Imperial College London

Job Title:	Teaching Fellow, Patient Experience Research Centre (PERC)
Department/School/Faculty:	School of Public Health, Faculty of Medicine
Job Family/Level:	Learning and Teaching, Level 3b
Salary Range:	£36,926 - £45,547 pro rata, per annum
Responsible to:	Professor Helen Ward, Director of Education and Director of Patient Experience Research Centre
Key Working Relationships (internal):	PERC Partnership and Training Manager, PERC staff, PERC public and patient volunteers, SPH Director of Postgraduate Taught Studies School SPH Education Manager; SPH academic, teaching, admin and technical staff; Digital Learning Hub colleagues, Educational Development Unit.
Key Working Relationships (external):	External lecturers, E-learning providers, E-learning colleagues across other universities.
Contract type:	Full time & fixed term for 2 years in the first instance. Flexible opportunities may be available (minimum 0.6 FTE). Details can be discussed at interview.

The Patient Experience Research Centre (PERC)

PERC is a core facility of the NIHR Imperial Biomedical Research Centre (BRC) which undertakes research on involvement in and engagement with translational research and leads on patient and public involvement and engagement in research across the Faculty of Medicine. As part of this function it develops and delivers a range of education and training programmes for staff, students, patients and the public. PERC is a multidisciplinary group of public health specialists, social scientists and clinical researchers led by Prof Helen Ward (public health) and Prof Sophie Day (anthropology) who have developed a strong interdisciplinary collaboration over the past 3 decades with research on HIV/ STI, sex work, breast cancer and health inequalities.

Global Master of Public Health (GMPH)

The School of Public Health within the Faculty of Medicine is developing a fully online degree, Global Master of Public Health, to make its educational provision available to a wider and more diverse audience. The GMPH builds on a successful on-campus MPH, MSc in Epidemiology and MSc in Health Data Analytics and Machine Learning. The teaching also draws on experiences from an undergraduate intercalated BSc in Global Health.

Purpose of the Post

This new post is to support and further develop of an expanding programme of teaching and training in the area of participatory methods in public health. The post will cover two main responsibilities

a. **PERC training**: Delivery and further development of PERC training in patient and public involvement, engagement and co-production for researchers, clinicians, students and members of the public. This training is delivered through a range of workshops, lectures and short courses and is mostly delivered in partnership with members of the public. As PERC teaching fellow, you will deliver and further develop these courses working closely with PERC colleagues and members of the public.

b. **Participatory methods in public health online module**: Design, development and delivery of an online module in participatory methods in public health, an optional course within the GMPH. You will work closely with the module academic lead, instructional designers and other teaching staff to provide support in developing digital teaching materials, interactive sessions, assessments; ensuring continuity across the modules and the highest quality student experience.

This role provides an excellent opportunity for you to develop a career in public health with a focus on participatory methods, public involvement and engagement and co-production. It is an opportunity to broaden your educational experience in an exciting multi-disciplinary environment, and to develop practical skills as an educator in the field - but with unique focus on the provision of digital education and innovation in teaching methods.

Key Responsibilities

PERC Responsibilities
Development and delivery of training and education in PERC
- To deliver and regularly refresh/update/create bespoke interactive public involvement training (including co-producing content with lay partners) workshops to strengthen capacity for public involvement across the organisation for groups such as
  - Imperial researchers and members of the public
  - Postgraduate Students (MRes, MPH, PhD)
  - Undergraduate Students (MBBS, BSc)
  - Clinical Academic trainees

This training will be delivered in conjunction with the Imperial Clinical Trials Unit (ICTU), the Imperial Graduate School, Clinical Academic Training Office (CATO) and other partners.
The training should incorporate recent developments in public involvement and accord with national guidelines and standards including those produced by INVOLVE. Appropriate stakeholders from across the College should be involved in the development of this training.

Support of student projects incorporating public involvement
- To provide support to students undertaking projects which require community placements or similar and consisting of public involvement and co-production including but not limited to: providing one-on-one advice and guidance to Imperial students to facilitate successful placement and projects and effective meaningful public involvement, proving guidance on practicalities of involving the public and supporting the holding of events.

Reporting, dissemination
- To maintain a record of all public involvement training delivered to both researchers and members of the public to measure KPIs
- To summarise feedback from training sessions in order to inform development of future sessions.
- To provide certificates of attendance at training sessions to training attendees who wish to receive them
- To promote the evaluation of the impact of public involvement and support researchers to pilot and utilise methods of evaluating public involvement (including PERC's draft Planning and Impact Tool) and the GRIPP2 checklist in order to report the impact of public involvement.
- To work with CATO to effect credit bearing training sessions for medical professionals.

GMPH Responsibilities
You will be required to:

- Support academic staff in the design, development and delivery of the Participatory Methods in Public Health (PMPH) module for the GMPH
- To develop, plan and deliver teaching and learning content appropriate for the programme audience and learners
- To work with academic staff to draft scripts for videos and recordings, ensuring clarity and consistency of quality throughout
- To contribute to teaching on our programmes relevant to expertise.
- Ensure that content is closely linked to Learning Outcomes and assessments are appropriate to test the learning.
- Identify, suggest and progress opportunities for innovation, including both those related to delivery of

digital education and pedagogy more broadly.

- To support students and leaners, acting in a co-ordination role to ensure the highest quality of student experience throughout the module
- Ensure that production/development timelines are met, including recording, of teaching materials and preparation of course guides, in liaison with the wider teams.
- Supervise and assess students on the programmes, which will include constructing questions, designing and leading assessments, and marking coursework, discussion prompts, video discussions and other online assessments.
- Recruit, support and supervise tutors for the designated programme
- Contribute to peer support and reflective learning
- Evaluate courses and teaching activities.
- Provide reports on teaching, learning and assessment activities as required.
- Provide high quality sensitive and confidential welfare support to students on the designated programme, liaising with the appropriate colleagues for escalation (Education Team, Senior Teaching Fellows, Senior Tutors, Course Directors, Head of Year, Student Services colleagues)
- Attend and contribute to meetings and seminars held in the School of Public Health and Digital Learning Hub.
- Ensure appropriate evaluation and quality assurance processes are completed.
- Undertake other duties as agreed with the Course Directors and Senior Teaching Fellows.
- The post will include teaching, coordination, student liaison and organisational responsibilities primarily for the digital education portfolio.
- To contribute to the development of potential new modules and streams as appropriate to the skills of the post holder.

Publication and Career Development
Although research does not form a major part of this post, you are encouraged to develop educational and research skills through research publication and teaching.

You will have opportunities and be expected to:

- Undertake a programme of training to develop expertise in education as necessary e.g. PG Certificate in university Learning and Teaching or equivalent.
- Contribute to departmental publications (for example course guides, websites, newsletters etc.) when requested.
- Undertake small research and evaluation projects, potentially in the field of innovation in learning and teaching, and to present work at meetings and in appropriate professional journals.
- Gain awareness of current initiatives in education both nationally and internationally.
- Acquire and maintain skills by teaching on appropriate courses.

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Education	
• Masters degree in Public Health or relevant discipline, or equivalent experience	E
• To have, or be working towards, a recognised teaching qualification	D
• A PhD in a relevant subject.	D
Experience & Knowledge	
• Excellent knowledge of participatory methods in health research and practice, including involvement, engagement, co-production	E

• Proven interest in education in public health and public involvement	E	
• Good understanding of current developments in public health/ public involvement and digital education.	E	
• Experience of teaching and/or training in higher education and/or professional settings.	E	
• Evidence of research in participatory approaches in public health or health research	D	
• Experience of employing technology in education, including e-learning provision and the development of e-learning materials.	D	
• A demonstrable interest in current trends in digital learning.	D	
Skills & Abilities		
• Ability to teach and engage a range of students in a variety of settings	E	
• Ability to design innovative online courses and contribute to appropriate curriculum development and assessment methods.	E	
• Attention to detail and excellent problem-solving skills.	E	
• Ability to work flexibly and to juggle competing and changing priorities.	E	
• Ability to communicate effectively with students, academics and administrative staff.	E	
• Ability to build consensus and negotiate effectively.	E	
• Excellent time management skills and ability to multi-task and prioritise work.	E	
• Ability to work independently with minimal supervision.	E	
• Collaborative working skills, including working as part of a multi-site team.	E	
• Strong written skills, including the ability to draft and edit scripted material.	E	

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the 7 Imperial Expectations detailed below:

1) Champion a positive approach to change and opportunity
2) Communicate regularly and effectively within and across teams
3) Consider the thoughts and expectations of others
4) Deliver positive outcomes
5) Encourage inclusive participation and eliminate discrimination
6) Support and develop staff to optimise talent
7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the College Website Health and Safety Structure and Responsibilities page.

The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see

https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College's care are treated with full respect, and that all staff involved with this work show due consideration at every level.
http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.