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About  
The  
Job.

## **Health Services Research School of Health and Related Research (ScHARR)**

### **Research Associate**

### **Job Description**

#### **Brief outline:**

Patient and public involvement (PPI) in health research is a priority for the National Institute for Health Research (NIHR). Nationally, NIHR supports PPI through the work of INVOLVE. Regionally in South Yorkshire, PPI being taken forward by the Research Design Service for Yorkshire and the Humber (RDSYH), the Collaboration for Leadership in Applied Health Research and Care (CLAHRC) and the South Yorkshire Comprehensive Local Research Network (SYCLRN). These three organisations are developing a joint PPI strategy for South Yorkshire, and this post has been created to lead on the delivery of this joint PPI strategy.

This post provides an excellent opportunity for a researcher with PPI experience, or a service user-researcher with relevant experience, to lead on the delivery of a PPI in research strategy for South Yorkshire. The post-holder will have a background in health research, experience of working with researchers, patients and service users in the research process, and experience of designing and delivering training packages.

**Report to:** Director of the Research Design Service for Yorkshire and the Humber

#### **Main Duties and Responsibilities**

- Design and deliver tailored training, mentoring and support for service users who are actively involved in health research projects in the region.
- Contribute to the content of a PPI in research website, and update this as required.
- Identify and make links with all the relevant institutions within the region concerned with PPI in research.
- Design and collect information for a database of patient, service user, carer and advocacy groups across the region with an interest in health research.
- Contribute to the South Yorkshire PPI in research joint strategy group and the RDSYH's PPI Forum.
- Take part in regional and national meetings on PPI in research where appropriate.
- Undertake research on PPI.
- Analyse data to produce useful findings.
- Prepare papers for journals / presentations / reports in order to disseminate information and research findings.
- Write documents to contribute to the work of the strategy group, including grant

applications. Carry out administrative roles as required.

- Read academic papers, journals and reports to keep abreast of developments in the field of PPI.

## Planning and Organising

- Plan and prioritise own daily work and forward plan for up to 2 years to deliver on South Yorkshire PPI activities.
- Deal with reactive requests daily such as requests for information from researchers and service users.

## Person Specification

Applicants should demonstrate evidence of the following:

| Ref.     | Criteria   | Essential | Desirable | How this criteria will be assessed |
|----------|--|-----------|-----------|------------------------------------|
| <b>A</b> | <b>Qualifications and experience</b>   |           |           |                                    |
| 1        | First degree (or equivalent) in health related discipline.   | X         |           | Application                        |
| 2        | Master's or PhD in health related discipline.  |           | X         |                                    |
| 3        | Experience and understanding of patient and public involvement in health research.   | X         |           | Application/interview/Presentation |
| 4        | Experience of developing and delivering training packages.   | X         |           | Application/Interview/Presentation |
| 5        | Experience of designing and developing research, and 2 years previous work experience in relevant field.                   | X         |           |                                    |
| 6        | Knowledge of the health research infrastructure in the UK.   |           | X         | Application                        |
| <b>B</b> | <b>Management skills</b>   |           |           |                                    |
| 1        | Experience of supervising staff.   |           | X         | Application/interview              |
| <b>C</b> | <b>Communication skills</b>  |           |           |                                    |
| 1        | Effective communication skills, both written and verbal.   | X         |           | Application/interview              |
| 2        | Report writing skills and experience of delivering presentations.  | X         |           |                                    |
| 3        | Excellent customer service skills, with experience of responding efficiently and effectively to phone and email enquiries. | X         |           | Interview                          |
| <b>D</b> | <b>Team working</b>  |           |           |                                    |
| 1        | Experience of building, developing and working in a team.  | X         |           | Application/interview              |

|          |  |   |   |  |
|----------|--|---|---|--|
| <b>E</b> | <b>Supporting staff performance</b>  |   |   |  |
| 1        | Experience of reviewing individual and team progress and performance.                                |   | X | Interview                              |
| 2        | Ability to motivate high performance in others.  |   | X | Interview                              |
| <b>F</b> | <b>Problem solving and decision making</b>   |   |   |  |
| 1        | Ability to develop creative approaches to problem solving.   | X |   | Interview                              |
| 2        | Ability to analyse and solve problems with an appreciation of longer-term implications.              | X |   | Interview                              |
| <b>G</b> | <b>Project management</b>  |   |   |  |
| 1        | Ability to assess and organise resources, and plan and progress work activities.                     | X |   | Application/interview                  |
| 2        | Experience of a range of project management approaches.  |   | X | Application/interview                  |
| <b>H</b> | <b>Personal effectiveness</b>  |   |   |  |
| 1        | Experience of developing and maintaining a network of contacts throughout own work area.             | X |   | Application/interview/<br>Presentation |
| 2        | Confidence in dealing with people from a range of backgrounds and levels of knowledge and experience | X |   | Interview                              |

## Further Information

This post is fixed-term, available immediately for a period of one year. A secondment for a suitable candidate will be considered.

This post is part-time, working 21 hours per week; days to be agreed.

**Informal enquiries:** Informal enquiries may be directed to Wendy Baird at W.O.Baird@sheffield.ac.uk or by telephone on 0114 2220819.

**Salary:** £28,139 - £35,646 per annum pro rata, with the potential to progress to £38,951 per annum pro rata.

**Terms and conditions of employment:** Will be those for Grade 7 staff.

**Closing date:** 23 March 2010

**Criminal records check:** Please note that due to the duties of this post, the appointee will be required to obtain a satisfactory Disclosure Scotland Check

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