

## **Public and Patient Involvement and Engagement Representative on the NIHR ARC for EM's Scientific Committee**

### **The Opportunity**

The purpose of the ARC EM Scientific Committee (SC) is to provide assurance to the ARC EM Governance Board, Executive Board, NIHR and our partners that the projects it funds are consistent with the overall aims of the ARC, are of sufficient scientific quality, are feasible and to play a role in monitoring the progress of these projects once they are approved.

The Scientific Committee also receive and consider general reports on the projects and general performance of the ARC. Usually, it carries out an annual review where it can consider an ongoing project, offering advice, learning and support where appropriate.

The vacancy is for a Public and Patient Representative which is caused by the decision of the current representative David Ward to retire from the role. This role would be expected to bring a patient perspective to the Committee and ensure that all approved applications have robust and inclusive PPIE.

NIHR Applied Research Collaborations (ARCs) support applied health and care research that responds to, and meets, the needs of local populations and local health and care systems. They aim to improve outcomes for patients and the public; improve the quality, delivery and efficiency of health and care services; and increase the sustainability of the health and care system both locally and nationally.

NIHR ARC for the East Midlands (NIHR ARC EM) works across the region in collaboration with partners in the NHS, academia, social care, industry and the voluntary sector to deliver a programme of innovative applied health research.

Our vision is “healthier living for longer **independently**”

Our mission is to improve the health and wellbeing of people by working collaboratively with our partners to tackle health and care priorities through research and by translating research findings into everyday practice.

We do this by:

- Improving patient outcomes and supporting the delivery of positive service change through the conduct and application of relevant research

- Co-producing and delivering a programme of high-quality, cost-effective applied health and care research
- Providing opportunities for engagement and participation to enable end-users of research and other stakeholders to shape its selection, design, delivery, dissemination, implementation and impact
- Developing and sustaining successful partnerships across health, care, industry, academia, the voluntary sector and public/patient groups to support the health and social care partners to meet locally identified priorities
- Engaging with our stakeholders and Health Innovation East Midlands to ensure the evidence we produce is implementation ready
- Increasing capacity and capability in the East Midlands to conduct high quality health research, apply research evidence and evaluate its use

NIHR ARC for EM is led by Professor Kamlesh Khunti CBE who is the Director. In addition, to his ARC role he is also Professor of Primary Care Diabetes and Vascular Medicine at University of Leicester and National ARC Lead for Multiple Long-Term Conditions.

### **Time Commitment**

The meetings take place four times a year, usually in March, June, September and December. The June meeting is an all-day event that usually takes place at College Court, Leicester and runs from 10.00am until 3.00pm with a complimentary lunch included. The other three meetings are held virtually on Microsoft Teams and usually last from 10.00 am to between 12.00 pm and 1pm.

These formal meetings often involve a considerable amount of pre-reading including formal applications for funding.

In addition, there are times when an application for funding will be considered electronically and you will be expected to read the application and contribute comments and a judgement as to whether the application can be funded and actions that might improve it.

Once appointed the successful applicant will receive an induction that will introduce them to the work of ARC EM and the projects they fund. In addition, the current role holder is committed to a smooth handover and is happy to support the new person including a phased handover.

### **Remuneration**

Your time will be remunerated in line with [NIHR Guidance](#). Specifically:

- for each all-day face to face meeting, you will receive £300, plus travel expenses (fuel costs at £0.45 per mile, for a return trip to your home address plus parking costs, or the cost of public transport on production of a receipt)
- for each half-day online meeting you will receive £150, plus £5 for internet costs.

For additional review of applications, you will receive £20 per review, to be agreed in advance.

It is important to note that both HMRC and DWP may consider any payment (including shopping vouchers) as 'income' and this may have a consequence for anyone who is a taxpayer and/or welfare benefits claimant. Public contributors are responsible for notifying the HMRC or Job Centre Plus of their PPIE activities. The ARC will not deduct income tax or national insurance at source and will expect individuals to declare the amounts that they receive as remuneration. The ARC East Midlands team are not able to offer expert advice about this issue but can support public contributors in the process of getting advice e.g. the NIHR website.

The ARC East Midlands team can provide a letter that public contributors can show to the Job Centre Plus to explain their service-user involvement in public involvement.

### **Duration of Role**

This role will be for a period of 12 months in the first instance. The opportunity for a further term will be advised before the end of the period.

### **Making an application**

Thank you for your interest in the appointment of Public and Patient Involvement and Engagement (PPIE) representative to NIHR ARC for EM's Scientific Committee.

To make an application please send a CV, supporting letter and completed [Equality Monitoring Form](#) to the address below:

**[Arc-em@le.ac.uk](mailto:Arc-em@le.ac.uk) or post to NIHR ARC for EM, Leicester Diabetes Centre, Leicester General Hospital, Leicester, LE5 4PY.**

All applications will be acknowledged by email after the closing date.

### **Supporting letter**

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the [person specification](#). How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that show how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also help the selection panel if you can be clear which evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your letter. Please limit your letter to two pages, and type or write clearly in black ink.

## **Declaration of interests and ensuring public confidence**

If you have any business or personal interests that might be relevant to the work of the Scientific Committee and which could lead to a real or perceived conflict of interest, were you to be appointed, please provide details in your supporting letter.

## **CV**

Please ensure your CV includes:

- your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address
- similar contact details for two referees who will support your application. One referee should be the person to whom you are/were accountable in your current/most recent appointment or position of employment. Please indicate the nature of the relationship you have with each of your referees
- brief details of your current or most recent post and the dates you occupied these roles.

## **Equality Diversity and Inclusion Monitoring**

Please [download and complete the Equality Monitoring Form](#).

To ensure that ARC East Midlands is addressing inequalities in research inclusion, and in particular, underrepresentation of certain groups, we ask that all Public Contributors complete an Equality Monitoring Form. In addition, this practice ensures that ARC research meets the requirements of the Equality Act 2010 and is consistent with our equality practice. The Equality Monitoring Form asks about the nine protected characteristics (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation) and also includes questions on caring responsibilities, geographical location, refugee and asylum status and language spoken, to more fully capture the diversity of the East Midlands.

All data collected will be handled and stored in accordance with the Data Protection Act 2018. All data will be anonymized and kept confidential and private, though it may be used for future statistical analysis, monitoring and planning and the management of future research within ARC East Midlands.

Diversity monitoring information will not be seen by the panel assessing your application.

## **Indicative Timetable**

Advert: Tuesday 13th August 2024

**Closing date: 13th September 2024, at 5pm**

Information sharing event: 10th October 2024. Venue Leicester TBC

Shortlisting complete: Late October 2024

Interviews held: Mid November 2024 TBC

**Contact:**

For further information about the Scientific Committee and the selection process, please contact:

Kevin Quigley email address: [kmq4@le.ac.uk](mailto:kmq4@le.ac.uk)

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.