Patient and Public Involvement and Engagement (PPIE) Manager

Department: Health Sciences

Hours of work: Full-Time / 37 hours a week
(Part-time will be considered minimum 22.2 hours a week)

Contract type: Fixed-Term for 24 months

Salary: £33,309 - £40,927 a year / Grade 6
(Salary will be reduced for part-time working)
Introduction

The Epidemiology & Cancer Statistics Group (www.york.ac.uk/healthsciences/research/ecsg/) is seeking an enthusiastic individual to work alongside the Patient and Public Involvement and Engagement (PPIE) Lead and undertake the critically important role of PPIE Manager for our multidisciplinary research team, based in the Department of Health Sciences at the University of York.

The Group’s research portfolio comprises an ever-expanding number of unique, world leading studies/programmes, across which the successful applicant will engage. ECSG’s work is funded from various sources, including Cancer Research UK, Blood Cancer UK, the National Institute for Health Research and the European Union, and evidence from our studies is often used to guide clinical practice and improve patient care, locally, nationally and internationally. The group already benefits from substantial PPIE, which we now intend to significantly expand and develop; both in terms of the opportunities we offer for involvement, and the catchment we work within. We are therefore seeking an experienced, talented individual to join the ECSG team, to implement these exciting developments.

Main purpose of the role

The main purpose of the role is the development and delivery of ECSG’s PPIE strategy, as a means of integrating the voices of people with cancer into all our research, enabling it to have the greatest impact, locally, nationally, and internationally.

The role will involve the development and maintenance of excellent relationships with diverse groups of key stakeholders, including patients and carers, universities, third sector organisations, faith bodies, and others in the local and national health sector. It will involve working collaboratively with patients and the public across all age groups (including children and young people), ethnicities, socio-economic backgrounds and with different types of cancer or related conditions, at various time-points after diagnosis.

The role involves ensuring all ECSG’s research is underpinned by gold standard, meaningful PPIE that is compliant with national guidance. To promote diversity and inclusivity, it will involve developing multi-faceted and innovative interactions, both face to face and online, and will include information sharing in blogs, via patient portals and social media sites, at conferences and within written and audio-video material. The role is set across various projects, but will initially focus on the Haematological Malignancy Research Network (HMRN - https://hmrn.org) and the UK Childhood Cancer Study (UKCCS - https://ukccs.org/); some aspects of which will build on existing involvement, and others that will be novel.

Condition of Employment

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form. Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.
Key responsibilities

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

1. **Role Specific Responsibilities**
   - Collaborate with key stakeholders to develop a meaningful PPIE strategy for ECSG
   - Build strong relationships with patients, families and carers, universities, NHS organisations, third sector organisations, faith groups and local communities
   - Implement effective and timely PPIE across the research cycle (funding, priority identification, study design, recruitment, dissemination)
   - Ensure diverse PPIE representation (age, gender, ethnicity, socio-economic status, faith)
   - Assess and provide training for PPIE members to build capacity, skills, knowledge and expertise
   - Develop and maintain up-to-date knowledge of PPIE developments and disseminate to researchers and contributors, as appropriate
   - Ensure ECSG meets national standards in best practice for PPIE
   - Be the first contact-point for researchers and contributors in PPIE matters
   - Integrate contributors with the management teams and governance processes associated with each project and support contributors in their role
   - Develop new ways of working with contributors, to embed principles of co-production
   - Identify barriers to PPIE and develop inclusive strategies to overcome these
   - Contribute to the evidence base and inform future working by evaluating and reporting on the impact of PPIE from researcher and contributor perspectives
   - Contribute to outputs, including conference presentations and written articles, such as blog pieces, project reports, reports for funders, and funding applications
   - Carry out administration tasks (e.g. reimbursement of expenses and honoraria, writing minutes, planning and conducting mailings, processing returned information, recording progress, contacting organisations, report-writing, producing communication bulletins/newsletters)

2. **University of York Responsibilities for Grade 6**

   **Service and Operational Delivery**
   - Oversee a responsive and proactive support service to ensure service expectations are met.
   - Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
   - Contribute to operational leadership teams and decision making to shape the nature and level of support services.
   - Implement changes to the design and development of a service.
   - Accountable for delivery of a service within a defined area or defined responsibilities.
   - Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
   - Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis

   **Continuous Improvement**
   - Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
   - Ensure the review and improvement of systems and procedures in line with University frameworks.
Review internal and external practice to identify opportunities for future improvements or efficiencies.

Apply expertise to identify, understand and propose resolutions for issues or problems.

Proactively identify opportunities for building personal knowledge and skills, and ensure training and development needs of the team are met.

Deliver knowledge sharing on specialist defined processes across the broader team.

**Specialist Contribution**

- Provide advice to stakeholders in relation to complex policy, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

**Collaboration and Communication**

- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

**Governance and Oversight**

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

**Planning and Organisation**

- Plan, organise and prioritise the work of self and team members on a regular basis, taking into account operational needs and changing circumstances over the short to mid term.
- Contribute to longer term strategic /planning of the team’s work.
- Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
## Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>Significant prior knowledge and experience of developing, implementing and managing PPIE in health/social care research</td>
<td>Essential</td>
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<td>Previous work with patients and/or the general public, and awareness of the relevant stakeholder groups and means of accessing these</td>
<td>Essential</td>
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<td>Good understanding of key issues in PPIE, including diversity and inclusion, and relevant national policies and strategic documents</td>
<td>Essential</td>
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<td>An understanding of research methods, and PPIE requirements within funding applications</td>
<td>Essential</td>
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<td>Knowledge of PPIE opportunities and national standards</td>
<td>Essential</td>
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<td>Experience of designing and delivering PPIE events, and developing/delivering training for a range of audiences</td>
<td>Essential</td>
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<td>An understanding of the importance of the impact of PPIE, and evidence of prior dissemination of study information and PPIE impact stories</td>
<td>Essential</td>
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<td>Knowledge of the interface between PPIE and research governance, ethical/other approvals together with an awareness and ability to comply with data protection legislation</td>
<td>Essential</td>
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<td>Knowledge about the needs of cancer patients, including accessibility issues</td>
<td>Essential</td>
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### University of York Person Specification for Grade 6

#### Qualifications:

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience. Essential

#### Skills - demonstrates the ability to:

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<tr>
<td>Lead projects</td>
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<td>Gather, analyse, interpret and report complex data/information</td>
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<td>Use digital technologies including Google applications and/or Microsoft Office</td>
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<td>Communicate effectively in verbal and written formats, including the use of a variety of digital tools</td>
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<td>Behaviours:</td>
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<td>Works collaboratively with others</td>
<td>Essential</td>
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<td>Delivers a quality service</td>
<td>Essential</td>
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<td>Develops self and others</td>
<td>Essential</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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