

**Job Description**

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| Job Title: | Engagement Co-ordinator |
| Faculty/Professional Directorate: | Faculty of Health Sciences |
| Subject Group/Team | School of Psychology & Social Work (Clinical Psychology)/ Addiction and Mental Health Research |
| Reporting to: | Prof Thomas Phillips |
| Duration: | 5 years (1st October 2024 – 30th September 2029) |
| Job Family:  | Administration |
| Pay Band: | 7 |
| Benchmark Profile: | Administrator Band 7 |
| DBS Disclosure requirement: | Yes  |

**Details Specific to the Post**

**Background and Context**

This is an exciting opportunity for a self-motivated and experienced Public Engagement professional to work with clinical and applied health researchers and professional service staff to help make a positive impact on those living with addiction and mental health problems. Under the leadership of Professor Thomas Phillips, Professor of Nursing in Addiction and Professor Judith Cohen, Director of the Hull Health Trials Unit we have secured a five-year programme of research funded by the National Institute for Health Research, which is supported by our partners at the University of York and King’s College London.

The Hull, King’s and York research partnership in collaboration with the University of Kent, Humber Teaching NHS Foundation Trust and Hull University Teaching Hospitals NHS Trust are appointing a team of researchers and professional service staff across all three themes who will be based within Faculty of Health Sciences and located within the awarding winning Allam Medical Building, University of Hull. The research team also includes expertise in Data Science, Artificial Intelligence and Modelling (DAIM) (Hull), and health economics (York).

Our area covers a population of 1.7 million people from cities, market towns, rural villages and coastal communities across the Humber and North Yorkshire. It includes areas that experience high levels of unemployment, housing problems and wider health difficulties who have poor access to effective mental health and substance use treatment. We will target national priorities and the mental health needs of our local population, resulting in better access to care and treatment that works. Working closely with health and social care providers as well as patients and the public, we have developed an ambitious programme of research across three themes:

**Theme 1:** **Young people with substance use (SUD) and mental health presentations (MHP)**.

**Theme 2:** **Adults with substance use (SUD) and mental health presentations (MHP).**

**Theme 3:** **Defining the needs of adults with alcohol-related cognitive impairment (ARCI).**

The post holder will be supported by our Public Co-Applicant, Mrs Alison Sharpe and work alongside the Public and Patient Involvement (PPI) Co-ordinator, who will also be employed under this award. The post holder will work closely with the co-investigators, theme leads and researchers to support the overall programme objectives which include:

1. Determine the characteristics and needs of people in contact with non-specialist care settings who experience SUD and MHP.
2. Identify the experiences, use and costs of current care for those people with SUD and MHP in contact with non-specialist care settings.
3. Review of data sources and co-produce improvements in care to be tested in feasibility studies and clinical trials.
4. Development of grant applications for multi-centre national studies to examine clinical and cost-effectiveness of new models of care
5. Ensure that individuals with lived experience and their carers underpin the programme of research at all stages, which is meaningful to all key stakeholders.

Patient and Public Involvement and Community Engagement (PPIE) is central to the design and delivery of this research, ensuring that underserved groups have a meaningful voice and that the research outcomes address the specific mental health needs in our target area. We will involve and engage with young people, patients, carers, families and local communities as active partners in our research, so that together we can make a positive difference to health and wellbeing in our region and beyond. The focus will be articulated in our strategy document and action plan which needs to be produced within 6 months of receipt of the award. Oversight of this action plan will be provided by the Strategic Advisory Group and monitored on a regular basis by the Project Management Group.

The Engagement Co-ordinator has a crucial role to play in the delivery of the PPIE Action Plan and overall programme of research. We are unable to achieve our aims unless we work collaboratively with a wide range of partners and key stakeholders including, local service providers from health, social care, youth services, criminal justice and wider community and voluntary services who support our key target groups. Engaging with leaders, professionals and commissioners from these organisations will maximise delivery and impact of our research. The post holder will ensure that effective, timely and co-ordinated engagement of these stakeholders, which compliments the engagement of service users and carers organised by the PPI Co-ordinator, to ensure targets set in the PPIE Action Plan are met. The post holder will report directly to both Professor Thomas Phillips and Professor Judith Cohen and will work directly with stakeholders facilitating stakeholder groups, co-ordinating the project strategic advisory group, organising conferences and dissemination events over the period of the award. The co-investigators and researchers will support PPI and Engagement Co-ordinators in the production of the PPIE Action Plan which includes the need for lived experience advisory groups for patients, families and carers to be engaged across all themes and for the duration of the award.

**We value diversity and we are committed to recruiting and supporting staff and students from all sectors of society. The University of Hull holds a Bronze Athena SWAN award. We are committed to developing staff and actively encourage and support staff to take development opportunities.**

Please note that the Faculty of Health Sciences and those based within the Allam Medical Building work dynamically and in line with the University of Hull’s ‘agile working’ policy we are very happy to discuss individual requirements around how and where you work.

**Specific Duties and Responsibilities of the post**

The Engagement Co-ordinator will possess excellent organisation, communication and project management skills, and have significant knowledge of how to implement applied health research so that they can effectively engage a range of partners locally, regionally and nationally. The post holder will have a key role in developing the research team website, organising a range of events such as online seminars, workshops and conferences, and if indicated, communities of practice to share learning across related services and support improvements in care. Working closely with the research teams across all themes, the Engagement Co-ordinator will develop a programme of events that supports research impact and engagement across the NHS Humber and North Yorkshire Integrated Care Board (ICB) area and beyond. They will ensure these events are developed with our partners and promoted in association with the Faculty and University Marketing and Communications team. They will also work with stakeholder groups to ensure the dissemination of results to non-academic audiences are impactful.

**Key duties and responsibilities include:**

* Supporting the development and implementation of the PPIE Action Plan
* Developing and maintaining effective relationships with partners to inform the delivery of the addiction and mental health research team programme
* Developing and updating of core project materials including briefings for senior leaders and presentations, adapting messages to meet the needs of specific audiences.
* Supporting and facilitating stakeholder groups, these may be virtual or in person. This will include preparation and delivery of presentations across small- and large-scale activities. Groups and events may include voluntary and community services, academic panels, children and young adults, working groups and conference style events.
* Where necessary support the PPI Co-ordinator in the organisation of service users and carer stakeholder groups, events and materials.
* Provide guidance and leadership in engagement; supporting and training research staff where required
* Innovating, managing and updating stakeholder engagement tools and databases
* Work closely with the University of Hull Marketing and Communications Team on the development of the Research Team’s website and materials.
* Supporting teaching on public involvement and engagement, and patient experience
* Monitoring the core budgets for PPIE
* Supporting the research theme leads to integrate meaningful stakeholder engagement into their work. This may include protocol development, attendance at research meetings, interpreting findings and contributing to dissemination activities.
* Develop and evaluate stakeholder engagement methods
* Contributing to programme and project research teams through meetings, reports and day to day communication, including the production of progress reports for project funders as required.
* Disseminate stakeholder involvement activity via a variety of mediums (e.g. presentations, publications and workshops)
* Liaising with internal and external parties and relevant community groups, NHS partners, funders and academics.

In your covering letter please refer directly to the criteria, given in the person specification below.

### Applications are assessed by the selection panel according to these criteria.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

* The role holder:
	+ Will provide professional advice and/or support, directly or indirectly, to faculty and/or department based upon a full understanding of a professional or specialised area of work
	+ Will have gained a professional qualification (or are working towards) and/or vocational or professional experience
	+ Will be expected to contribute to longer term developments within the faculty/department by giving advice and specialist support
	+ Will Influence decisions or events by working collaboratively internally and externally to the University
	+ Will evaluate and analyse information and use initiative and creativity to solve non standard problems
	+ May lead a team within the department and/or in project activity and plan, prioritise and monitor to ensure effective use of resources

**Main Work Activities**

### Communication

1. Provide advice and guidance of a specialist nature to managers, staff, students and visitors
2. Deliver established presentations to communicate information across Faculty/Dept/University
3. Attend meetings to report on information/data
4. Take notes and produce formal minutes at meetings when required
5. Format and edit publications
6. Draft formal documentation
7. Compile procedural manuals and other University documentation
8. Write and maintain web pages

### Teamwork

* May be required to supervise the work of others
* Provides advice and guidance to other members of the team

**Liaison and Networking**

* Proactively develop and maintain internal and external contacts to benefit the University
* Participate in networks internally and/or externally

### Service Delivery

* Provide specialist administrative support to colleagues including academic and administrative staff
* Develop and manage projects that contribute to improving service delivery
* Develop and maintain systems and processes to ensure effective delivery of the service
* Contribute to policy development

### Planning and Organisation

* Organise and represent the area and University at events
* Plan and monitor the work of others
* Co-ordinate departmental processes in conjunction with senior colleagues
* Organise, prepare and service committees as appropriate
* Contribute to the longer term operational planning of the Faculty/Department

**Analysis/Reporting**

* Analyse qualitative and quantitative data producing draft reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |
| **Knowledge and Experience**  |  |
| A relevant degree or equivalent qualification and/or experience. | **Application/Interview** |
| Can demonstrate a full understanding of a professional or specialised area of work. | **Application/Interview** |
| Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development. | **Application/Interview** |

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| **Communication (Oral and Written)**Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Interview** |
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| **Teamwork and Motivation**Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results. | **Application/Interview** |
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| **Liaison and Networking**Can demonstrate the ability to work across the University and/or externally to build and strengthen working relationships. Actively pursues a shared interest and works jointly to influence events and decisions. | **Application/Interview** |
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| **Service Delivery**Can demonstrate the ability to seek ways to improve and adjust current levels of service. Deals with complaints and initiates contact with customers to obtain their reactions and views about the service and future needs. | **Application/Interview** |
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| **Decision Making**Can demonstrate the ability to consider the impact on the Faculty/Service. Knows where a decision is beyond their responsibility and refers to others. | **Application/Interview** |
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| **Planning and Organisation**Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress. | **Application/Interview** |
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| **Initiative and Problem Solving**Can demonstrate the ability to investigate problems to identify their cause, takes action to prevent recurrence of problems and considers possible solutions to identify those which offer wider benefits. | **Application/Interview** |
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| **Analysis/Reporting**Can demonstrate the ability to select appropriate methods for data gathering and analysis. Gathers data thoroughly and accurately and subjects it to rigorous analysis. Obtains additional data if required. | **Application/Interview** |