

**Job Description**

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| Job Title: | Patient and Public Involvement (PPI) 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 Patient and Public Involvement (PPI) 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 Community Engagement 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 across our region and beyond. Our structure for the Partnership’s PPIE builds on the existing PPIE infrastructure that supports the Institute for Clinical and Applied Health Research (ICAHR) at the University of Hull, known as “Involve Hull”. 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. The strategic plan will ensure the six UK Standards for Public Involvement are followed and that evaluation of the process and impact of our PPIE Strategy describes the levels, type of engagement as well as the tangible impacts and benefits. 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 PPI Co-ordinator will (ideally) be an expert by experience who will report directly to both Professor Thomas Phillips and Professor Judith Cohen. The post holder will be supported by the Involve Hull Team based in the Allam Medical Building. The co-investigators and research team will support the PPI Co-ordinator and Community Engagement Co-ordinator 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 primary role of the post holder will be to support public involvement in health and care research across the addiction and mental health themes. The post holder will engage, recruit and support public contributors who have personal experience of addiction and mental health conditions, either themselves or by caring for someone else, and of using health and care services. This will be done in two ways, firstly by managing a public involvement network that members of the public can join, and secondly through community engagement with other individuals and groups. The post holder will work with public contributors to ensure that their contribution is integrated into the research process and minimising the barriers that service users/patients and carers/families experience to enable them to engage with the process in a meaningful way. The post holder will work across youth and adults service areas, building a network of relationships with existing service user groups. There is a specific need for these networks to engage under - represented groups often marginalised by services. Uniquely we have identified the need to offer ‘research internships’ so that young people can be employed under the project and fully contribute to the development and implementation of theme 1. Themes leads will support the PPI co-ordinator in developing and managing these roles in partnership with local youth services.

**Key duties and responsibilities include:**

* Supporting the development and implementation of the PPIE Action Plan
* Recruitment and coordination of volunteers with personal experience of addiction and mental health conditions
* Developing learning materials, carrying out induction and training sessions for members of lived experience advisory groups
* Developing learning materials and training on public involvement for researchers
* Supporting teaching on public involvement and engagement, and patient experience
* Monitoring the core budgets for public involvement and supporting payment process for public contributors
* Supporting the research theme leads to integrate meaningful public involvement into their work. This may include protocol development, attendance at research meetings, interpreting findings and contributing to dissemination activities for patients and carers.
* Supporting public contributors during meetings and outside of meetings as required
* Develop and evaluate public involvement 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 public involvement activity via a variety of mediums (e.g. presentations, publications and workshops)
* Liaising with internal and external parties and relevant service user/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** |