

Job Description

Job title	Research Engagement Officer
Directorate	PEOPLE : Children and Adults
Division	Public Health
Range	MPR 4
Reports to	Research Involvement Project Manager

Main purpose of the job:

Build and maintain a programme of effective engagement activities for the NIHR Health Determinants Research Collaboration (HDRC) Medway. Work closely with a wide variety of colleagues across Medway Council, the University of Kent and the residents of Medway to ensure participation from those whose involvement or decision-making will affect the ability of the HDRC to achieve its stated aims: to improve health and wellbeing and reduce inequalities for residents of Medway by making Medway Council more research active and embedding a culture of evidence-based decision making.

Build relationships and develop an awareness of the HDRC programme among council leaders and officers, residents, academic partners and community organisations.

Support HDRC activities to be equitable, diverse and inclusive by collaborating with stakeholders to develop engagement and involvement mechanisms, ensuring meaningful co-production of infrastructure and research, ultimately working towards reducing health inequalities across Medway, particularly for those who experience the poorest outcomes.

Liaise with stakeholders in a way that promotes the One Medway Council Plan and embeds our values and behaviours.

Medway Council Job Profile

Accountabilities and outcomes:

Raise awareness about the HDRC programme across staff, academic colleagues and the people of Medway so that people understand the programme and its goals and visibility of the value and progress of HDRC activity is maintained.

Ensure that organisations and individuals which influence health across local, regional, and national bodies are aware of the programme outputs and are able to use the findings to plan for health improvement.

Involve people who live in Medway and council officers in prioritising research topics, in programme governance, in conducting research, in communities of practice and in meetings and conferences that disseminate HDRC activities and research findings.

Organise and support public involvement and community engagement (PICE), including the work of the Public Advisory Group, to ensure that the PICE and Engagement Strategies are updated and the objectives are achieved.

Develop opportunities, through a range of media including online portals and through face-to-face activity, where people can exchange ideas, access training and relevant documentation, and find evidence and expertise from research to facilitate better council decisions that affect health and wellbeing and inequalities in Medway.

Develop skills and knowledge within community organisations to enable people in Medway to proactively take part in research and to help them use research findings to improve health and wellbeing.

Recruit and manage a network of research-trained leaders, Local Authority Research Ambassadors and Community Researchers across the council and within the community to ensure widespread participation in research and knowledge exchange.

Maintaining involvement and engagement networks and events (including outreach activity in the council and community, to bolster the ability of the research team to disseminate research findings to relevant stakeholders.

At the discretion of the Senior Public Health Programme and Compliance Manager, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

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Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Research Involvement Project Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

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Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

Professional Qualification:

Degree in relevant discipline or equivalent level qualification in a relevant discipline

or

Professional Experience:

Minimum 2 years' experience of working in a position involving engagement work related to health and wellbeing.

Minimum of 5 GCSEs at Grade 4-9 (C or above) including in English and Maths required.

Level B (in addition to level A criteria)

Evidence of continued professional development

Level C (in addition to levels A and B)

Knowledge

Level A

Knowledge of MS packages Excel, Word, Teams and PowerPoint

Knowledge of a range of activities and methods that can be used to encourage participation.

An understanding of how to design and manage projects to improve health and reduce inequalities.

Level B (in addition to level A criteria)

Knowledge of public health and HDRC policies, procedures and local authority/public sector regulations relevant to safeguarding and public involvement.

Working knowledge of research processes and activities.

Knowledge of the HDRC team's roles and responsibilities and the needs of each with regards to engagement support.

A developing understanding of the diverse social and ethnic groups of Medway.

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Developing knowledge of the different functions of Medway council, the roles and responsibilities or directorates and service areas and the direct or indirect effect each may have on health and wellbeing and inequalities.

Knowledge of a range of approaches used to engage the public and council staff at different levels, including senior leaders and elected officials.

A good understanding of the Engagement and PICE strategies.

An understanding of NIHR policy for engagement, including reimbursement for public engagement.

Level C (in addition to levels A and B)

Expert knowledge of the connection to health and wellbeing and inequalities of Medway Council directorates and service areas

Expert knowledge of a range of approaches used to engage the public and council staff at different levels, including senior leaders and elected officials.

A complete understanding of the HDRC engagement and PICE strategies and how they link in with other strategies and the wider business plan and success measures of the HDRC.

A full understanding of policies and regulations around public engagement and how to ensure adherence within the HDRC.

Experience

Level A

Experience of delivering public engagement campaigns using coproduction, participation and consultation engagement activities involving a range of stakeholders and partners

Experience of working across different teams in multiple organisations

Experience of managing/organising groups of people.

Experience of coordinating multiple projects, working to specific criteria and focusing on a specific goal.

Experience of managing data in accordance with GDPR.

Experience of providing presentations and training.

Level B (in addition to level A criteria)

18 months of satisfactory performance at Level 4A

Experience collating data and analysing activities to inform recommendations and best practice for future activities.

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Experience organising and holding meetings, presenting and leading sessions that support engagement.

Experience working towards strategic goals and project plans.

Experience successfully engaging local authority staff at varying levels.

Experience of supporting public engagement groups and facilitating participation and feedback.

Experience working to support knowledge transfer and dissemination of research activities.

Level C (in addition to levels A and B)

18 months of satisfactory performance at Level 4B

Experience of engaging multiple different groups to support research participation and improve research culture.

Experience of producing, updating or improving strategic goals and project plans, collating data to demonstrate the effectiveness of the objectives and providing recommendations to senior managers.

Experience of working autonomously to improve engagement via novel and innovative approaches.

Experience of supporting HDRC dissemination activities (e.g. publications or presentations at regional/national meetings) that showcase local approaches to engagement.

Skills

Level A

Ability to apply the principles of social marketing, and/or behavioural science, to reach specific groups and communities with enabling information and ideas that encourage engagement.

Ability to present ideas and activities in a clear, concise and attractive manner that encourages participation.

Ability to maintain financial records.

Ability to coordinate and develop engagement plans that utilise diverse forms of communication with the public and other stakeholders.

Ability to consider the effects of HDRC and local government work on diverse populations, internally and externally, and how engagement must reflect these through diverse approaches and considerations for accessibility and capacity.

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Level B (in addition to level A criteria)

Ability to maintain active communication with a diverse population to ensure continual participation and encourage engagement with activities and projects across the HDRC and in wider research activities that affect the council.

Ability to explain research activity in clear, concise and accessible ways to encourage engagement from a wider audience.

Able to demonstrate the model skills, attitudes that promote and foster community working and the development of trust with communities and partners.

Ability to contribute towards written reports and to provide presentations.

Ability to provide training to improve engagement.

Ability to maintain accurate and clear project plans, evaluate activity and provide recommendations.

Level C (in addition to levels A and B)

Proven ability to lead successful concurrent engagement activities across diverse populations, providing support, assessing risk, monitoring progress, providing feedback and making improvements, and reporting on the outcomes to support HDRC progress against strategic goals.