Public Involvement and Engagement Advisor Role Description

**Programme:** Co-creating, embedding and acting on research evidence to reduce health inequalities: Health Determinants Research Collaboration Medway.

# Overview

We are looking for people who live, work or study in Medway to give us their views and opinions of the work we are doing on an important project: the Health Determinants Research Collaboration Medway. You will need to have good local knowledge, a desire to help Medway flourish, and an interest in health and wellbeing.

The NIHR Health Determinants Research Collaboration (HDRC) Medway includes Medway Council, the University of Kent and partners and aims to make sure the council can use and take part in research. The research will build knowledge to improve the health of the public and reduce the differences in health between different groups – such as differences by area deprivation, education, ethnicity, gender.

Our goal is that Medway Council will have a culture of using and taking part in research to guide activities to improve people’s health and wellbeing. Across the entire range of council activities (such as highways, environment, and schools), council staff, managers and councillors will see health research as a key part of the council’s role and deliver it part of their roles.

HDRC Medway is funded by the largest health funding body in the UK, the National Institute for Health and Care Research, and led by Dr David Whiting (Programme Director, Medway Council), and Professor Lindsay Forbes (Academic Lead, University of Kent).

The public are at the heart of HDRC Medway. We are building a public group to work with us to jointly create our plans, decide how to prioritise areas of research to improve health and wellbeing, and communicate what we have found and done differently. We are looking for four people, who live, work, or study in Medway, to form a Public Advisory Group (PAG). They will work with our research team across several activities for the project. The Public Advisory Group will have a ‘rolling’ membership, where members will serve 12 months, to create space for other representatives of local communities’ voices to be heard. The Public Advisory Group will meet quarterly and will be co-chaired by one of our team, who is also a member of the public.

# Purpose of the Group

The Public Advisory Group will provide the public opinions and views (positive and negative) of our project activities. The quarterly meetings will be mostly held online (using Teams or Zoom) but a small number may be face-to-face at a venue in Medway.

These meetings will help share knowledge and enable you to share your experiences, share feedback and highlight gaps in different areas based on your knowledge, views and experiences.

# What will I be asked to do?

The list below shows examples of ways you as a Public Advisory Group member can contribute to the project. However, we are open to other ideas as we move through the project. We have a dedicated member of the research team - Public Involvement and Engagement contact person - who will support you with any concerns, needs or ideas you have.

## Examples of research activities that Public Involvement and Engagement may be involved with:

* Help us co-create (i.e., build) HDRC Medway strategy and plans, such as a communication and engagement plan, etc.
* Help us co-create a process to prioritise areas of research and help to identify research priorities.
* Help us to include the voices of underserved communities.
* Help us ensure that our recruitment process and survey methods mean everyone can be involved, whoever they are.
* Give opinions and experiences to help us develop applications for research funding.
* Help us design and support elements of the research development and training programme.
* Help us co-create mechanisms of evaluation and dissemination.

## Events

* Help and advise us on the objectives and structure of training workshops and events where we will share our findings.
* Advise us on individuals and organisations to invite and involve in the project.
* Be involved in events, with the support of the Public Involvement and Engagement contact person.

## Sharing our findings

* Help us identify which findings are of interest to the public, especially those underserved by research or services.

## Research Outputs

* Help us shape the structure, and review the content of final reports, papers, conference materials, etc.

# Your responsibilities

You have some responsibilities if you agree to become a member of the Public Advisory Group:

* It is important that you attend meetings held every three months (via Zoom/Teams, or face-to-face where possible). These will be arranged well in advance with your input. The meetings will likely last between 1 and 2 hours.
* We will ask for your input, advice, and guidance on various documents throughout the project. The Public Involvement and Engagement contact person will let you know what these will be, what we need, and the deadline for receiving your comments. We will ensure that you have plenty of time to read these and think about them, and our Public Involvement and Engagement Contact person will be available for advice.
* You will be required to keep any sensitive project information confidential; the Public Involvement and Engagement contact person will let you know what is deemed as confidential or not throughout the project.

# Our responsibilities to you

The Public Involvement and Engagement contact person is the nominated contact point within the project team for public involvement, they will deal with all the communications and ongoing engagement with group.

The Public Involvement and Engagement contact person will:

* Help you understand the processes, what they may entail, and answer any questions you may have.
* Keep you informed and send out monthly updates on what is happening in the project.
* Ensure the meetings are at times, and in places (in case they are face to face), that are convenient to all members, and that you have any documents you need prior to the meeting either electronically or as a hard copy.
* Ensure you are paid for your time and help you with your invoice submission.
* Ensure that you have any support we can offer to ensure you can access the resources, the meetings, and any workshops.

# Duration of role

The first stage of the project will run for 12 months from October 2022. After this period, progress will be reviewed by the funders. The programme will then be ongoing for up to five further years.

# Payment and expenses

We highly value the time our public advisors give us, and you will be paid for the work and time you give to the project as outlined below:

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| --- | --- | --- | --- |
| **Activity** | **Time** | **Payment** | **Frequency** |
| Attendance at quarterly Public Advisory Group meetings | 2 hours meeting | £25 per hour | 4 meetings across 1 year |
| Attendance at training to help you do your role | 2 x 1/2-day courses | £75 per 1/2 day | 2 training sessions across 1 years |
| Tasks outside of PAG meetings (i.e., reviewing documents, helping with interview analysis) | Max 10 hours per year | £25 per hour | 10 hours total across 1 year |
| Other discretionary supplements (e.g., stationery) | N/A | £5 per each day of contribution | Please see [NIHR guidance](https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372) for more info. |

## How will I be paid?

You will need a nominated bank account for your payments to go into. Claims are made when you have completed an activity/meeting/training. You must submit your claim within 1 month of activity date otherwise we cannot guarantee a timely payment; payments can take up to 4-6 weeks to be made. Please note that we do not give out vouchers, cash, or similar, and that payments may affect some benefit payments. The Public Involvement and Engagement contact person will support you with the claims process.

Reasonable travel expenses can be claimed (for example travel to a meeting place that is agreed by all members that is convenient). You will be paid for any training you attend.

# Person specification

## Experience

* Being interested in research involving local authorities
* Having some experience of being involved in research involving local authorities would be desirable

## Knowledge

* Have knowledge of your local area and its needs.
* Knowledge of what research is, how it is done and what it can contribute to how services run.

## Skills

* Have some IT knowledge as you will be asked to review some of our Microsoft Word documents, be communicated with through emails at times and some meetings will be online via a platform like Zoom or Microsoft Teams.
* Be proficient enough in the English Language to be able to be involved in meetings and to help with some written documents. We accept this comes at all levels, and if English is your second language, you have learning disabilities or any visual or auditory challenges this will not hinder your involvement with our project, and we will work with you to enable you have equal accessibility and any support you require throughout.

## Personal qualities

* You should be confident enough to be able to be involved in the Public Advisory Group meetings, to hold the research team to account if you feel there is something we have missed.

# Contact details

Please contact Ms Kate Day on [k.day-398@kent.ac.uk](mailto:k.day-398@kent.ac.uk) if you are interested in being involved or for any enquiries.

Please fill in an expression of interest form, where you can fill in your basic information, contact details and other relevant information you would like to share with us.

[Complete an expression of interest form.](https://www.smartsurvey.co.uk/s/HDRCMedwayPAG/)