



**Job Title:** Public Involvement Lead  
**Grade:** 7  
**Salary:** £34,804 to £40,322 per annum pro rata  
**Department:** Research Design Service East Midlands, Health Sciences  
**Hours:** Part-time appointment (0.6FTE 22.5 hours per week to 0.8FTE 30 hours per week) or job share  
**Contract:** Fixed term contract until 30 September 2023  
**Reference:** 1972

## Role Purpose

To develop, direct and deliver a programme of innovative public involvement activities. They will ensure that researchers seeking advice from RDS East Midlands are encouraged, guided and supported to undertake effective public involvement when developing their research applications and in their future research. The Public Involvement Lead will also ensure that public contributors for RDS East Midlands have multiple opportunities to make a positive difference to the organisation and delivery of the service. The post holder will work from both the RDS's Leicester and Nottingham offices.

RDS East Midlands ([www.rds-eastmidlands.nihr.ac.uk](http://www.rds-eastmidlands.nihr.ac.uk)) is part of a national network of RDSs funded by the National Institute for Health Research (NIHR) to support the design of applied health and social care research. It is delivered by highly experienced research and support staff at University of Leicester and University of Nottingham.

RDS East Midlands:

- Provides effective support for protocol development for researchers across the region
- Promotes funding opportunities (NIHR, Research Council, charitable, etc.)
- Encourages and supports active public involvement in research
- Builds partnerships between researchers in support of effective collaborations
- Develops high level skills in research design and bid development
- Signposts researchers to other sources of support as appropriate

## Main Duties and Responsibilities

Provide guidance to researchers applying to national peer reviewed funding competitions on public involvement

Ensure other RDS East Midlands advisers have appropriate knowledge about public involvement in health and social care research

Support RDS East Midlands public contributors to be involved in the delivery of the service

Manage and report on the uptake, use and outcomes of RDS East Midlands public involvement funds

Develop and deliver workshops and learning events on public involvement and engagement

Promote the awareness of the RDS public involvement services throughout the research community

Keep abreast of new development and best practices in public involvement and engagement

Contribute to public involvement meetings and events locally, regionally and nationally

## Internal and External Relationships





Work with researchers across the East Midlands to involve the public in their research.

Liaise with the RDS and other NIHR public involvement communities, including colleagues from other RDSs and NIHR research networks, groups and collaborations.

Work with colleagues outside of the RDS as appropriate to coordinate public involvement activities and events.

Attend conferences and meetings, representing the RDS and sharing public involvement challenges and opportunities.

Engage with colleagues at University of Leicester and other academic, NHS and Social Care institutions nationally in support of public involvement.

Build relationships with researchers and organisations who use the services of the RDS.

Establish and maintain links with local NHS and National Institute for Health Research groups, units and networks.

### Planning and Organising

Lead the development of the public involvement strategy for RDS East Midlands.

Contribute to annual and other reports for RDS East Midlands.

Manage the public involvement budget with support from RDS EM's Finance Lead.

Initiate, develop and lead events to support public involvement in high-quality research.

Contribute to the planning and delivery of service improvement projects locally, regionally and nationally, particularly those relating to public involvement.

Initiate and plan public involvement learning and development events for RDS Staff and public contributors.

### Qualifications, Knowledge and Experience

#### Essential

- Substantial experience of supporting public involvement in health-related research\*
- First degree with a social or behavioural science component\*
- Track record of peer-reviewed publications in health, social care or involvement\*
- Substantial experience of reviewing research proposals and/or publications\*
- Extensive knowledge of a broad range of research methods relevant to health research\*
- Good knowledge of the requirements of UK funders of health and social care research\*

#### Desirable

- PhD or other postgraduate qualification\*
- Teaching qualification or substantial experience of delivering learning events\*

### Skills, Abilities and Competencies





**Essential**

- Strong personal commitment to public involvement in health-related research
- Clear understanding of the major issues driving health and social inequality
- Ability to work effectively with people of all ages and from diverse backgrounds
- Exceptional and proven written communication skills
- Exceptional and proven presentation skills
- Ability to translate complex information into plain English for diverse audiences
- Ability to prioritise tasks within agreed work schedules
- Ability to work effectively as part of a team
- Excellent time management and organisational skills
- Good IT skills, including use of Microsoft Office and videoconferencing platforms
- Ability to work flexibly as required and to cope with change
- Ability to travel regionally and nationally as required

***\*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 and Disclosure and Barring Service (DBS)**

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.

This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of a Standard Disclosure.

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

**VITAL**

The University encourages all staff to live our [VITAL values](#) which are:

**Valuing People, Innovators, Together, Accountable, Leaders.**

**Equality and Diversity**





We believe that equality, 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 equality 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 equality, diversity and inclusion.

