NIHR | Research Design Service South West

Public Involvement Opportunity: lay contributor wanted to join the South West Research Design Service senior management team.

We are looking for a member of the public who has a broad interest in health and social care research to join the Research Design Service (South West) Senior Management Team (RDS SW SMT. We would need you to provide a public view on RDS public involvement activities to the Senior Management Team. The team meets every month for around 2-3 hours and the meetings are usually held in Taunton. We will send you information to read about two weeks before the meeting. At the meeting you will be invited to share your views and comment on what you have read or heard being discussed.

Background to the role

The SW RDS is part of the National Institute for Health Research (NIHR) and one of ten similar units across England. Our main function is to support NHS staff who want to apply for research funding to enable them to conduct research to improve health and social care. The new contract for the RDS started on the 1st October 2018. This contract is for five years. As part of our process for monitoring the delivery of the contract and the quality of the service we provide, we have a monthly senior management team meeting. Current SMT membership includes senior managers from the across the region and a representative from the Royal Devon and Exeter NHS Trust who manage our contract. We now want to include a public contributor in our team who will act in a non-executive role, to provide an external perspective on the way our service is delivered. The inclusion of a public contributor as part of the management team will provide an important perspective to the management of the RDS and aligns with best practice.

Role summary

The person we are seeking is likely to already have some experience of committee membership at a senior level. An existing link with and understanding of the work of the RDS would be an advantage but not essential as full training and support will be given.

Essential skills

- A keen interest in health and social care research.
- Be able to use email and internet
- Be willing to use video conferencing if needed for some meetings and using online resources
- Ability to communicate effectively within meetings and the confidence to ask questions and challenge people in a constructive, respectful and friendly way
- Understand the requirement for confidentiality of discussions.

Training and support

Full training and support will be offered to help you carry out the role. We are mindful that some public contributors may request training and mentorship, but others will choose not to. Whatever your preference for help to carry out the above role, we can be flexible.

Six Standards of Public Involvement

As part of the RDSs commitment to the national standards for public involvement https://www.invo.org.uk/current-work/standards/ , our public involvement plans will reflect these standards.

1. Respect: The RDS, the Board members and the public will respect one another's roles and perspectives.
2. Support: Researchers, research organisations and the public have access to practical and organisational support to be involved
3. Transparency: All discussions are clear and open about the aims for and scope of the involvement in research
4. Responsiveness: RDS will actively respond to the input of public members involved in research
5. Fairness of opportunity: RDS will ensure that public involvement in research is open to individuals and communities without discrimination
6. Accountability: RDS and the public contributors are accountable for their involvement plans to the Central Commissioning Facility who manage our contract.

Payment
Public contributors supporting the RDS SW are paid a fee for their time (£150 for a full day, pro rata for shorter meetings) and travel. All receipts will need to be retained and then submitted when claiming for travel. Details are available separately.

Applications
Please apply by sending a brief description of your interest in the role along with a CV or summary of your personal and employment history, to Mrs H. Wavish, Administrator (details below).

Closing date: 31st May 2019

Interviews: Shortlisted candidates will be notified by 5th June and interviews will be held on June 11th in Exeter.

For more details contact: Helen Wavish, Administrator, NIHR RDS SW, Room 2.17, College House, St Luke's Campus, Heavitree Road, Exeter, EX1 2LU Tel: 01392 72 6724 or email: h.v.wavish@exeter.ac.uk