

JOB DESCRIPTION

POST:	Involvement and Partnership Officer
LOCATION:	Knockbracken Healthcare Park - but will be a Trust wide post
BAND:	7
REPORTS TO:	Senior Manager - Community Development / PPI
RESPONSIBLE TO:	Co-Director, Public Health

Job Summary / Main Purpose

The post holder will be responsible for supporting the development of approaches to embed Personal and Public Involvement (PPI), co-production and partnership working into the culture, ethos and practice of services within the Belfast Trust. This will be in line with regional legislation and policy including HSC Reform Act (NI) (2009), Making Life Better, Health and Wellbeing 2026, Programme for Government and the Co-production guidelines for NI.

They will support service users, carers, members of the public and the community and voluntary sector to work in partnership with Trust staff to create, plan and implement a range of methodologies and opportunities for PPI, co-production and partnership working. They will assist with the monitoring and evaluation of these activities in line with the Trust's Involvement strategy.

The post holder will support the development of partnership working with the community and voluntary sector and will represent the Trust on a range of external groups and forums.

Main Duties / Responsibilities

For each of the following, the postholder will;

- Support the strategic and operational development, delivery, management and monitoring of PPI, co-production and partnership working across services within the Trust.
- Support the PPI Lead in the development and delivery of a range of training and education programmes across the Trust to improve and enhance PPI, co-production and partnership working by staff.
- Provide specialist advice, guidance and support to Trust staff on the development, delivery and evaluation of PPI, co-production and partnership working.
- Support the recruitment and retention of service users and carers to support PPI and co-production work within the Trust.
- Represent the Trust on a range of external groups and forums and support the two-way flow of information to support the work of these groups.

Communication and Relationships

- Act as a champion for PPI, co-production, community development approaches and partnership working.
- Develop strong working links with stakeholders, internal and external, including service users, carers, advocates and the wider community and voluntary sector.
- Actively promote the vision, ethos, concepts and practice of PPI, Co-production, community development and partnership working across all aspects of Belfast Trust business and with key partners.
- Ensure effective communication and networking with the community and voluntary sector through the development of robust, communication and information processes and systems.
- Challenge organisational and individual decision-making practice where PPI, co-production and partnership working are not evident, seeking improvement in practice where it is necessary.
- Work across Belfast Trust to communicate and evaluate best practice and the impact of PPI, co-production and partnership working.

Planning and Organisation

- Lead on the development, implementation and evaluation of regional or local plans in response to identified needs and strategic priorities.
- Work closely with representatives of the PHA, HSCB, LCGs, Trusts, Special Agencies, service users, carers, advocates, community and voluntary organisations to ensure the delivery of identified priorities in relation to PPI, Co-production and partnership working.
- Contribute to the development of capacity building and support processes for service users, carers and communities to enable them to participate confidently and effectively in PPI and Co-production opportunities within the Trust.
- Support the development and implementation of mechanisms for gathering evidence and evaluating the impact and outcomes of PPI, Co-production, community development and partnership working.

Policy/Service Development

- Influence planning and decision making to ensure that PPI, co-production, community development and partnership working are reflected in the work of the Trust.
- Review evidence of effective PPI, co-production and partnership working approaches and ensure that this informs and updates current practice on a regular basis.

Financial and Budgetary Management

- Work with the PPI Lead to identify and obtain resources both within the HSC system and externally if possible, to advance and strengthen the concepts, objectives and practice of PPI.
- Prepare spending plans and report on spend against budget where budgets have been secured.

Human Resources

- Be responsible for the recruitment and selection, appraisal and development of any immediately more junior members of staff that may be appointed.

- Be responsible for agreeing the work-plan of and for the supervision of any more junior PPI staff that may be appointed.
- Review individually, at least annually, the performance of staff who may report to him/her and provide guidance on personal development requirements and advise on and initiate further training where appropriate.
- Delegate responsibility and authority to staff within his/her control, consistent with effective decision making while retaining overall responsibility and accountability for results.
- Maintain staff relationships and morale among staff reporting to him/her.
- Take such action as may be necessary in disciplinary matters in accordance with the procedures laid down and approved by Belfast Trust.
- Ensure Belfast Trust policies are adhered to by all staff reporting to him/her and take appropriate action when such policies are breached.
- Apply Belfast policies in relation to staffing issues as laid down in the staff handbook.

Equality

- Assist the Belfast Trust in the fulfilment of its statutory duty under Section 75 of the Northern Ireland Act 1998, to promote equality of opportunity and good relations, and also the Human Rights Act 1998 and the Disability Discrimination Order 2007.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- The post holder will promote and support effective team working, fostering a culture of openness and transparency. The post holder will ensure that they take all concerns raised with them seriously and act in accordance with Belfast Trust's Whistleblowing Policy and their professional code of conduct, where applicable.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognises the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust’s ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

PERSONNEL SPECIFICATION

JOB TITLE / BAND: Involvement and Partnership Officer / Band 7

DEPT / DIRECTORATE: Community Development / Performance, Planning and Informatics

Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Qualifications Registration Experience	<ul style="list-style-type: none"> • Hold a university degree or recognised professional qualification. • Have a minimum of 2 years' experience at Band 6 or above or equivalent in a role delivering outcomes within a personal and public involvement, health improvement, community development and /or service improvement role. • A minimum of one year's experience at Band 6 or above delivering outcomes with a diverse range of internal and external stakeholders including the voluntary and/or community sector. • Experience of delivering outcomes in an environment that demonstrates commitment to PPI and Co-production in its approach to commissioning, planning, or delivering health and social well-being services. • Evidence within work practice of a high level 	Shortlisting by Application Form

	<p>of commitment, understanding and innovation in developing the opportunities for user involvement, co-production and partnership working.</p> <ul style="list-style-type: none"> • Experience in managing projects and meeting deadlines. • Experience of designing and delivering training. • Have a proven track record of leading and facilitating partnership working approaches to promote wellbeing and of working with other agencies, organisations and community groups. • Working knowledge of Microsoft Office applications, e-mail and internet. 	
Other (e.g. Driving etc.)	<ul style="list-style-type: none"> • Hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. <p><i>'Where disability prohibits driving, this criteria will be waived if the applicant is able to organise suitable alternative arrangements.'</i></p>	Shortlisting by Application Form
Knowledge Skills Abilities	<ul style="list-style-type: none"> • A high level of commitment, enthusiasm, motivation and understanding for the current focus on PPI. • Effective written and verbal communication skills to meet the needs of the post including preparing reports, making presentations, etc. • Effective planning and organisational skills with an ability to prioritise own workload and adapt to workload pressures and timescales with minimum supervision. • Ability to provide effective leadership. • Ability to identify solutions to problems and implement them effectively. • Ability to work to tight timescales whilst meeting targets. • Up-to-date knowledge and understanding of legislation as it pertains to PPI, of PPI policy, of relevant strategies and issues. • Understanding of the rationale for and benefits of PPI, partnership working and co-production to service users, carers, the public, staff and HSC organisations. 	Interview

DESIRABLE CRITERIA

Desirable criteria will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these. Failure to do so may result in you not being shortlisted.

Factor	Criteria	Method of Assessment
Qualifications Registration Experience	<ul style="list-style-type: none">Recognised third level qualification in health and social care, education, PPI, Community Development, business, administrative, or corporate function.	Shortlisting by Application Form

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates *and* one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter *and* photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. *Failure to produce evidence will result in a non-appointment.*

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

HSC Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role

What does this mean?	What does this look like in practice?
 <p data-bbox="358 583 583 611">Working together</p> <p data-bbox="181 621 764 779">We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul data-bbox="808 415 1435 762" style="list-style-type: none">• I work with others and value everyone's contribution• I treat people with respect and dignity• I work as part of a team looking for opportunities to support and help people in both my own and other teams• I actively engage people on issues that affect them• I look for feedback and examples of good practice, aiming to improve where possible.
 <p data-bbox="404 999 539 1026">Excellence</p> <p data-bbox="181 1037 764 1161">We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.</p>	<ul data-bbox="808 884 1435 1119" style="list-style-type: none">• I put the people I care for and support at the centre of all I do to make a difference• I take responsibility for my decisions and actions• I commit to best practice and sharing learning, while continually learning and developing• I try to improve by asking 'could we do this better?'
 <p data-bbox="342 1388 607 1415">Openness & Honesty</p> <p data-bbox="181 1430 764 1486">We are open and honest with each other and act with integrity and candour.</p>	<ul data-bbox="808 1245 1354 1455" style="list-style-type: none">• I am open and honest in order to develop trusting relationships• I ask someone to help when needed• I speak up if I have concerns• I challenge inappropriate or unacceptable behaviour and practice.
 <p data-bbox="394 1717 548 1745">Compassion</p> <p data-bbox="181 1755 764 1906">We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul data-bbox="808 1602 1398 1833" style="list-style-type: none">• I am sensitive to the different needs and feelings of others and treat people with kindness• I learn from others by listening carefully to them• I look after my own health and wellbeing so that I can care and support others.