



## Job Description

### Summary

<b>Job title</b>	Patient and Public Involvement (PPI) Manager
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Primary Care Health Sciences
<b>Location</b>	Radcliffe Primary Care Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
<b>Grade and salary</b>	Grade 7: £32,817 - £36,914 per annum
<b>Hours</b>	Part time (80% FTE) Other working patterns may be possible subject to agreement
<b>Contract type</b>	Fixed-term (2 years)
<b>Reporting to</b>	ARC Senior Manager
<b>Vacancy reference</b>	BZ21046 (151797)

### The role

The primary purpose of this role is to enable and facilitate the continued involvement of patients and the public in the multidisciplinary and applied research undertaken by the Nuffield Department of Primary Care Health Sciences. The responsibilities are both strategic and operational in nature, and you will further develop, coordinate and implement Patient and Public Involvement (PPI) strategies and ways of working across our diverse research portfolio, providing direct support and advice to researchers and their individual projects.

You will be tasked with pulling together the many different approaches to conducting PPI across the department into a cohesive, professional and high-quality operation that is aligned with the [UK Standards for Public Involvement in Research](#). Your focus will be on ensuring that resources are pooled appropriately, that good practice is shared and implemented across the department, and that contributions from patients and the public are consistently valued and their relationships with research teams mutually respectful and productive.

Combining a relationship-based approach to working with an ability to develop and implement processes and policies will be key to the success of this role. You will need to encourage, support and enable people from all backgrounds to engage in health research; influence and support academics; and champion PPI internally and externally.

The department is committed to the continuing professional development of its administrative staff and in-house and on-the-job training will be provided as appropriate.



## Responsibilities

### Strategy and planning

- Further develop and embed the department's [PPI strategy](#) to ensure we deliver meaningful PPI across the department.
- Design and deliver an associated implementation plan, taking into account the priorities, timescales and resources necessary to enable the success of our strategy, together with ways of working. This will involve proposing ideas for how current resources might be used more effectively and how the department can best ensure that PPI participants feel consistently valued in their interactions with research teams.
- Work as the hub for all institutional and grassroots PPI taking place across the department, developing effective working relationships with the department's PPI practitioners and hosted National Institute for Health Research (NIHR) PPI Coordinators.
- Ensure that researcher-led activities are joined-up, efficient and high quality, including by coordinating and leading a network of key colleagues from across the department to facilitate the exchange of ideas and good practice and provide a supportive and empowering forum.
- Act as the key PPI contact for the department's academic PPI lead, using your judgement to ensure they are kept up to date with relevant activity and ensuring they receive advice and recommendations to share with senior colleagues and/or departmental committees as appropriate.
- Informed by the latest academic research on PPI and the experiences of others, advise on, support and facilitate the involvement of patients and the public throughout the research cycle, including the identification of research needs, development of grant applications, research design, governance, publication and dissemination.
- Working with senior staff, advise on, support and facilitate the involvement of patients and the public in the development of department research strategy and governance.
- Maintain a budget for central PPI initiatives and activities, such as training for researchers.

### Networking and brokerage

- Act as a bridge between the department, NIHR, NHS and other health research partners locally and nationally, including the SPCR, RDS, to advance PPI standards in the department. Using examples from the department, contribute to the development of innovative PPI and the implementation of good practice.
- Represent the department externally, actively advocating the valuable contribution PPI makes to research.
- Work with NIHR PPI colleagues in the department (ARC and BRC) to broker links with community health and care sector stakeholders across Oxford and the Thames Valley region to support PPI contributor recruitment and broaden the inclusivity and access for PPI contributors.

### Support and delivery

- Evolve and administer (or support others to administer, as appropriate) departmental PPI policies, including expenses for and the appropriate recognition of PPI contributors.
- Working with PPI leads, develop and maintain a department-wide patient and public contributor database.
- Develop and implement guidelines for recording and evaluating PPI across the department, monitoring and reporting on results and impact. You will be expected to negotiate and secure agreement on these standardised methods from other PPI Coordinators and senior academic colleagues, drawing on existing good practice as relevant, so as to ensure their effective use across the department.
- Manage the PPI section of the department website, ensuring information is accurate, engaging and up-to-date.
- Manage the department's PPI inbox and take telephone enquiries from patient and public contributors, supported by infrastructure PPI Leads.
- In collaboration with the regional "Working Together" group and other local partner organisations, develop, organise, support and deliver training and guidance for researchers and patients to ensure patients are properly supported in their PPI role and researchers are in the best position to develop effective and beneficial PPI relationships.
- Share PPI opportunities and the outputs of research with patient and public contributors through a variety of methods, including newsletters, social media, events and local media, working closely with the Communications Team, for outreach and community engagement and involvement.

- Set expectations for involving patients and the public in departmental and researcher-led public or academic events where necessary, and ensure public engagement activities promote PPI opportunities.
- Support Research Excellence Framework Impact Case Studies.

## Selection criteria

### Essential selection criteria

- First-hand experience of coordinating patient and public involvement initiatives in health research or service settings.
- Evidence of the ability to manage and deliver projects and their associated resources (including budgets) independently.
- Evidence of strong intellectual capacity, reasoning and analytical skills.
- Experience of conceiving, implementing and evaluating strategy in a large and complex organisation, under your own initiative and gaining buy-in from staff at all levels.
- Demonstrably excellent oral and written communication skills, with strong interpersonal skills to enable you to work effectively with members of the public, health care professionals, research managers and academics.
- Well-developed advocacy and diplomacy skills, with demonstrable experience of using these in complex networks or settings.
- Evidence of the ability to prepare and deliver presentations and training materials to a high standard and for a range of different audiences.
- Experience of supporting patients or the public to engage in research or health service development with a keen understanding of their reasons for doing so and accounting for their individual needs.
- Ability and willingness to travel within Oxford and to national meetings as required.
- Significant experience in the use of Microsoft Office suite of applications.
- Willingness to occasionally work outside of typical office hours.
- Relationship Building

### Desirable selection criteria

- Educated to degree level or equivalent ideally a graduate qualification in a relevant field
- Experience of working in higher education.
- Experience of working with diverse and/or under-represented groups with knowledge and understanding of local communities.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Nuffield Department of Primary Care Health Sciences

The top ranked centre for academic primary care in the UK, we lead world-class research and training to rethink the way healthcare is delivered in general practice and other primary care settings, both across the UK and globally. Integrating evidence and innovation, our main research focus is on the prevention, early diagnosis and management of common illness.

Our research is led by internationally renowned scientists; many of whom are practising GPs, but we also have academics from a range of non-medical disciplines including the social sciences and humanities. We cover the broad range of issues that you might expect to consult your GP about including cardiovascular and metabolic disease, infectious diseases and childhood illness, diet, smoking and cancer. We also focus on understanding and improving the experiences of patients, utilising big data, developing digital health interventions and working internationally. We have methodological expertise in clinical decision making and diagnostics, clinical epidemiology, medical statistics, modelling, qualitative research and the wider application of social science theory and methods to address practical and theoretical challenges in health and care settings. We also have a dedicated in-house Primary Care Clinical Trials Unit.

The department was established in October 1998 (as the Department of Primary Health Care) with the appointment of a foundation chair in general practice. We provide a strong multi-disciplinary training environment, a full programme of academic support and good IT facilities. Our ability to collaborate with other epidemiological and community-based research groups across the University and with GP surgeries locally and nationally enables us to utilise a broad range of relevant expertise into our teaching and research.

The department has recently developed a new stream of clinical research which seeks to improve the conceptual understanding and use of monitoring in a number of chronic diseases. We have an international reputation for developing research methodologies to ensure that research findings have a positive impact on clinical practice.

We are home to the Oxford Centre for Evidence-Based Medicine; the international Cochrane Tobacco Addiction Group which collates and summarises research evidence from across the world to underpin governmental health policies on smoking; the Interdisciplinary Research in Health Sciences research group (which uses both quantitative and qualitative methods to examine the human, organisational and societal issues relating to the delivery of healthcare and the improvement of health services). We also host the Medical Sciences and Health Experiences Research Group (MS&HERG), which undertakes qualitative research into the patient experience, published on [www.healthtalk.org](http://www.healthtalk.org) through a close working experience with the charity DIPEX. The Department is a founding member of the National Institute for Health Research (NIHR) School of Primary Care Research, houses both the NIHR Collaboration for Leadership in Applied Health Research and Care Oxford and the NIHR Community Healthcare MedTech and In Vitro Diagnostics Co-operative, and leads 3 Themes of the Oxford BRC.

The Nuffield Department of Primary Care Health Sciences holds a departmental Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

Our staff are mostly located in the superbly renovated Grade II listed Radcliffe Primary Care Building on the Radcliffe Observatory Quarter (ROQ), the University's most prestigious development site for a generation, and close to the city centre (see <http://www.ox.ac.uk/roq/> for more information). Some staff are located nearby in the Gibson Building at the ROQ and at Eagle House, off Walton Street.

Car parking is very restricted at both sites with only a small percentage of staff being granted an annual parking permit. Bus Pass, Train Pass, bicycle loans and Season Ticket Loan Schemes are all in operation for staff.

The Nuffield Department of Primary Care Health Sciences currently holds a Gold NUS Green Impact award. Green Impact is an environmental accreditation scheme championed by the National Union of Students and is designed to support environmentally and socially sustainable practice. The department supports sustainability initiatives in the following areas: supporting and leading change; energy; water; materials and waste; sustainable travel; biodiversity and nature; and food.

For more information on the department please visit: <http://www.phc.ox.ac.uk>

## Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: <http://www.medsci.ox.ac.uk/>

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

If you are applying for a research post and you have had periods of working part-time, please indicate this on your CV or in your supporting statement. This will ensure that any outputs such as publications are fairly judged when considered alongside the expected outputs of full-time workers.

Where posts are advertised full-time, we may be able to consider part-time working or job share arrangements depending on the requirements of the role. If you want to work part-time and this option is not expressly stated in the advert or job information, please email [hr@phc.ox.ac.uk](mailto:hr@phc.ox.ac.uk) to enquire whether the role you are applying for might be available on a part-time basis.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Only in exceptional circumstances and with prior agreement can we consider applications submitted via methods other than the on-line recruitment system.

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails. **We contact all candidates, whether shortlisted for interview or not, so if you have not heard from us, please check your spam/junk folder and then contact us if you have not received a response.**

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).