

<p>Job Title Patient and Public Involvement and Engagement Manager – STEADFAST Project</p>
<p>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.</p>
<p>Key deliverables</p> <ul style="list-style-type: none"> 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 Research 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
<p>Contractual information</p> <ul style="list-style-type: none"> 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

Directorate and team
This role sits in the [Research Directorate](#)

Department

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graph TD
    Director[Director of Research] --> EA[Executive Assistant]
    Director --> AD[Assistant Director of Research Strategy and Partnerships]
    AD --> RFT[Research Funding Team]
    AD --> RCT[Research Communications Team]
    AD --> DRSG[Diabetes Research Steering Groups]
  
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Job and reporting Line

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graph TD
    HRF[Head of Research Funding] --> RM[Research Manager DRSGs]
    HRF --> PPIE[PPIE Manager, STEADFAST project]
    RM --> RO[Research Officer DRSGs]
  
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<p>Key working relationships internal DRSG, Research Funding and Research Communications Teams, Involvement Team, Policy and Care Improvement Directorate, Regional Diabetes UK Offices, Volunteer Team</p>	
<p>Key working relationships external University of Cardiff, STEADFAST PPIE chair, STEADFAST PPIE Advisory Board, Equality Health, DRSG members, DARE UK programme, UK Trusted Research Environments, STEADFAST project partners, and the wider data-driven health-social science research ecosystem, diabetes community groups</p>	

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
<p>1. Develop and lead representative involvement from young people living with diabetes and their families in relation to the STEADFAST project (S)</p> <p>2. Develop a PPIE and Information Governance toolkit for research using sensitive, unconsented data from young people (S)</p> <p>3. Work with STEADFAST project stakeholders, the DARE UK programme and DRSG members to test and evaluate the best-in-class PPIE framework</p> <p>4. Support the project Principal Investigators to deliver project workshops, DRSG workshops if applicable (to be confirmed with chair of DRSG 7,</p>	<p>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)</p> <p>7. Prioritise project tasks bearing in mind the workload of the team and the nature of the opportunities</p>	<p>8. Liase closely with <u>Egality Health</u> to deliver recruitment of participants to workshops and deliver the PPIE workshops (S)</p> <p>9. Work with the Research Communications team to ensure the STEADFAST project is communicated effectively both internally and externally</p> <p>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)</p> <p>11. Engagement with the Diabetes UK organisational strategic outcomes</p>	<p>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</p> <p>13. Build excellent working relationships with the project PIs, Cardiff University team, Egality Health, NHS Digital and all project partners</p> <p>14. Build a good relationship with and provide support to all DRSG members as appropriate</p>

<p>Paediatrics) and other additional meetings</p> <p>5. Deliver project management and planning tasks in collaboration with University of Cardiff (S)</p>			
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Skills, knowledge, experience and behaviours – How 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.

Setting and delivering objectives	Making decisions	Communicating with others	Building external relationships
<p>1. Understanding and experience of developing and leading a programme of patient and public involvement in health research. (S)</p> <p>2. Experience of organising and facilitating events, workshops, or similar (S)</p> <p>3. An understanding of the issues around research using sensitive data at scale without consent</p> <p>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)</p> <p>5. Understanding and experience of ethical issues</p>	<p>6. Able to identify areas for development or issues and provide solutions using critical thinking, reasoning and experience (S)</p> <p>7. Able to prioritise effectively between a wide range of tasks and actions in a way which balances the needs of the project and the needs of Diabetes UK</p> <p>8. Ability to work autonomously with limited supervision</p>	<p>9. Able to communicate clearly with others in a way that shows you are aware of their needs and preferences (S)</p> <p>10. Strong engagement, listening and presentation skills (S)</p> <p>11. Able to be flexible and work as part of a team</p>	<p>12. Able to build rapport with young people and their families in PPIE activities</p> <p>13. Able to influence and work collaboratively with internal and external partners and stakeholders (S)</p> <p>14. Experience of working on complex projects with multiple partners and stakeholders.</p>

around patient and public involvement in research			
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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