



# Job Description and Person Specification

## Summary

<b>Job title:</b>	Patient and Public Involvement and Engagement Manager
<b>Area:</b>	RIF Research Assistants – Research Investment Fund
<b>Reference:</b>	EHA2623-0325
<b>Grade and Salary:</b>	£35116- £38249 per annum, pro rata. Grade 7, Points 27 to 30
<b>Contract Type:</b>	Fixed Term until 31/12/2029
<b>Hours:</b>	Part Time (21.75 hours per week)
<b>Location:</b>	Campus based role. Ormskirk, Lancashire, L39 4QP
<b>Accountable to:</b>	Head of Department
<b>Reporting to:</b>	Research Project Lead

## About the Role

You will join an NIHR-funded Mental Health Research Leaders Award titled:

### **Improving sustainable access to high-quality primary and community care mental health care interventions: an asset-based community development approach (ISAAC-ABCD)**

The North-West of England faces considerable mental health challenges among children and young people (CYP), with anxiety and depression rates exceeding national averages. Hospital admissions for mental health conditions among under 18's and self-harm rates in the North-West are amongst the highest in the country.

The 'Better Mental Health' review by Edge Hill University reveals an inadequate response to CYP mental ill health in the North-West. Primary and secondary care services are overwhelmed, and efforts to improve community mental health services for CYP are hindered by financial constraints and service cuts. The effectiveness of the Asset-Based Community Development (ABCD) approach, which leverages local strengths for sustainable community development, remains unclear for CYP with mental health issues, particularly in accessing primary and community care.

This project aims to strengthen existing CYP mental health research using a team science approach to define the roles needed for an effective mental health research group. The group will include diverse health professionals focusing on ABCD approaches.

The long-term vision is to establish a Centre of Excellence for mental health asset-based community interventions, which will serve as a hub for pioneering mental health interventions, providing essential support to tackle complex mental health challenges in the North-West and beyond. The goal is to develop sustainable, community-centred solutions that can be replicated and scaled, significantly improving mental health outcomes. By strengthening research, fostering community involvement, and forming strategic partnerships, this initiative aims to address the pressing mental health challenges faced by CYP in the North-West, ultimately creating a robust framework for a better mental health care and support.

Edge Hill University recognises the importance of involving members of the public in our research. Public involvement helps to improve the quality and relevance of the research we carry out. The Patient and Public Involvement and Engagement Manager will engage with school children, college students and parents to coproduce programme theory, evaluation plans, surveys, interview schedules, and patient-facing documents, interpreting findings and co-producing dissemination materials. They will support qualitative data collection and analysis, co-authoring papers and sharing findings from a patient perspective at conferences. They will manage the project PPIE impact log, recording PPIE activities and the changes made in response to PPIE input, determining their impact, and providing supportive feedback directly to the PPIE contributions.

You will publish findings in open access peer-reviewed publications and present at local, national and international meetings for academics and health professionals, integrating all findings into a project report to inform decisions about whether and how to translate the pilot programme into routine care.

## **Duties and Responsibilities**

1. Take lead on the PPIE activity and impact log for the project, identifying risks and challenges that need to be addressed, and using the results to guide necessary changes.
2. Manage qualitative data collection and analysis of PPIE activity, authoring papers and disseminating findings at local, national and international conferences for academics and health professionals, making research accessible to lay and expert audiences.
3. Interpret findings from PPIE activity, co-producing appropriate dissemination materials and authoring a final project PPIE report to inform future decisions translating the pilot research into routine care.
4. Be responsible for the management and administration of PPIE events relating to the project.
5. Be the lead contact between key project stakeholders, including but not limited to PPIE contributors, project partners, the funder, and internal University colleagues such as the Research Office, Finance and HR teams.
6. Provide exceptional care when interacting with those involved with the project.
7. Publish research outputs in leading peer-reviewed journals with an international audience, as lead author where appropriate.
8. Engage with relevant academic and professional networks through active membership of societies, associations etc.
9. Contribute to the development of effective applications for research funding from both research councils and other external sources in collaboration with the project lead/principal investigator and others.
10. Contribute to relevant departmental, project and research center meetings.
11. Provide regular written and verbal updates and reports to project lead/principal investigator
12. Undertake additional duties, as required by the project lead/principal investigator or Head of Department.

13. Be an active member of departmental/faculty research committee and working groups associated with particular research projects within the department or faculty.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; demonstrate excellent customer care; undertake appropriate learning and development; actively participate in performance review; encourage equality, diversity and inclusion; respect confidentiality; act in a sustainable manner; and proactively consider accessibility.

## **Eligibility**

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

It is important to note that the successful applicant will be required to undertake an enhanced Child & Adult disclosure for you from the Disclosure and Barring Service and that this will form part of the conditions of offer of employment.

## Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

### Qualifications

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Qualified to Degree level	Essential	Application
Qualified to PHD level	Desirable	Application

### Experience and Knowledge

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Experience of working with Children and Young People (CYP), families, practitioners and policy makers.	Essential	Supporting Statement
Experience of running PPIE activities in a research environment	Essential	Supporting Statement & Interview
Experience of maintaining accurate financial records	Essential	Supporting Statement & Interview
Experience of planning, organising and delivering events (large meetings, public events, conferences, workshops, etc.)	Essential	Supporting Statement & Interview
Experience of preparing accurate, detailed and action-orientated reports on progress and performance	Essential	Supporting Statement & Interview
Experience of working in the higher education sector or for another type of large complex organisation	Desirable	Application

## Abilities and Skills

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Able to communicate new and complex information clearly, both verbally and in writing, whilst capturing the interest and enthusiasm of the target audience (both lay and expert)	Essential	Supporting Statement & Interview
Able to present research results at department meetings and conferences	Essential	Interview & Presentation
Able to work on own initiative, organising and prioritising work effectively to meet deadlines	Essential	Supporting Statement & Interview
Ability to operate flexibly and reliably, adapting to change as required	Essential	Supporting Statement & Interview
Able to develop and maintain effective working relationships at all levels	Essential	Supporting Statement & Interview
Able to work within ethical guidelines and maintain high levels of research integrity at all times	Essential	Supporting Statement & Interview

## Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

### Have any questions?

For informal enquiries about this vacancy, please contact Greg Irving, Senior Lecturer in Medical Education at [Irvingg@edgehill.ac.uk](mailto:Irvingg@edgehill.ac.uk).

### Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

### Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.