



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** NIHR SSCR Involvement Manager

**Department/Division:** NIHR School for Social Care Research  
**Accountable to:** NIHR SSCR Director

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Good level of education or equivalent learning and development	E
	Understanding and lived experience of using, or supporting individuals using, adult social care services	E
	Experience of being involved in a co-production process or working collaboratively with people with lived experience	E
	Experience of public involvement in a research or policy advisory group(s), ideally in a leadership, management or oversight role	E
	Ability to share diverse experiences from people with lived experience through their interactions and networks in addition to their own personal experiences	E
	Good understanding of the role, methodologies and impacts of involvement in research	E
	An interest in adult social care research	E
	Willingness to learn about adult social care policy and research	E
<b>Communication</b>	Ability to use email, internet and Microsoft Word	E
	Excellent oral and written communication skills with the ability to write clearly for a wide audience	E
	Ability to listen to others and express own views in a constructive way	E
	Ability to work respectfully and effectively with people from diverse backgrounds, perspectives and experiences	E
	Fluency in written and spoken English	E



	Ability to maintain confidentiality	E
<b>Teamwork and Motivation</b>	Experience of planning and supervising the work of others	E
	Experience of supporting researchers and/or public advisors with involvement in research activities and problem solving	E
	Experience of leading a team, meetings or being on a committee	D
<b>Service delivery</b>	Capacity to develop and deliver strategy and action plans	E
	Ability to review progress against work programmes and make changes to improve progress	E
<b>Liaison and Networking</b>	Experience of developing connections with health/social care community networks, associations or societies	E
<b>Initiative and Problem Solving</b>	Evidence of strategic thinking and problem solving skills	E
	Enthusiasm for developing, improving and sharing new ways of working	E
<b>Analysis and Research</b>	Experience of making recommendations based on available information and evidence	D

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**