



Job Title: CHARMER Patient Research Team leader
Grade: 8
Salary: £49,250 to £55,295 per annum, pro-rata
Department: School of Healthcare
Hours/Contract: Part-time, fixed term contract until 31 June 2025
Job Family: Management and Administration
Reference: 11458

Role Purpose

To assume a leadership role of the patient and public team members of the CHARMER research team and make a strategic contribution to planning and executing all aspects of the CHARMER research programme relating to patients and members of the public.

Main Duties and Responsibilities

Lead a team of Patient and Public Involvement (PPI) members supporting the CHARMER research programme. This will comprise:

- Prioritising and scheduling the work of the CHARMER team of PPI members to ensure that work is completed to appropriate timelines and of the necessary standard.
- Allocating work to others in the CHARMER team e.g. administrators and research associate and monitor to ensure that work processes are delivered.
- Identifying the learning needs of the PPI members to enable them to effectively support the CHARMER research programme and work with the wider CHARMER team to address prioritised learning needs.
- Advocating for PPI team members, if necessary, to ensure that their knowledge and skills are effectively applied to the CHARMER research programme.

Proactively identify and respond to opportunities for PPI to contribute towards the CHARMER research programme

Provide the patient/public perspective to all aspects of the CHARMER research programme including:

- Preparing patient facing research documents and other materials to a clear brief, using established formats and standard software.
- Supporting analysis, manipulation and interpretation of research data.
- Act as a point of contact for external stakeholders representing patients and member of the public
- Receive and respond to, everyday queries from patients and members of the public
- Recognise/understand the impact of potential challenges from the patient and carer perspective to the CHARMER research programme and devise solutions

Internal and External Relationships





Develop and maintain a network of national and international contacts who are key to supporting conduct of the CHARMER research programme and associated dissemination activities.

Planning and Organising

- Plan and prioritise own work activities and those of the PPI team members for the week or weeks ahead, responding to PPI Lead or requirements, in addition to own responsibilities, to ensure effective PPI on the CHARMER programme
- Monitor and take responsibility for the CHARMER PPI resources including the budget.
- Plan work schedules and issue instructions/guidance to any new members of the CHARMER team
- Provide instruction and guidance to colleagues to other members of the CHARMER team concerning PPI Matters.

Qualifications, Knowledge and Experience

Essential

- Some experience contributing to PPI activities of a research programme.
- Basic understanding of relevant policies and procedures, as they affect the role.
- Experience of managing the activities of self and/or others.*
- Project and/or people management skills that may have been gained/be identifiable through previous experience.*
- Experience of external engagement with a range of stakeholders*
- Previous experience working with research teams

Desirable

- Extensive experience contributing to PPI activities of a research programme

Skills, Abilities and Competencies

Essential

- Ability to communicate clearly orally and in writing to ensure effective reporting and contact handling.
- Numeracy skills.
- Familiarity with work priorities and those of colleagues.
- Ability to apply relevant Health and Safety and other University policies and procedures.
- Ability to assess data and information, and to identify problems.

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.





Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

