

Job title	ERGO Public and Patient Involvement and Engagement Officer
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Science Institute, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Oxford, OX3 7LF
Grade and salary	Standard Grade 7: £38,674 - £46,913 with a discretionary range to £51,059 p.a. (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time (part-time hours considered, a minimum 0.8 FTE)
Contract type	Fixed-term contract for 24 months Funding is provided by the NIHR, Wellcome and Moh Family Foundation
Reporting to	Emmanuelle Denis, Senior Operations Manager
Vacancy reference	178989

Hybrid working arrangements	The successful person will need to work on site for a minimum of 3 days per week
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit - www.psi.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata) A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

The Epidemic Diseases Clinical Research Group Oxford (ERGO), based at the Pandemic Sciences Institute (PSI), leads international clinical and epidemiological research to prepare for and respond to emerging infectious diseases with epidemic or pandemic potential. ERGO incorporates multiple projects, including ISARIC, the Health Protection Research Unit in Emerging and Zoonotic Infections (HPRU-EZI), the UK Public Health Rapid Support Team (UK-PHRST) and the ALERRT and ECRAID consortia. The group conducts research in multiple countries on a range of epidemic infectious diseases, including filoviruses, avian influenza (H5N1 and H7N9), Nipah virus, dengue, Lassa fever, plague, acute respiratory infections (e.g., COVID-19) and arboviral infections. ERGO currently comprises a team of 30 people under the leadership of Professor Sir Peter Horby.

We are seeking an experienced professional to lead, expand and diversify our public and patient involvement and engagement (PPIE) programmes. You will drive the development, execution and dissemination of high-quality science-based engagement and involvement activities across our research portfolio. This includes designing and implementing PPIE strategies for various trials and studies, offering specialised PPIE guidance throughout the research cycle, and overseeing PPIE activities. You will also support and collaborate on PSI-wide PPIE initiatives where relevant.

Responsibilities

You will:

- Lead and manage day-to-day PPIE activities, ensuring that projects meet deadlines and objectives.
- Support the ISARIC PPIE network activities and the development of ISARIC PPIE fellowships.
- Develop and implement PPIE strategies for the Health Protection Research Unit in Emerging and Zoonotic Infections (HPRU-EZI) and for diverse research trials and studies.
- Organise and lead focus groups, surveys, engagement meetings, and events to enhance public involvement in research.
- Provide strategic PPIE advice and oversee engagement activities throughout all research stages.
- Collaborate with external partners to co-develop study protocols and amendments based on PPIE feedback.
- Co-create key study documents, including consent forms and ethics applications, with public contributors.
- Develop and deliver PPIE training for researchers, support staff, and public stakeholders.
- Contribute to the research group's strategic plans and assist in securing funding for new projects.
- Foster collaborative relationships with partner institutions, research groups, and community organisations.
- Chair and manage PPIE committees, working groups, and panels, ensuring clear communication and documentation.
- Travel internationally to support the setup and training of PPIE-related studies.
- Work with the ERGO Senior Operations Manager to develop PPIE budgets for national and international projects.
- Promote and integrate PPIE into the long-term strategic planning of ERGO's research programme.
- Lead the evaluation and impact assessment of PPIE activities, ensuring continual improvement and effectiveness.



- Communicate and engage with diverse stakeholders, including patient and community groups, using tailored messaging where appropriate.
- Organise public engagement activities, including contributions to websites, newsletters, and events.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Job descriptions can never be comprehensive and you may be required to undertake other similar tasks and responsibilities.

Selection criteria

Essential

- Educated to degree level in a biomedical, health, social sciences, or communications-related discipline;
- Experience in PPIE within health research or a scientific organisation;
- Knowledge of biomedical, clinical or health related research;
- Proven experience of collaborative working and the ability to manage relationships with a range of research and/or health organisations, professional and public groups;
- Strong interpersonal skills and ability to work with patients and the public, academics and researchers;
- Excellent communication skills, both written and verbal, with the ability to convey complex information to varied audiences;
- Ability to work independently with minimal supervision while contributing effectively as part of a multi-disciplinary team;
- Strong organisational skills, with the ability to manage time effectively, prioritise workload, and meet deadlines;
- Willingness to work flexible hours when required to meet project goals;
- Proficiency in Microsoft Office (Outlook, Teams, Excel, and Word);

Desirable

- Postgraduate qualification in Science Communication, Public Engagement, Health Sciences, Social Sciences, or a related field;
- Track record of developing and delivering comprehensive PPIE programmes within health research;
- Experience working in low-resource or developing country settings.



Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Travel outside of Europe or North America on University Business



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates



Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.