**Role Description:**

**Public Contributors for West of England Evaluation Strategy Group (WEESG)**

1. **Background**

The West of England Evaluation Strategy Group was initially established in 2011 to build on the work of its various members in the promotion of Service Evaluation within the local health economy (particularly with commissioners and Bristol Health Partners). This included the provision of advice, support and expertise for service evaluations; knowledge exchange; enhancing collaboration between academia and practice; linking local priorities to research/evaluation interests; and development of additional resources including staff. The group previously had a focus on primary care but in October 2012 broadened its membership to include representatives from secondary care. Two public contributors sit on the group providing a non-clinical perspective to the work.

Selection of the two public contributor roles is overseen by ‘People in Health West of England’ (PHWE). People in Health West of England (PHWE) aims to share good practice and resources, encouraging the involvement and participation of patients and members of the public. It was set up by the West of England Academic Health Science Network (WEAHSN), the Collaboration for Applied Health Research and Care (CLAHRC) West, the Clinical Research Network (CRN) and Bristol Health Partners (BHP). The role is governed and assured by PHWE and WEAHSN policy, details of which can be found in the accompanying document.

Purpose

The purpose of the group is to:

* Provide a strategic forum to ensure and support best practice in evaluation across the region.
* Deliver the WEESG action plan arising from the ‘Principles of Pragmatic Evaluation’ event in December 2015
* Encourage members to positively influence evaluation activity in their own organisations and networks.

Objectives

The objectives of the group are to:

* Promote and support the use of evaluation tools and frameworks eg: good practice principles for NHS service contracts; one-page guide.
* Provide guidelines to support patients and the public involvement in evaluation
* Identify and spread best practice and learning through various means, including a virtual support network.
* To be aware of various initiatives across the region that support evaluation, and to facilitate collaboration in their application and spread.
* Disseminate and share all materials and publications produced by the WEESG.
* Develop ethical guidance and governance for evaluation.
* Input into the development and provision of regional training for health and care professionals and academics.
* Ensure all WEESG publications are accessible and use plain English.

1. **Main responsibilities of the role**

* To participate as a member of the West of England Evaluation Strategy Group (WEESG).
* To prepare for and actively participate in meetings. This will include reading meeting papers that may be lengthy and/or complex
* To contribute to the strategic direction of the WEESG
* To contribute to developing and monitoring the implementation of the action plan work streams.
* To contribute to identifying and prioritising the work programme for the action plan work streams as requested.
* To provide advice and comment on the work being carried out by the WEESG as appropriate.
* To provide intelligence from local patient/carer/service user groups, ideas, and suggestions, contributing new areas of experience and knowledge to the work from a public perspective.
* To respect any requests for confidentiality, declare any conflicts of interest if these arise and abide by the West of England AHSN good practice and code of conduct.
* To undertake activities for the WEESG between meetings as agreed with the WEESG Coordinator. This may include some or all of the following:
  + membership of a project advisory group or working sub-group
  + attending events organised by the WEESG (for example, a seminar or workshop)
  + supporting workshops as required, eg: contributing to the planning and running workshops and events
* To champion the work of the WEESG through personal and professional networks, as appropriate.
* When appropriate, provide support to new public members.

1. **What we need from you** 
   1. **Commitment**

Membership will be for a maximum of two years. This can be renewed for up to two years in exceptional circumstances only by mutual agreement.

There will be approximately four to six, two hour meetings a year, with additional ad hoc or working group meetings as agreed with the WEESG Coordinator.

There is an expectation that all work will be completed as agreed with the WEESG Coordinator.

* 1. **Take part in a recruitment process**We are recruiting public members through a fair and transparent selection process. This is likely to include a group interview to assess your ability to contribute to and assist in group discussion.

1. **What you can expect from us**
   1. **Payment and expenses**

Payment for time will be £20.57per hour, which covers the time spent preparing for meetings such as reading minutes and associated papers. So for example, for a two hour meeting you will be paid £41.14p. Other out of pocket expenses such as travel (45p per mile) or carer’s allowances will be paid in addition.

* 1. **Induction and support**

All new public members will be invited to meet with the WEESG Coordinator and/or other staff members, for an induction session before undertaking any work or attending your first meeting. This will help to prepare you for your role and provide practical information about getting involved (for example, style of meetings, format of papers, how to contribute effectively, expenses and payment).

**5. Person specification**

**5.1. Experience and knowledge**

* Experience of working at a strategic level with others to address common issues of concern
* Some understanding or interest in Evaluation
* Knowledge and experience of the NHS, social care and/or public health services as a patient/service user or carer/ family member.

**5.2. Skills**

* Ability to demonstrate listening skills and to express own views about relevant issues in a way that respects the contributions of others in a way that may be challenging but not confrontational
* Experience of working on, and with, multi-professional groups, eg: NHS Trust Boards, or other groups such as service user groups, school governor, private sector business, charity, community, cultural or faith groups.
* Ability to focus work strategically on agreed tasks to achieve outcomes within an agreed timescale
* Ability to bring relevant knowledge and experience from the perspective of members of the public
* Ability to draw on personal experiences, be objective and be able to separate own experience from the need of the wider group.
* Ability to share any prior professional experience where relevant, for example marketing or communications.

**5.3. Attributes**

* A commitment to diversity and equality of opportunity
* A commitment to showing respect for the perspectives and views of a range of stakeholders
* A commitment to prepare fully for meetings and other agreed events,
* A commitment to attend and contribute to meetings and complete additional work as agreed with the WEESG Coordinator.
* Access to the internet and basic IT skills.