PPI Research Network Manager
Research and Enterprise

**Closing date:** 17 October 2018

**Interview date:** 13 November 2018

**Vacancy reference:** 7043
INTRODUCTION

The University of York wishes to appoint a PPI Research Network Manager for the Involvement@York Patient and Public Involvement Research Network. This is an exciting opportunity to contribute to the establishment and development of a network dedicated to ensuring that the patient and public voice is integral to all aspects of health and social care relevant research undertaken across the institution.

The University of York and its researchers recognise that patient and public involvement (PPI) is a valuable and essential part of the process by which research is prioritised, designed, conducted and disseminated. Well-constructed public and patient involvement in research is increasingly seen as a hallmark of excellence in research by funders; most notably as a means to improve the quality and conduct of research, inform knowledge exchange, drive translation and impact positively on people beyond the academic community.

It wishes to strengthen its capabilities in this area by creating a central network resource for researchers at the University of York which will work in partnership with our local NHS partners and other external stakeholders to involve patients and the public in improving the quality of our research applications and in developing meaningful impact from the very beginning of the research process. It is anticipated that Involvement@York will rally existing skills and experience across the University of York and within partner organisations in order to develop and build longer term PPI capacity on behalf of all departments and research entities that undertake health and social care relevant research.

The recruitment of a PPI Research Network Manager is central to this ambition and the successful role holder will be responsible for supporting all aspects of Involvement@York’s development and onward sustainability.
Main purpose of the role

The post holder will be responsible for coordinating all patient and public involvement activities across the University of York under the established Involvement@York umbrella.

This will initially involve planning and undertaking a programme of scoping work to:

- Understand the current national and regional patient and public involvement agenda and to identify best practice innovations in public and patient involvement to build upon at the University of York;
- Determine the processes and infrastructure needed to establish a sustainable patient and public involvement recruitment mechanism for research studies in collaboration with project partners;
- Identify any barriers to patient and public involvement data sharing between partner organisations;
- Map existing training and training resource provision with a view to identifying provision gaps and collaborative development opportunities;
- Support the development of a user friendly Involvement@York website.

In time, it is envisaged that they will become the first point of contact for researchers and lay patient and public involvement representatives; providing a comprehensive service to both to strengthen the University of York’s capabilities in patient and public involvement for health and social care research.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Supporting the Involvement@York Steering Group to establish and develop Involvement@York into a valuable research collaboration resource for PPI at the University of York:

- Attend and provide a secretariat support service to the Involvement@York Steering Group;
- Work in partnership with academics leads, the Involvement@York Steering Group membership and the Research Development Manager for Applied Health and Social Care to support the development of Involvement@York;
- Undertake an initial programme of scoping work to shape and inform Involvement@York’s initial establishment, and onward development, delivering a series of pre-determined outputs for the Involvement@York Steering Group;
- Assist in the preparation of accurate papers and reports on the PIRN@York activities for the Involvement@York Steering Group, the Centre for Future Health Steering Group, the Pro-Vice Chancellor for Research and other internal and external stakeholders as required, ensuring that appropriate reporting systems are in place and adhered to wherever necessary;
- Keep abreast of new funding and partnership opportunities, providing timely advice and guidance to the Involvement@York Steering Group on future development and sustainability opportunities;

Working with a broad range of external and internal stakeholders, the post holder will be expected to work in a highly collaborative manner and operate across organisational boundaries. They will be an excellent communicator, with strong and empathetic interpersonal skills, discretion and sense of judgement.

The post holder will be expected to undertake the following duties, with day-to-day supervision from the Research Development Manager for Applied Health and Social Care, and additional support from the Involvement@York Steering Group. They will be expected to plan and prioritise their work flexibly to support the establishment, development and future sustainability of Involvement@York.

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>£32,236 a year</th>
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<tbody>
<tr>
<td>Hours of work</td>
<td>Full time (37 hours a week) or Part time at 29.6 hours a week would be considered for an exceptional candidate</td>
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<tr>
<td>Contract type</td>
<td>Fixed term, up to 31 December 2019. External secondments are also welcome for this role</td>
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<tr>
<td>Based at</td>
<td>University Campus East</td>
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JOB DESCRIPTION

- Manage the Involvement@York PURE record.

**Coordinating all Involvement@York PPI activities:**

- Act as a first point of contact for researchers seeking to make use of Involvement@York;

- Facilitate a wide variety of PPI opportunities in collaboration with PIs and other researchers through Involvement@York, providing advice and guidance those needing support to develop activity in partnership with PPI participants;

- Work to promote appropriate policies, procedures and guidelines in PPI delivery, reviewing content provided by researchers to advertise PPI opportunities on the Involvement@York website ensuring all appropriate details are provided and policies related to remuneration and GDPR compliance are followed;

- Develop and maintain the Involvement@York website, managing content related to PPI participation opportunities, best practice dissemination, policy protocols, publicity and events as well as establishing and moderating online discussion groups;

- Develop and maintain appropriate systems for recording and tracking PPI activity across the University of York for reporting purposes;

- Celebrate the success of PPI activity across the University of York through Involvement@York showcase events and attendance at other relevant internal and external events and meetings.

**Undertaking PPI recruitment, retention and relationship building for Involvement@York:**

- Act as a first point of contact for Involvement@York PPI participation enquiries;

- Work in partnership with existing PPI representatives and PPI representative groups to identify appropriate recruitment, retention and relationship building strategies and methods;

- Develop a broad public membership to grow Involvement@York into a valuable research collaboration resource, fostering relationships with existing members and actively recruiting new members to source new perspectives, foster diversity and safeguard sustainability;

- Promote and facilitate membership growth through active engagement with local and regional partners, organisations and communities;

- Build and promote PIRN’s public profile at a wide variety of internal and external events as well as utilising social and digital media channels to support membership recruitment, retention and relationship building activities.
## PERSON SPECIFICATION

### Qualifications

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Essential</td>
<td>Educated to Degree level or equivalent experience</td>
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<tr>
<td>Desirable</td>
<td>Health or social care related professional qualification</td>
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<tr>
<td>Desirable</td>
<td>Postgraduate qualification or evidence of continuing professional development</td>
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### Knowledge

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Knowledge</th>
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<tr>
<td>Essential</td>
<td>Knowledge of patient and public involvement policy and practice</td>
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<tr>
<td>Desirable</td>
<td>Knowledge of data protection and information governance, including GDPR principles</td>
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<td>Desirable</td>
<td>Knowledge of the research funding climate and research funding application processes</td>
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### Skills, abilities and competencies

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<thead>
<tr>
<th>Essential / Desirable</th>
<th>Skills, abilities and competencies</th>
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<tr>
<td>Essential</td>
<td>Excellent interpersonal and relationship building skills</td>
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<td>Essential</td>
<td>Excellent facilitation skills with an ability to promote discussion and agreement</td>
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<td>Essential</td>
<td>Excellent written and verbal communication skills with an ability to present information to a variety of audiences in different formats</td>
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<td>Essential</td>
<td>Excellent organisational, time management and prioritisation skills with a high level of attention to detail whilst maintaining flexibility</td>
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<tr>
<td>Essential</td>
<td>Excellent IT skills including data analysis and the use of Word, Excel and PowerPoint</td>
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<thead>
<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Experience of working with patients or members of the public to involve and engage</td>
<td>Essential</td>
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<td>Experience of facilitation or public consultation, including managing feedback and questions at public events and meetings</td>
<td>Essential</td>
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<td>Experience of servicing meetings and providing a secretariat support service to committees</td>
<td>Essential</td>
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<td>Experience of managing and delivering projects to completion and tight timescales (e.g. planning, developing, resourcing, monitoring, and reporting)</td>
<td>Essential</td>
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<td>Experience of working collaboratively, influencing people from a wide range of professional backgrounds (for example academics, clinicians, patients and/or members of the public)</td>
<td>Essential</td>
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<tr>
<td>Experience of writing and developing communications material for the lay public and health and social care service users and carers, including newsletters and/or web and social media content</td>
<td>Essential</td>
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<td>Experience of building and maintaining productive working relationships across organisational boundaries</td>
<td>Desirable</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Creative problem solver</td>
<td>Essential</td>
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<tr>
<td>Positive attitude with a friendly, supportive and approachable nature</td>
<td>Essential</td>
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<td>Values diversity and difference, operates with integrity, empathy, patience and openness</td>
<td>Essential</td>
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<tr>
<td>Shrewd and self-aware with high levels of emotional intelligence, including cultural sensitivity</td>
<td>Essential</td>
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<tr>
<td>Demonstrable commitment to partnership working with staff, external organisations and members of the public</td>
<td>Essential</td>
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<tr>
<td>Active commitment to continuing personal and professional development</td>
<td>Essential</td>
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THE DEPARTMENT

The Research & Enterprise Directorate is responsible for the central management of the University’s activities and strategy in research and knowledge exchange, and for providing comprehensive support to academic departments in their research and impact activities. Its primary purpose is to mobilise the University’s research and knowledge base in pursuit of excellence and financial sustainability, and to ensure that its research skills, knowledge and know-how benefit external users. In an environment of high competition for research funding and rapid change in funder expectations of Higher Education institutions, the Directorate leads operational change management in order to ensure that the University of York remains competitive and successful in research and knowledge transfer.

Research and Enterprise objectives

- To provide an environment for research that maximises research excellence and its social and economic impact, and promotes staff recruitment and retention
- To help academic departments increase the volume of their research and knowledge exchange income
- To manage efficiently the administration of grants and contracts
- To manage and assist the governance of University level procedures around research and enterprise
- To manage the reporting and control framework to support all the University’s research grant activities
- To develop income-generating relationships between the University and external partners including businesses
- To increase the volume and quality of the University’s Continuing Professional Development offering
- To support the University’s role in regional economic development
- To foster a culture of societal impact and enterprise amongst staff

Services provided

- Pre-award support for application development and submission
- Research related contract/agreement review, drafting and negotiation
- Financial administration of the University research grant and contract portfolio, including responsibility for
THE DEPARTMENT

claims

- Development and support for University-wide policies and systems for managing and reporting on research and knowledge exchange activities
- Training and guidance for academic and support staff and students involved with research
- Promoting and marketing the University’s research base and its technical facilities to external organisations
- Developing financially beneficial research links with public and private sector bodies
- Working with external partners to create sustainable enterprises through knowledge transfer, innovation and collaboration
- Protection and exploitation of the University’s intellectual property
- Acting as the University’s key point of contact with regional and national agencies involved in economic development
- Supporting the development and administration of Continuing Professional Development programmes for business, public and third sector employees
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York
Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to [https://jobs.york.ac.uk](https://jobs.york.ac.uk)
- Find this job using reference 7043
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 17 October 2018

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Dr Louisa Shilton via telephone on (01904) 328134 or via email at louisa.shilton@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk

+44 (0)1904 324835