

Job Title:	Projects Officer (Public Involvement)
Department/School/Faculty:	Infectious Disease Epidemiology/Public Health/Medicine
Campus location:	St Mary's Campus, Paddington
Job Family/Level:	Professional Services, Level 3a
Salary Range:	£31,770 - £36,009 per annum, pro rata
Responsible to:	Professor Helen Ward
Reporting to:	Professor Helen Ward
Key Working Relationships (internal):	Members of the Patient Experience Research Centre, EIT Health and partner universities, NIHR Imperial Biomedical Research Centre, School of Public Health research teams, Imperial Public and Patient Panels, School and departmental administration,
Contract type:	Fixed term, until 31 December 2019; flexible working will be considered, and details can be discussed at interview

Research Programme

Imperial School of Public Health, headed by Professor Deborah Ashby combines world-class research translating science and epidemiology into policy and practice. Together with its research, teaching and evidence-led policy work, the Imperial School of Public Health aims to address the major public health challenges of the 21st century. It achieved joint top rating with Oxford University in the national 2014 Research Excellence Framework (REF), in the "Public Health, Health Services & Primary Care" Unit of Assessment. This graded 91% of our research as world-leading and internationally excellent. We have held a Silver Athena SWAN award since 2010 in recognition of our significant achievement and exemplary practice in supporting women to develop science and medicine careers.

The Patient Experience Research Centre (PERC), a core facility of the NIHR Imperial Biomedical Research Centre (BRC), is a small group of epidemiologists, social scientists and clinical researchers undertaking research on involvement in and engagement with translational research. It is led by Prof Helen Ward (epidemiology and 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.

Purpose of the Post

The post will play a crucial role in the development of PERC's programme of participatory approaches to biomedical research and health.

The post-holder will support the investigation of key issues in the expansion and internationalisation of citizen engagement, principally "Improving Diversity in Citizen Engagement". This will involve the planning and delivery of Imperial's "People's Research Cafes", a set of events to involve seldom heard voices in the design of research and innovation projects. The post-holder will work to evaluate and capture the impact of this activity, sharing best practice and learnings widely with European partners. They will be expected to actively

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contribute to the development of a strong European network committed to citizen engagement to improve health.

An objective of the NIHR Imperial BRC's PPIE strategy is to broaden the diversity of public partners involved in their PPIE activities including by promoting and facilitating the inclusion of under-represented and seldom-heard groups. This "People's Research Cafes" pilot project forms part of our vision to achieve meaningful public and patient involvement, testing out new ways of working with communities and sharing our learnings with European partners. The project is supported by EIT Health: Excellence in Citizen Engagement Learning (EXCEL) Network.

Key Responsibilities

The post-holder will be responsible for the planning and delivery of Imperial's "People's Research Cafes", a set of activities to involve seldom heard voices in the design of research and innovation projects. This will involve working closely with community members to co-design the events, as well as with Imperial researchers and EIT Health innovators. They will be the first point of contact for the "People's Research Cafes", helping researchers and innovators to shape "involvement questions" and building and managing relationships with the public.

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 also be expected to work closely with European partners, particularly Newcastle University who are leading on the project. They will be an excellent communicator, with strong and empathetic interpersonal skills, discretion and sense of judgement.

The post-holder will work to evaluate and capture the impact of "People's Research Cafes", sharing best practice and learnings widely with European partners. They will be expected to actively contribute to the development of a strong European network committed to citizen engagement to improve health.

The post holder will be expected to undertake the following duties, with day-to-day supervision from the Engagement Officer, and additional support from the Director of PERC. They will be expected to work with other key staff as appropriate to plan and prioritise their work flexibly to meet objectives.

- To plan and deliver at least three People's Research Cafe events in 2019, with the aim of meaningfully involving the public in the co-design of health research and innovation projects
- To work in partnership with members of the public and community organisations to ensure the activity suits their needs and they can meaningfully be involved
- To promote and facilitate the inclusion of under-represented and seldom-heard groups through active engagement with local partners, organisations and communities.
- To work in partnership with Imperial researchers and EIT Health innovators to plan their involvement at a People's Research Café, to ensure the insights of the public can be meaningfully captured
- To liaise with the funder and the project lead (Newcastle University) on project delivery
- To evaluate and capture the impact of People's Research Café events
- To share the learnings of People's Research Café events with a set of European stakeholders
- To integrate this activity with the VOICE public involvement digital platform
- To promote adherence to appropriate policies, procedures and guidelines (including the INVOLVE guidance for remuneration of lay partners) in the delivery of PPI/E.

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Person Specification

Requirements

Candidates/post holders will be expected to demonstrate the following:

**Essential (E)/
Desirable (D)**

Education	
<ul style="list-style-type: none"> Minimum degree level or equivalent experience 	E
Knowledge & Experience	
<ul style="list-style-type: none"> Experience of stakeholder engagement at a level suitable to facilitate credibility and positive relations with staff, students, and members of the public 	E
<ul style="list-style-type: none"> Experience of communicating with members of the public from a wide range of backgrounds in a professional capacity 	E
<ul style="list-style-type: none"> A working knowledge of the benefits and challenges related to Patient and Public Involvement and Engagement (PPI/E) including measuring impact 	E
<ul style="list-style-type: none"> A working knowledge of the importance of involving seldom-heard voices in health research and innovation 	E
<ul style="list-style-type: none"> Experience of working with international partners 	D
<ul style="list-style-type: none"> Experience of writing blogs in an accessible format, translating academic work into plain language 	D
<ul style="list-style-type: none"> Experience of using social media in a professional capacity 	D
<ul style="list-style-type: none"> Experience of (or willingness to undergo appropriate training to) managing a virtual platform (VOICE platform) 	D
<ul style="list-style-type: none"> Proven experience of engaging with diverse communities, and understanding of their dynamics, needs and challenges. 	D
<ul style="list-style-type: none"> A working knowledge of Data Protection legislation 	D
Skills & Abilities	
<ul style="list-style-type: none"> Strong relationship building skills at both public and researcher level, with the ability to interact in a manner that builds sustainable trust and confidence in the person and the programme 	E
<ul style="list-style-type: none"> Good knowledge of a range of communications and engagement approaches 	E
<ul style="list-style-type: none"> Excellent team worker, able to listen and understand different points of view but also work towards a shared-goal 	E
<ul style="list-style-type: none"> Self-motivated, with a track record of working successfully on own initiative, as well as part of a team and larger organisation 	E
<ul style="list-style-type: none"> Strong organisational and planning skills, with a proven ability to coordinate and deliver projects with a PPI/E agenda 	E
<ul style="list-style-type: none"> Excellent verbal and written communication skills, with an ability to communicate effectively with a broad range of community groups and colleagues. 	E
<ul style="list-style-type: none"> Friendly, collaborative and outgoing, with excellent interpersonal skills and an ability to build effective working relationships 	E
<ul style="list-style-type: none"> Commitment to own learning and professional development and that of others 	E
<ul style="list-style-type: none"> Computer literate, with knowledge of MS Word, Excel, PowerPoint and Outlook. 	E
Personal Attributes	
<ul style="list-style-type: none"> Efficient and approachable 	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

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- 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.