in health or social science or related subject and/or the education sector.
* Previous experience of working with researchers in LMIC communities desirable.
* Understanding of PPIE in health organisations, and some previous relevant experience of engaging/involving publics in the work of organisations.
* Understanding of PPIE in research-active organisations and in applied health research activities and initiatives.
* Proven experience of supporting the planning, management and delivery of projects involving multiple agencies and individuals.
* Experience of working in complex, long-term, multi-partner projects
* Experience of working with diverse groups of people.
* Clear and articulate communication of complex information and high level interpersonal skills are an essential part of the role in order to establish the necessary key relationships both internally and externally to a wide range of audiences.
* Experience of external communications, particularly producing promotional material; web-based and conventional
* Experience working alongside academics to promote research.
* Knowledge and direct experience of appropriate governance requirements around working with various publics.
* Excellent office management and organisational skills, including relevant practical experience of setting up project meetings, conferences and events
* Excellent IT skills, particularly in the use of MS Office and web applications.
* Good attention to detail and methodical approach to work with an ability prioritise workloads in order to meet deadlines, and have demonstrable problem solving skills
* Excellent interpersonal, organisational, negotiation and multi-tasking skills to deal effectively with wide-ranging stakeholders including, patients and the public, healthcare professionals and NHS management, academics and researchers.
* Ability to prepare and deliver presentations and reports to a high standard.
* Ability to work effectively as part of a team
* An ability to work proactively, with little supervision, under pressure and to deadlines.
* Ability to work on own initiative and making decisions confidently
* An ability to deal with people and organisations at all levels.
* Accuracy and attention to detail
* Experience of working in a medical research environment and an understanding of scientific/medical terminology
* Ability and willingness to travel internationally and to International meetings as required.
* Enthusiastic and highly motivated, with the ability to influence and inspire others.
* Flexible approach to working and a desire to develop knowledge

Informal enquires to Laura Forty, email: L.C.Forty@bham.ac.uk

Further particulars can be found here:<http://www.download.bham.ac.uk/vacancies/jd/MDSFPs.pdf>

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**Primary Location**

 GB-GB-Birmingham

**Job**

 Manager

**Organization**

 MDS - Research and Knowledge Transfer

**Schedule**

 Regular

 Full-time

**Job Posting**

 23.06.2021, 12:00:00 AM

**Grade (for job description)** Grade 7

**Salary (Pay Basis)**

 30,046.00

**Maximum Salary**

 42,792.00

**Advert Close Date**

 19.07.2021, 11:59:00 PM

**Fixed Term Contract End Date** 29.12.2023