

Job Title

Patient and Public Involvement and Engagement Manager – STEADFAST Project

Key focus of the role

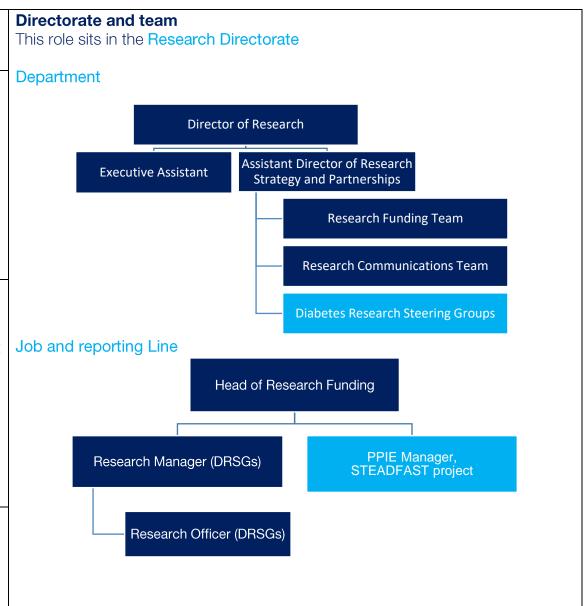
Lead Patient and Public Involvement and Engagement (PPIE) activities for the STEADFAST project in collaboration with the University of Cardiff and project partners. STEADFAST is part of the DARE UK (Data and Analytics Research Environments UK) programme, funded by UK Research and Innovation. The postholder will develop a best-in-class PPIE framework, building on existing Diabetes UK work in PPIE in young people and children, and disseminate this to the wider community. A summary of the project is provided with this job description.

Key deliverables

- Develop a best-in-class PPIE framework for research using sensitive data from children and young people living with diabetes and their families, in collaboration with PPIE experts at the University of Cardiff and the PPIE Advisory Board
- Liaise with and consult with the Diabetes Reseranch Steering Groups (DRSGs) about the STEADFAST project to identify research priorities to advance our understanding of diabetes and address unmet clinical need.
- Liaise with other teams across Diabetes UK and external organisations to build wider engagement with the STEADFAST project

Contractual information

- Contract type: Fixed term to 31 August 2022
- Hours: 35 hours a week
- Pay range Band: 5
- Could be a internal or external secondment opportunity





Key working relationships internal	
DRSG, Research Funding and Research Communications Team	റട,
Involvement Team, Policy and Care Improvement Directorate,	
Regional Diabetes UK Offices, Volunteer Team	
Key working relationships external	
University of Cardiff, STEADFAST PPIE chair, STEADFAST PPIE	<u>:</u>
Advisory Board, Egality Health, DRSG members, DARE UK	
programme, UK Trusted Research Environments, STEADFAST	
project partners, and the wider data-driven health-social science	Э
research ecosystem, diabetes community groups	



All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- the key activities you'll undertake (the What) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (the How).

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Key activities - What you need to do

Setting and Delivering objectives	Making decisions	Communicating with others	Building external relationships
 Develop and lead representative involvement from young people living with diabetes and their families in relation to the STEADFAST project (S) Develop a PPIE and Information Governance toolkit for research using sensitive, unconsented data from young people (S) Work with STEADFAST project stakeholders, the DARE UK programme and DRSG members to test and evaluate the best-in-class PPIE framework Support the project Principal Investigators to deliver project workshops, DRSG workshops if applicable (to be confirmed with chair of DRSG 7, 	6. Assess the external landscape of PPIE processes and new PPIE processes developed during the project and proactively identify and recommend best-in-class PPIE processes (S) 7. Prioritise project tasks bearing in mind the workload of the team and the nature of the opportunities	 8. Liaise closely with Egality Health to deliver recruitment of participants to workshops and deliver the PPIE workshops (S) 9. Work with the Research Communications team to ensure the STEADFAST project is communicated effectively both internally and externally 10. Communicate the work of the STEADFAST project to the DRSGs; report on progress within the STEADFAST project team and research directorate, and act on feedback received (S) 11. Engagement with the Diabetes UK organisational strategic outcomes 	 12. Work closely with and develop excellent working relationship with the STEADFAST PPIE Chair, Susie Marques, to consult with and involve the PPIE Advisory Board on the STEADFAST PPIE activities 13. Build excellent working relationships with the project PIs, Cardiff University team, Egality Health, NHS Digital and all project partners 14. Build a good relationship with and provide support to all DRSG members as appropriate



Paediatrics) and other additional meetings
5. Deliver project management and planning tasks in collaboration with University of Cardiff (S)



Skills, knowledge, experience and behaviours – <u>How</u> you need to do it

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Settir objec	g and delivering tives	Making decisions	Communicating with others	Building external relationships
1.	Understanding and experience of developing and leading a programme of patient and public involvement in health research. (S)	6. Able to identify areas for development or issues and provide solutions using critical thinking, reasoning and experience (S)	 Able to communicate clearly with others in a way that shows you are aware of their needs and preferences (S) Strong engagement, 	12.Able to build rapport with young people and their families in PPIE activities 13.Able to influence and work collaboratively with internal and external
2.	Experience of organising and facilitating events, workshops, or similar (S)	7. Able to prioritise effectively between a wide range of tasks and actions in a way which balances the needs	listening and presentation skills (S) 11. Able to be flexible and work as part of a team	partners and stakeholders (S)
3.	An understanding of the issues around research using sensitive data at scale without consent	of the project and the needs of Diabetes UK 8. Ability to work autonomously with limited		14. Experience of working on complex projects with multiple partners and stakeholders.
4.	Able to project manage in the context of the PPIE role and have oversight of a wide range of tasks and deliverables/work packages to meet deadlines in an organised manner (S)	supervision		
5.	Understanding and experience of ethical issues			



around patient and public involvement in research		

Qualifications – Qualifications you need to carry out this role

Essential: An undergraduate degree in a science, social science or related field

Desirable:

PhD or MSc in health or social sciences research or related fields

Professional qualifications or relevant experience in information governance