



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: NIHR SSCR Involvement Manager

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

Job Summary

The NIHR School for Social Care Research (NIHR SSCR) was set up by the National Institute for Health and Care Research (NIHR) in 2009 to improve the evidence base for adult social care practice in England. Directed by Professor Martin Knapp, NIHR SSCR is a partnership between seven universities and is led at LSE. Since 2009, NIHR SSCR has commissioned 210 research studies and a number of scoping and methods reviews, with about 50 current projects.

We involve people with lived experience, family and unpaid carers and social care professionals in a wide range of activities. Their contributions have already been significant and are important to continuing to develop our involvement activities, supported by our [User, Carer, Practitioner Reference Group \(UCPRG\)](#).

To strengthen and support NIHR SSCR's and the Group's activities, we would like to appoint an **Involvement Manager** at 0.40 FTE (two days a week) until 30 April 2024. The successful applicant would start as soon as possible.

The Involvement Manager *must* have lived experience of adult social care or be a family/unpaid carer or a social care professional, and should also have appropriate connections with networks or organisations to enable them to bring others' perspectives to the role.

The Involvement Manager will

- take day-to-day responsibility for managing the School's involvement initiatives and supporting the UCPRG and its members;
- support our Executive Group in their role of overseeing our various strategic priorities on involvement;
- work alongside members of the School to ensure appropriate involvement in the delivery of our research programmes, workshops and conferences; and
- contribute to developing and sharing 'best practice' on involvement and engagement in adult social care research, including exploring how to sustain and develop 'good practice'.

We are able to offer flexible working arrangements (such as working from home) and flexible working hours. The postholder will need to be willing to travel when needed for meetings (which are usually held on weekdays and organised to consider everyone's availability).

We are happy to consider a job share arrangement for this position (for example two individuals working one day a week each and carrying out the role together).

We will provide an induction to NIHR SSCR and our activities at the start of the role, and ongoing support to the postholder. We will support the postholder with training and opportunities to develop in their role.



Duties and Responsibilities

In carrying out their responsibilities, the NIHR SSCR Involvement Manager will be part of a supportive team within the School and work alongside others who also have responsibility for involvement (such as members of the UCPRG).

NIHR SSCR's Involvement Manager will:

- Lead the review of our Involvement Strategy and manage a co-developed workplan with the UCPRG
- Chair UCPRG meetings, with support from the School to organise meetings
- Support the School to develop involvement capacity by, for example:
 - liaising between the UCPRG and Executive Group about the development needs of members of UCPRG for their activities
 - identifying and supporting training needs for researchers on involvement
- Support the School to identify, share and promote good examples of involvement within our commissioned research
- Support the School's review of involvement across our activities and research, including to develop and implement meaningful methods for impact evaluation
- Provide advice to the School and UCPRG on issues of involvement as well as equality, diversity and inclusion
- Support activities to embed and sustain 'best practice' in involvement for social care research and future activities
- Lead and contribute to School reports and papers on involvement as appropriate
- Liaise with the School on involvement work across the three NIHR Research Schools (Primary Care, Public Health and Social Care) and NIHR generally.

In all activities the Involvement Manager will work with the UCPRG.

The Involvement Manager will be expected to join some NIHR SSCR Executive Group meetings to advise on involvement and engagement matters.

The Involvement Manager will be supported by the School's Associate Director Lead for Involvement and the Research Programme Manager. Administrative and practical support will be provided by the School.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on



the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the LSE's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The LSE's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.