



JOB DESCRIPTION

Job Title:	HDRC Community Research Engagement Lead
Responsible to:	Health and Care Lead
Strategic relationships:	Residents, people with lived experience and their carers, Voluntary, Community & Social Enterprise agencies, senior managers in HIVE and strategic partners
Hours of work:	Full time 37 hours a week (part time hours will be considered)
Purpose of the Post:	<p>Develop, deliver and lead the Portsmouth Health Determinants Research Collaborative public and community co-production and engagement programme that maintains the focus on community-led research – aiming for involvement across all key stages of research:</p> <ul style="list-style-type: none">• the development of research priorities• research design• conducting research• developing interventions and• disseminating findings back to the community to enable productive co-production between residents, community groups and organisations
Salary:	£35,000

This post is subject to a satisfactory DBS check at an enhanced level.

Duties and Responsibilities

1. Community relationships and engagement

- Establish and maintain strong advocacy relationships with residents and community groups in order to generate ideas for, and partnership in, the delivery of research that reflects community-led concerns, motivations and interests
- Utilise relationships with residents and community organisations to develop an awareness of the HDRC programme, the opportunities for public engagement/involvement and facilitate the involvement of citizens as active and equal partners in research
- Develop a public involvement and community engagement programme that aims for resident and community led involvement across all key stages of research:
 - the development of research priorities
 - research design
 - conducting research
 - developing interventions and

- disseminating findings back to the community to enable productive co-production between residents, community groups and organisations
- Establish approaches that aim to reflect the health inequalities within the city as well as the diversity of the city's communities
- Identify and implement innovative approaches to co-production, co-design, engagement, and consultation, including the use of a range of engagement techniques such as social media, and new technologies
- Co-ordinate, supervise, manage or mentor residents who become involved in the HDRC or any of its work programmes
- Develop, manage and implement involvement tools, supporting the HDRC team and HIVE's Senior Management Team to commission these if required
- Build and implement the policies and mechanisms for the compensation and remuneration of residents or representatives of community agencies who are involved in HDRC work
- Working with the HIVE Senior Management Team and the HDRC Programme Manager, support the co-ordination of budgets and expenditure that support community-based research, involvement and engagement - including paying for people's time and for training & resources

2. Partnership working

- Develop reciprocal relationships with local community groups, voluntary, charitable & social enterprise organisations (VCSE) and their Alliances
- Support the development of a strong VCSE Alliance network, working to incorporate into Alliance functions a way of connecting community voices and research priorities
- Act as an expert advisor regarding involvement, engagement in research, and co-design approaches, able to draw on both practice and evidence to provide advice and technical guidance to the HDRC and partners
- Network and collaborate with organisations engaged in shared learning about public and community research involvement including the not-for-profit sector, University of Portsmouth, other Higher Education Institutions and NHS partner organisations
- Support the delivery of a research infrastructure that embeds the principles of equity, diversity and inclusivity in its actions
- Work day-to-day in partnership with the engagement and involvement leads within each of the HDRC partners

3. Supporting HDRC development & governance

- Coordinate collaborative development and delivery of community engagement and involvement in the governance of the HDRC including establishing a Citizens Research Reference Network (or equivalent function)
- Provide regular reports and updates to the relevant HIVE and HDRC governance structures as agreed

- Working closely with a wide variety of colleagues across the HDRC and its partners, to connect the outputs of any local research enabled by the HDRC to the decisions and activities that affect Portsmouth residents, including within Portsmouth City Council as well as the voluntary, community & social enterprise sector and wider partners
- Develop and contribute to research bids to secure additional funding for community-led proposals
- Help residents, communities and the HDRC to celebrate its successes and share this with stakeholders and our communities
- Contribute to written HDRC progress reports for funders, public papers and other outputs aimed at various audiences.

4. Health and Safety

- Prioritise safeguarding within networks and service transformation proposals, and where necessary reminding each partner or organisation of their individual and collective responsibility.
- Ensure the correct reporting mechanism are followed for highlighting any concerns regarding the wellbeing of participants, and where appropriate put arrangements in place to enable continued input.
- Ensure all events and activities have appropriate risk assessments in place.
- Maintain appropriate accident records and reports as required.
- Maintain accurate health and safety records as required.

5. General

- Carry out all tasks and duties that may be assigned by HIVE Portsmouth.
- Line manage and supervise staff as may be required.
- Comply with all policies, procedures and governing documents.
- Maintain all systems in line with the General Data Protection Regulation (GDPR) and all relevant data protection legislation.
- Work proactively to ensure environmental sustainability of all operations.
- Work in effective collaboration with all staff of the HIVE Portsmouth embracing a 'one team culture'.
- Attend all relevant meetings, preparing papers and reports as and when required.
- Provide cover for the helpdesk and helpline as and when required.
- Deal with customer feedback, whether positive or negative, in a courteous, efficient and timely manner.

- Portray a positive image, both internally and externally of HIVE Portsmouth by displaying high standards of service, integrity, punctuality, politeness and professionalism.

HIVE Portsmouth brings people together to build a happier, healthier and more connected city.

HIVE Portsmouth is a registered charity in England and Wales (1189067) and a company limited by guarantee registered in England and Wales (12064936).

Date: August 2024