

## Job Description

<b>Job title</b>	Research Associate – Inclusion and co-production
<b>School / department</b>	The Geller Institute of Ageing and Memory
<b>Grade</b>	Up to Grade B, P24
<b>Line manager</b>	Professor of Ageing and Dementia
<b>Responsible for (direct reports)</b>	N/A
<b>Date of creation or review</b>	01/10/2024

### Main purpose of the job

We are seeking an innovative and talented individual to join us as a Research Associate within the Geller Institute of Ageing and Memory (GIAM), University of West London. The post will support the development of networks of lived experts and the involvement of diverse communities in research, to co-produce research priorities and outputs that can realize sustained change and deliver equalities in care for people living with dementia and their families.

This is an opportunity to join an interdisciplinary team with expertise in sociology, psychology, social policy, epidemiology, nursing, and philosophy, with our research drawing upon a wide range of methodologies and guided by an inclusive approach.

The post involves working across GIAM, with a focus on supporting the involvement of people living with dementia and family carers in research and to deliver a programme of outreach to support the inclusion of diverse communities in all stages of our ongoing NIHR funded research projects.

You will support patient and public involvement (PPI) panels and help to increase and diversify membership through community outreach and engagement. You will support PPI involvement in co-production through developing and harnessing creative and inclusive approaches for meaningful engagement and collaboration. You will support community partners involvement through creating opportunities for networking and knowledge exchange. Organise and facilitate public engagement events (online and in person) with people with dementia, carers and staff to facilitate their engagement in research projects and the dissemination of research findings. Support the evaluation of patient and public engagement activities.

In addition, the post holder will have career development opportunities, including contributing to the writing and development of study outputs, research funding applications and the delivery of postgraduate education programmes within GIAM.

This is a full-time role, and you will be offered on a fixed term contract for 12 months. The role will involve some UK travel and overnight stays which will be reimbursed.

### Key areas of responsibility

1. To organise and manage the recruitment to PPI panels to two new NIHR studies and GIAM activities ensuring diversity in membership through community outreach.
2. Providing training and support to PPI members.
3. Deliver the day-to-day organisation of PPI networks and panels to ensure meaningful involvement, including organising meetings and making action notes. Supporting PPI members in claiming payment for their time.
4. To organise and deliver community outreach events (online and in person), and recruitment, liaising with community organisations and experts by experience to support two NIHR research grants to meet their targets and produce meaningful outputs.
5. To support the ongoing evaluation of PPI activities.
6. To organise and deliver community dissemination events (online and in person) helping to share study outputs with their intended audiences in an engaging way.
7. Support co-production programmes and the co-design and delivery of outputs, dissemination, and impact.
8. Contribute to the writing of publications, reports, and outputs.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

## **Dimensions / background information**

### **The Geller Institute of Ageing and Memory**

We are a flagship Institute at the University of West London (UWL), delivering interdisciplinary applied research and education. Our focus is on delivering the evidence to inform high quality, cutting edge, health and social care to benefit people living with dementia, older people, and their care partners and families.

At the heart of our mission is to ensure the most vulnerable populations of people living with dementia and older people have better experiences of health and social care and are supported in living well and living at home for longer. All our research and education programmes are guided by an inclusive approach.

We are an interdisciplinary team, with expertise in sociology, psychology, social policy, epidemiology, nursing, and philosophy, with our research drawing upon a wide range of methodologies.

Our research funding incorporates Department of Health and Social Care contracts (via NIHR), funding from national and international charities, and philanthropic support. We have established a reputation for the rapid translation of our research into impact, which is informing public discourse, shaping the policy agenda, and translated into practice improvements.

Our postgraduate education programmes offer interdisciplinary, research focused, evidence-based teaching and supervision. Our postgraduate courses are designed to cultivate leaders in ageing and dementia care, and improve practice across health and social care settings.

The Institute is based within The School of Medicine and Biosciences. For further details and to see our team, please visit: <https://www.uwl.ac.uk/research/research-centres-and-groups/geller-institute-ageing-and-memory>

### **The School of Medicine and Biosciences**

The School of Medicine and Biosciences at UWL, is an interdisciplinary research-driven School, embedded within an area of West London with diverse populations and significant pockets of both deprivation and affluence. We work in partnership with policy makers and practitioners to improve the health of our communities and reduce inequalities, developing and delivering hyperlocal health and social care initiatives, which have the potential to scale up locally and nationally. We deliver research-led undergraduate and postgraduate taught courses in Biosciences and Dementia Care. Our research themes: Ageing and dementia; Healthcare inequalities; Public Health; Gene-targeted cancer therapy; and Translational Medicine.

This post is based in Ealing, West London. The applicant will be required to travel for some meetings and events, expenses will be paid.

## Person Specification

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<b>Qualifications and/or membership of prof. bodies</b>	Masters in health or social sciences or similar	Essential	X	X	
	PhD or working towards a PhD in health or social sciences or similar	Desirable			
<b>Specific skills to the job</b>	Experience of either conducting research with or working alongside people with dementia and/or their family carers	Essential	x	x	
	Experience of involvement of experts by experience in research and/or community partners	Essential	x	x	
	Experience of planning and facilitating groups and event for people with dementia and carers	Essential	X	X	
	Experience of networking and collaboration with community / charitable organisations	Essential	x	x	
	Excellent written and oral communication skills. Able to adapt communication for different audiences.	Essential	x	x	
	Understanding and experience of co-production methodologies	Desirable	x	x	
	Interest and experience in creative / artistic engagement methods to allow people to share their views and experiences	Desirable			
	Excellent organisational and time and project management skills,	Essential	x	x	

<b>General skills</b>	ability to work to deadlines and prioritise competing workloads				
	Ability to work independently as well as part of a team	Essential	x	x	

**Disclosure and Barring Scheme** Is a DBS Check required:  DBS (This post requires an enhanced DBS check - with Adult Barred Check)

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

<sup>1</sup>**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

<sup>2</sup> **Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.