

INVOLVE Advisory Group Chair

Recruitment Pack



Chair of the INVOLVE Advisory Group

The INVOLVE Co-ordinating Centre has an important national advisory role in promoting and supporting the advancement of public involvement in NHS, public health and social care research.

We currently have an opportunity to apply for the exciting role of Chair of the INVOLVE Advisory Group. Our (non-executive) Advisory Group guides and advises our team about goals for the Co-ordinating Centre, and the best methods for involving patients and the public in its work. This role will be supported by the INVOLVE Director and the National Director for Patients and the Public in Research.

Time commitment and typical activities:

This role involves a minimum of 18 days work over a year based on the needs of the organisation. On average, the Chair is likely to be involved in meetings or activities for one and a half days per month; including travel, reading, telephone calls and follow up actions. Most meetings will be face to face in either London or Southampton (Chilworth). Some may be held in other regions.

Chair activity may involve:

- Chairing/co-chairing Advisory Group meetings
- Attending external meetings with the Director as an observer/to represent the views of the Advisory Group where appropriate
- Presenting INVOLVE's work at an event or conference
- Posting items and facilitating discussion on the Advisory Group members forum and collating collective responses
- Joint planning of Advisory Group meetings/work with the INVOLVE Director
- Supporting members to complete development plans and identify/take up suitable learning opportunities

Expenses and Support

INVOLVE is committed to being as inclusive as possible in all that we do and we will therefore consider any reasonable adjustments required to enable you to fulfil this role.

This role attracts an involvement fee for all pre-agreed activity of £300 per day/£150 per half day. Information, and access to a helpline about payments and welfare benefits can be provided on request.

When attending meetings and events that have been agreed with the INVOLVE Director, reasonable and relevant expenses and travel costs will be reimbursed or prepaid as appropriate, in line with INVOLVE internal policies (<https://tinyurl.com/rextq7p>).

Appropriate and reasonable requests for other forms of support will also be considered on an individual basis.

Key skills and experience required:

- A strong knowledge of INVOLVE and its objectives
- A basic understanding of the health and social care system including the NIHR
- Leadership skills which encourage the respect and co-operation of stakeholders at all levels
- Effective interpersonal and written/verbal communication skills
- Strong chairing and facilitation skills
- Self-motivated with the ability to plan and manage own priorities and activity

A full person specification is available on the INVOLVE website.

INVOLVE welcomes applications from those who are able to demonstrate that they have the transferable skills set out in the person specification, whether gained in employment, volunteering or personal life. If you are not sure whether you have the skills listed, the INVOLVE/Research Design Service (RDS) team are happy to help you to think this through (this will not represent endorsement of your application).

INVOLVE is funded by and is part of the National Institute for Health Research (NIHR). You can find out more about INVOLVE, membership and its current work activities on our website www.involve.nihr.ac.uk

To Apply

You can download an application form and recruitment pack from our website www.involve.nihr.ac.uk, or contact us to have this sent to you:

INVOLVE
Alpha House
University of Southampton Science Park
Chilworth
Southampton
SO16 7NS
Tel: 02380 595628

Email: involve@nihr.ac.uk

Chair for the INVOLVE Advisory Group

Background to the role:

This is a new role of a supported Chair for the INVOLVE Advisory Group.

The previous Chair, Simon Denegri, was a Department of Health appointment and the role had functions commensurate with an Executive Chair for INVOLVE.

In line with a changed governance structure and new partnership with the Research Design Service under a new contract, this role has different responsibilities which are outlined below.

Simon continues with his role as National Director for Patients and the Public in Research, which incorporates some of the functions that were previously part of the Executive Chair role. The INVOLVE Director, Zoe Gray, is accountable for INVOLVE to the Department of Health, and represents INVOLVE's position in a number of key roles (for example, on the NIHR Strategy Board, the NIHR PPI Senior Leadership Team and as part of the NIHR Centre Directors group).

The INVOLVE Advisory Group Chair will work in a complementary way alongside the INVOLVE Director and National Director (as relevant) to support and maximise the contribution of the INVOLVE Advisory Group as a leading source of patient/public led knowledge and expertise on public involvement.

Role Description:

Promotion/Advocacy

- Support positive reputation and visibility building for INVOLVE, and the Advisory Group in particular, as a leading source of patient/public led knowledge and expertise on public involvement
- Help to broaden the range of public and patient voices that are heard through INVOLVE's work, in line with INVOLVE's diversity leadership work

Representation/Facilitation

- Support the timely and effective exchange of information and inputs between the Advisory Group, Associates, Executive Group and Centre employees; contributing to cohesive working, positive relationships and meaningful and appropriate public involvement in INVOLVE's work
- Assist with appointments of Executive Group Advisory Group members, Associates and subgroup members to ensure a diverse and appropriate mix of patient and public voices

Group Chairing/leadership

- Chair/Co-Chair, including preparation and follow up, meetings of the INVOLVE Advisory Group (2 per year) and facilitate other meetings as agreed
- Lead and facilitate group contributions in line with the Terms of Reference, Code of Conduct and INVOLVE values. Support contribution reviews and the learning and development of group members

Knowledge building

- Maintain appropriate knowledge, networks and information channels which are relevant to the work of INVOLVE and the Advisory Group

Accountability:

The role will be accountable to the INVOLVE Director who will also consider the views of other key stakeholders, including the Advisory Group.

The Chair's activity and objectives will be set and reviewed with Advisory/Executive Group member(s), the INVOLVE Director and the National Director for Patients and Public in Research.

Tenure:

Tenure of the role is 2 year + 1 (subject to first review at 12 months) with the possibility of extension beyond this.

Time commitment/typical activities:

It is anticipated that the role will require a minimum of 18 days per year to be delivered by agreement with the INVOLVE Director, based on the needs of the organisation.

On average, the Chair is likely to be involved in meetings or activities for one and a half days per month; this will include travel, reading, telephone calls and follow up actions.

Most meetings will be face to face in either London or Southampton (Chilworth). Some may be held in other regions.

Wherever possible, update meetings will be held by telephone or video conferencing.

In addition to Chairing/Co-chairing Advisory Group meetings (held twice a year in central London, whole day meeting), the Chair's contribution, which will be guided by the INVOLVE approved strategy and work programme, is likely to include:

- Updates with public members on the Executive Group/Advisory Group to exchange information and enable the formation of strategic advice
- Posting items and facilitating discussion on the Advisory Group members forum, collating collective responses
- Attending external meetings with the Director as an observer/to represent the Advisory Group perspective where appropriate
- Presenting about INVOLVE's work at an event or conference
- Joint planning of Advisory Group meetings/work with the INVOLVE Director
- Supporting members to complete development plans and identify/take up suitable learning opportunities

Expenses & support:

INVOLVE is able to offer a range of support mechanisms including:

- Involvement fees at a rate for all pre-agreed activity of £300 per day/£150 per half day. Information, and access to a helpline about payments and welfare benefits can be provided on request
- When attending meetings and events that have been agreed with the INVOLVE Director, reasonable and relevant expenses and travel costs will be reimbursed or prepaid as appropriate, in line with INVOLVE internal policies (<https://tinyurl.com/nextq7p>)
- Documents provided in advance of meetings including in different formats where necessary
- Induction and mentoring support, including one to one calls with the INVOLVE Director

Appropriate and reasonable requests for other forms of support will also be considered on an individual basis.

Person specification:

Knowledge/experience/skills

1. Promotion/Advocacy

	Essential	Desirable	How assessed?
Demonstrates strong knowledge of INVOLVE, its partnerships, objectives and ways of working.	x		Application, interview
A basic understanding of the health and social care system	x		Application, interview

including the NIHR.			
Recent experience of: - Accessing health and care services, for self or others And/or; - Public involvement in health and care services or research, and/or participation in research	x	x	Application
Commitment to lead with, and to accurately represent, the views and needs of public and patients	x		Application, Interview

2. Representation/Facilitation

	Essential	Desirable	How assessed?
Highly effective interpersonal and written/verbal communication skills	x		Application, interview
Thinks and acts at a strategic level and guides others to do the same	x		Interview, reference
Experience of dealing with political situations and effective judgement to deal with them	x		Interview, reference
Develops productive and professional working relationships with respect for role boundaries	x		Interview, reference

3. Group leadership/chairing

	Essential	Desirable	How assessed?
A leader who encourages the respect and co-operation of stakeholders at all levels	x		Interview, reference
Guides others to contribute effectively within established frameworks and systems	x		Application, interview
Effective chairing and facilitation skills	x		Interview, reference

Strong influencing and negotiation skills with a focus on achieving “win, win”	x		Application, interview
Experience of planning and supporting the development of others		x	Application, interview

4. Knowledge building

	Essential	Desirable	How assessed?
Self-motivated, with the ability to plan and manage own work and development	x		Interview, Reference
Ability to deliver results from targeted networking and relationship building	x		Application, interview
Demonstrates how their influence within/upon relevant networks or organisations would further the goals of INVOLVE and the Advisory Group.		x	Interview

INVOLVE welcomes applications from those who are able to demonstrate that they have the transferable skills set out in the person specification, whether gained in employment, volunteering or personal life. If you are not sure whether you have the skills listed, the INVOLVE/Research Design Service (RDS) team are happy to help you to think this through (this will not represent endorsement of your application).

Other requirements:

- Prepared to regularly travel to London and Southampton for meetings (on average once a month), and occasional trips to other regions
- Able to attend events and undertake work flexibility to respond to the needs of INVOLVE; maintains regular communication with INVOLVE Director and Advisory Group
- Willing and able to manage own administration (e.g.: diary and setting up small meetings, recording own notes). The INVOLVE team will support the Chair to plan and organise the two Group meetings per year and to prepare the minutes.
- Signs up to the INVOLVE Advisory Group Code of Conduct and Terms of Reference
- If already in employment this role would be on a secondment arrangement via the current employer; if self-employed then the candidate would be responsible for paying their own tax and National Insurance.

To ensure the independent integrity of the Group (this role is non-political and INVOLVE is funded by the Department of Health), the following are not eligible to apply for the role of INVOLVE Chair:

- Candidates nominated to stand for elections as well as their election agents as defined under Part 2 of the Representation of the People's Act 1983
- Those with a pecuniary (financial/business) interest in health and care research funding
- Current employee of NIHR Co-ordinating Centre

Potential conflicts of interest must be declared during the application process.

The Chair of the Advisory Group is not eligible for a position on the Executive Group as this would represent a conflict of interest.

APPLICATION FORM FOR THE POSITION OF INVOLVE ADVISORY GROUP CHAIR

All questions which you are required to complete are marked with an asterisk (*).

1. Your personal and contact details

***1a. Name and title** (e.g. Mr / Mrs / Ms / Dr)

***1b. Address** (including postcode)

***1c. Preferred daytime telephone number** (please provide at least one)

Home:

Work:

Mobile:

1d. Email address

2. Your background/perspective

***2a. Which of the following best describes the primary perspective you would bring to INVOLVE?** (Please put an X in **one box only** and use the space below to tell us about other key perspectives)

- Service user / patient
- Carer (including family member, parent, supporter)
- User researcher (including survivor researchers)
- Person from a voluntary sector organisation
- Other (please give details)

2b. Any other comments on the perspective you would bring:

3. Your links

3a. If you are currently working or actively involved (paid or unpaid), please give details. (If you have more than one main role, please add in more rows or continue on a separate sheet as necessary)

Role title/position	Name of organisation	Brief description of your role and responsibilities

If you are applying for this role as a secondment please tick this box to confirm that you have explicit support from your current employer.

***3b. Please give details of your links to any relevant groups, committees, networks or other organisations** (Please add more rows or continue on a separate sheet as necessary).

Name of the group/committee	Your role in the group/committee	What key skills have you gained in this role? (no more than 50 words)

4. Your skills and experience

***4a. Please tell us about your knowledge and experience of public involvement in NHS, public health and/or social care research, and of INVOLVE (no more than 400 words).**

***4b. Please tell us about your interest in public involvement and why you have applied for this role. (no more than 400 words).**

***4c. Please tell us about the skills that you have that would enable you to fulfil the role of the Advisory Group Chair, responding to the essential requirements of the person specification. Please use relevant examples of how you have demonstrated these skills in the past, whether in employment, volunteering or personal life (no more than 600 words).**

***4d. Please tell us about your leadership skills and ability to think and act strategically. Please use relevant examples of how you have demonstrated these skills in the past, whether in employment volunteering or personal life (no more than 400 words).**

***4e. Please provide examples of times that you have supported the development of others (no more than 400 words)**

4e. Using some examples, please demonstrate how you have developed productive relationships with others and have successfully negotiated positive outcomes (no more than 400 words).

5. Your support requirements

If you have any support requirements to ensure you can take part in the recruitment and selection process please tell us about them here. (This may include documents in a particular format, support with communication or meetings, travel requirements, carer, childcare or personal assistant costs, etc.)

6. Your contact with INVOLVE

6a. How did you hear about this opportunity e.g. INVOLVE website, People in Research website, from a colleague, other sources? (Please give details)

6b. If you are not successful on this occasion, would you like to be contacted about other opportunities to contribute to INVOLVE? Your information will be kept on a database and only be used to contact you for this purpose.

Yes No

*7. Your declaration

I agree to this information only being used for legitimate purposes connected with the recruitment of the INVOLVE Advisory Group Chair.

I declare that the information that I have given is, to the best of my knowledge or belief, true and complete.

SignatureDate

If you need any more information or if you have any questions about your application please contact the Coordinating Centre.

Please email (with INVOLVE Chair in the subject line) or post this form to:

INVOLVE
Alpha House
University of Southampton Science Park
Chilworth
Southampton
SO16 7NS
Tel 02380 595628

Email: involve@nhr.ac.uk

Please return the form by 31st August 2017

Interviews are scheduled for 10th and 11th October 2017 in Chilworth, Southampton.

#Email applications: we will send you an email confirming receipt of your application. If you do not receive confirmation please resend your application and/or telephone us.

INVOLVE is the lead for advancement of public involvement in health and care research across NIHR and beyond. It works with others to raise aspirations, drive up standards, provide guidance and facilitate partnerships. It was founded in the not for profit sector in 1996 and since 2016, has been funded by the National Institute of Health Research (NIHR). It is one of the few government funded organisations of this type in the world. As a result of a contract renewal process in 2016 INVOLVE now has a strong partnership with the Research Design Service (RDS).

The INVOLVE Advisory Group currently has 16 members who are a mix of public contributors and those who work in the field of public involvement. These individuals bring a diverse range of experiences to the group. The Advisory Group acts as a critical friend and challenges and guides INVOLVE on its strategic direction and work programme. Advisory Group members also co-create or contribute to the projects that are running, including the three National Leadership Areas (linked to Going the Extra Mile strategy) that INVOLVE is focusing on: Learning and Development, Diversity and Co-production. The Advisory Group is considered to be a leading source of expertise nationally on public involvement, and the new Chair of the Group will play a key role in supporting the Group to maintain and grow expert knowledge, diversity of perspective, and to maximise the Group's contribution to INVOLVE's work.

The Executive Group is responsible for setting the strategy for the delivery of the INVOLVE work programme as agreed by the Department of Health. The Group is comprised of Co-ordinating Centre employees, two RDS Directors who represent the wider RDS partnership, and three public members from the Advisory Group. As well as contributing to the meeting the public members act as a conduit for communication between the Advisory and Associate Groups.

In addition to the three National Leadership Areas, INVOLVE provides guidance and tools to enable and support involvement, and leads work in a number of areas to advance involvement and overcome barriers, including involvement approaches for Children and Young People, Co-applicant status and Standards. INVOLVE hosts a National Conference every two years. The next conference will take place on 28th November 2017 in London. For more information about the conference please use the following link <http://www.profbriefings.co.uk/involve2017/>.

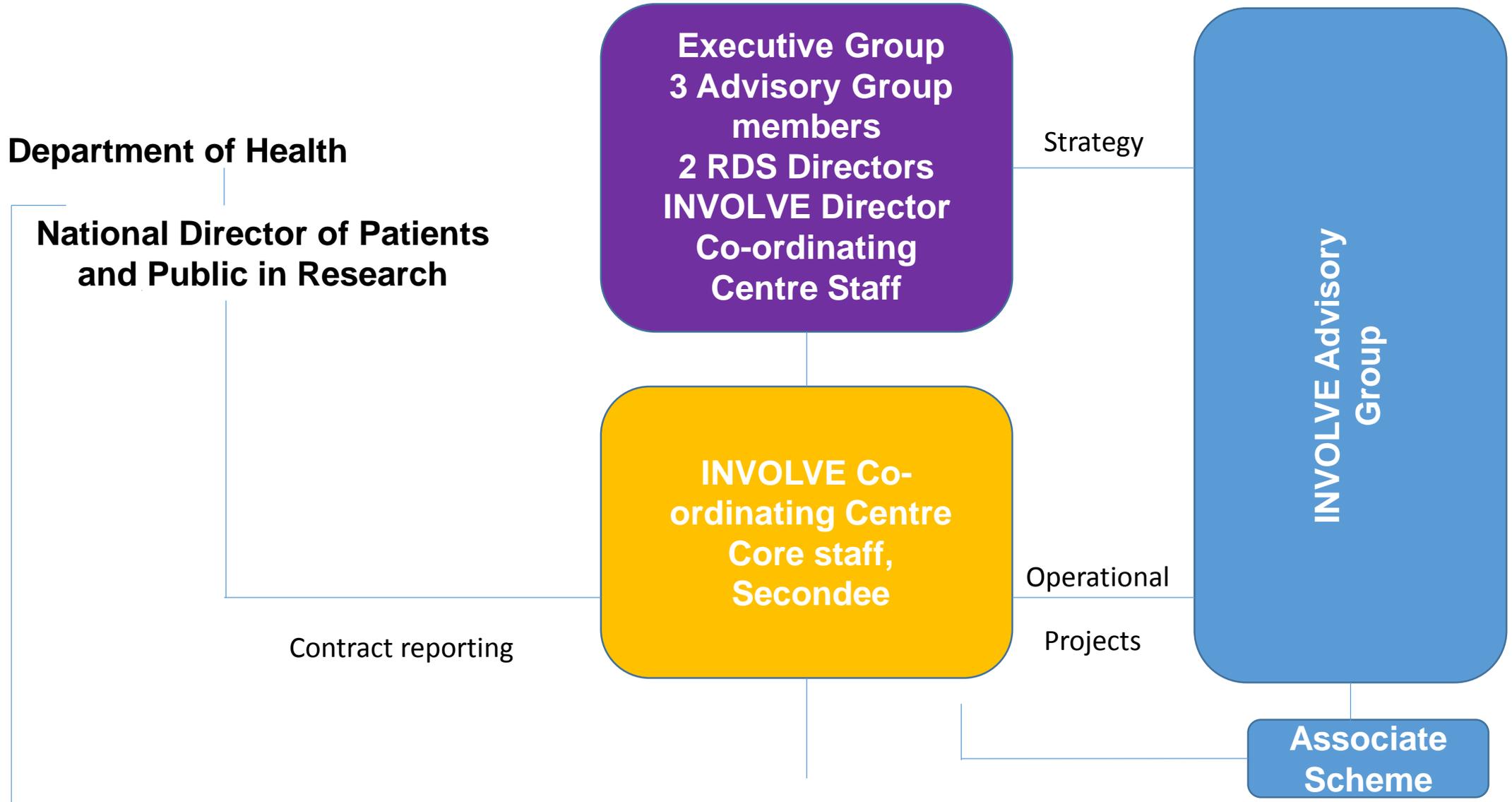
To find out more information about INVOLVE please visit our website <http://www.involve.nihr.ac.uk/> or contact the team.

INVOLVE
Alpha House
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INVOLVE Structure and Accountability



Zoë Gray

INVOLVE Director



Zoë leads the strategic development and operational delivery of NIHR INVOLVE through its three constituent groupings: the Co-ordinating Centre, the Advisory Group and the Executive Group (which she chairs).

As Director, she represents INVOLVE and advocates for public involvement through the leadership, management and contracting structure of NIHR (for example, the NIHR Strategy Board, the NIHR PPI Senior Leadership Team and the NIHR Centre Directors Group), as well as in external fora. She is a national and international ambassador for INVOLVE and the advancement of public involvement.

Zoë is accountable for the delivery of INVOLVE's contract to the Department of Health through the INVOLVE Co-ordinating Centre and the RDS partnership. The INVOLVE contract has a key role in enabling delivery of Going the Extra Mile (the NIHR strategy for public involvement, engagement and participation), and Zoë therefore works closely with Simon and others to ensure joined up leadership for the system across involvement, engagement and participation.

Simon Denegri

National Director for Patients and the Public in Research



Simon's tenure as INVOLVE Chair concludes in November 2017. He was appointed to the role of INVOLVE Chair by the Department of Health in May 2011 with responsibilities equivalent to those of an Executive Chair in a not for profit organisation,

After November, Simon will continue in his substantive role as National Director. The transition of the INVOLVE contract in 2016, which Simon was instrumental in leading, brought changes in governance and gave the INVOLVE Director direct accountability. As part of these changes, Simon's National Director role has incorporated some functions that were previously part of his role as INVOLVE Chair (for example, where they relate to national policy influence).

As National Director, Simon is the NIHR policy lead for public involvement, engagement and participation, and he provides high level strategic direction and leadership on this across NHS, public health and social care research, within and beyond NIHR.

Appendix

The Advisory Group Chair will receive an involvement fee of £300 per day/£150 per half day. Please note that those applying for this role may be employed or self-employed and will be responsible for their own tax and National Insurance contributions. The Advisory Group Chair will be taken on as either a consultant (if self-employed) or a secondee (if already in employment). The Chair will not be an employee of INVOLVE. A sample contract letter can be provided, upon request.

Secondment details will need to be negotiated through INVOLVE and the employing organisation (please note the exclusions mentioned in the role specification) and will be subject to HR advice. It is expected that applicants who wish to apply for a secondment have explicit support from their organisation to do so.

Information on how payment might impact those in receipt of benefits, including access to a confidential helpline, can be provided on request. For more information please go to INVOLVE's Benefits Advice page <http://www.involve.nihr.ac.uk/resource-centre/benefits-advice-service/>.