

Role Profile

Details	
Job Title:	Project Manager: Patient and Public Involvement Programme
Job Grade:	Manager
Reports to:	Head of Cancer Insight
Based in:	Harrogate – including some travel across the Yorkshire area
Hours:	Full time, 37 hours Part time and fixed-term applications will be considered
Overall purpose	
<p>The Patient and Public Involvement Manager will design, implement, and manage a new Patient and Public Involvement workstream for the Charity. This workstream builds on our current PPI work and will involve consulting, collaborating, and partnering with people affected by cancer, the public and local communities across Yorkshire to shape our charitable activity.</p> <p>This is an exciting opportunity for a talented individual with experience of working with patients and the public to shape our Patient and Public Involvement strategy and support the Charity to deliver impact for people in Yorkshire.</p>	
Key responsibilities	
<p>Develop a strategy for Patient and Public Involvement</p> <ul style="list-style-type: none"> Responsible for developing, evolving, and executing a Patient and Public Involvement strategy that will aim to embed capacity and capability across the Charity. The strategy will need to cover different workstreams including (but not limited to): <ul style="list-style-type: none"> Further developing Patient and Public Involvement for the Research Funding Team, building on current groups and networks. Create and manage a mechanism for integrating Patient and Public Involvement into the continual development of our own services. This could involve engaging with service users, but also those who choose not to use our services. Create and manage a mechanism for integrating the voice of people in Yorkshire into activity driven by our growing Policy and Public Affairs function. This might include sourcing the voices of local people to use as case studies in our communications. Identify and target hard to reach individuals, to increase health equalities by supporting everyone to have the same voice in our organisation no matter who they are or where they live within Yorkshire. 	

Deliver the Patient and Public Involvement Strategy

- Responsible for delivering against the Patient and Public Involvement strategy once developed, ensuring that the voice of people in Yorkshire is captured and considered in the work that we do.
- In time, along with the wider Cancer Insight Team, the Patient and Public Involvement Manager will be required to develop processes for monitoring progress of the Charity's Patient and Public Involvement activity and for measuring the impact of this work.

Supporting Patient and Public Involvement Members

- Responsible for building and maintaining relationships with existing and new Patient and Public Involvement network members, acting as the first point of contact for these individuals.
- Responsible for ongoing stewardship of members on patient and public groups, with responsibility for developing and overseeing, in collaboration with the Communications Team, a tailored communications strategy to any groups.
- Ensure all individuals involved have an inspiring experience, feel valued and supported to use their lived experience to improve the work of Yorkshire Cancer Research.

Promoting inclusion and involvement

- All workstreams should be underpinned by the need to embed equity, diversity and inclusion best practices into our engagement and involvement activities, ensuring groups are representative of the Yorkshire population and actively addressing gaps in demographics.
- Required to advise on specific projects across the Research, Services and Policy teams, using expertise to support colleagues internally, as well as engaging with Yorkshire Cancer Research funded Award Holders to support with patient and public involvement. This could be providing suggestions for how the Award Holders may engage with different populations and recruit from under-represented groups.
- Responsible for championing involvement across the organisation, highlighting its role within the organisation and the work we do.

Other duties

- Represent the Cancer Insight Team, or wider Research, Services and Policy team on Charity-wide projects.
- Work closely and collaboratively with other teams and Directorates to ensure that the work of the Cancer Insight Team is integrated across the organisation.
- Undertake other duties relevant to the purpose of the role as requested by the Head of Cancer Insight and the Charity.

Qualifications

- Educated to degree level or equivalent, or relevant professional experience

Knowledge and experience

Essential

- Knowledge of best practice in the areas of patient engagement, involvement and consultation and experience of working in line with best practice.
- Experience of working with diverse groups of people, with experience of adapting language and communication to tackle barriers they may face.
- Experience of working with patients and people affected by health issues in an engagement/involvement role and incorporating their voice into the activity of an organisation.
- Knowledge of safeguarding with the expectation that any safeguarding concerns are managed in line with organisational processes.
- Experience of facilitating workshops with patients and members of the public to elicit their views on complex and emotive topics.
- Experience of building involvement initiatives with individuals, communities, and organisations to deliver organisational objectives.

Desirable

- Experience of working in complex and emotive environments.
- Experience of strategy development in a similar field.

Skills and abilities

- Excellent communication and interpersonal skills, with the ability to manage relationships with people from a diverse range of communities and tailor communication according to the audience.
- An interest in the value of lived experience and how this can contribute professional knowledge and experience.
- Works creatively to identify innovation and solutions to Patient and Public Involvement and Equality, Diversity, and Inclusion problems.
- Highly organised and able to multi-task and work to deadlines.
- Extremely motivated and able to work independently, driving forward and achieving objectives.
- Strong strategic thinker.
- Excellent IT skills, in particular Microsoft Office.

Other requirements

- Ability to travel across the Yorkshire region.
- Proof of your eligibility to work in the UK.
- Professional qualification check and DBS check (to be undertaken once the role is offered and accepted).

Values and Behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' see below).
- Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Staff must not smoke whilst wearing Charity branded clothing or whilst on duty. If the post holder chooses to, the Charity will help

and support them to stop completely or temporarily abstain from smoking during their working hours.

Our Values & Behaviours

Our Values



Our Behaviours

	Behaviours
Here for Yorkshire	<p>The needs of people in Yorkshire come first</p> <p>Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act.</p> <p>People are the heart of everything we do</p> <p>When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.</p>
United by the Cause	<p>United by the need to <i>Give Yorkshire More Life to Live</i></p> <p>We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals.</p> <p>We collaborate with each other and other organisations</p>

	<p>We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.</p>
<p>Think Big and Bold</p>	<p>We deliver world-leading research and services</p> <p>We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation.</p> <p>We dare to think differently to Give Yorkshire More Life To Live</p> <p>We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals.</p> <p>Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.</p>
<p>Making it Happen</p>	<p>We create and build solutions</p> <p>We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision.</p> <p>We approach our work with positivity, energy and drive</p> <p>We see every challenge as an opportunity to provide a solution.</p> <p>When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>.</p> <p>We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.</p>

Job Applicant Privacy Notice

Data controller: Yorkshire Cancer Research (the Charity)

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Charity collect?

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Charity process personal data?

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

How does the Charity protect data?

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does the Charity keep data?

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin (joanne.mornin@ycr.org.uk)

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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