

Patient and Public Involvement and Engagement (PPIE) Officer

Us

We are a health innovation partnership. Our mission is to help people within our region live longer, healthier lives. We solve the biggest health challenges through research and innovation, speeding up the delivery of solutions that improve health and care.

Please visit [our website](#) to find out more about us, our values and how we work.

The role

Patient and public involvement and engagement (PPIE) is a fundamental approach in our work at UCLPartners. This is an excellent opportunity for an individual with some experience in patient involvement or community engagement to coordinate and support activities to ensure patients, carers and communities are at the forefront of UCLPartners' work.

Reporting to the Head of Patient and Public Involvement and Engagement and closely working with our Patient, Carer and Public Advisory Panel, you will use your excellent communication and interpersonal skills to support development and delivery of projects that support inclusive and meaningful PPIE.

Key responsibilities include but are not limited to the following:

PPIE Planning and Coordination:

- Support the delivery and evaluation of the UCLPartners [Patient and Public Involvement and Engagement \(PPIE\) strategy](#).
- Support the development of new ways of equitably involving patients, carers and the public from across our region in what we do, ensuring we work with communities facing the biggest health challenges.
- Support the delivery of the UCLPartners Patient, Carer and Public Advisory Panel, including organising panel meetings, co-facilitating sessions, and providing guidance and training to current members
- Support the continued development of the Lived Experience Network including recruitment and demographic monitoring.

PPIE Support and Development:

- Support the provision of PPIE advice to staff and innovators, including providing additional facilitation and hands-on activity support (when required).
- Support patient, carer and community contributors with induction, ongoing training and feedback processes.

Operational duties:

- Act as a point of contact for patient, carer and public contributors to ensure clear, two-way communication.
- Support patients, carers and communities through the 'Contributor Payment Process' to ensure timely reimbursement
- Lead the safe and secure data management and up-to-date record keeping within PPIE activities
- Develop content to share and promote our PPIE work including patient-facing newsletters
- Carry out any other duties as requested by the line manager

You

Essential:

- Experience of designing or delivering patient/public involvement or community engagement activities
- Ability to involve and work with diverse groups of patients, carers and community groups in a way that builds trust and transparency
- Experience of delivering involvement and engagement activities such as workshops, focus groups, and coproduction sessions
- Familiarity with online tools to support engagement (i.e. Zoom, Padlet, Miro, Slido)
- Experience of developing content for external communications such as newsletters
- A strong understanding and commitment to equity, diversity and inclusion in healthcare
- Ability to work flexibly in the planning and organisation of multiple strands of work
- Ability to work as both as part of a team and independently according to project needs

Desirable:

- Experience of advising and supporting the development of involvement activities and projects
- Experience of working with researchers, professionals, and innovators in the health and care sector

Terms and Conditions

The PPIE Officer will report into the Head of Patient and Public Involvement and Engagement and work closely with all our teams and functions. The remuneration for this post is competitive depending on skills and experience with a salary range of £36,010 to £51,500 per annum.

This is a full-time, permanent position although 4 days a week will also be considered. Some evening and weekend working will be required to support involvement activities.

We offer flexible working arrangements. Our staff combine on-site and remote working, enabling us to come together when it matters most and promote a healthy work-life balance.

Please note: *The postholder is expected to view this job description as a guide, rather than an exact description of all duties and responsibilities which may be subject to change as our work develops.*