IMPERIAL

Patient and Public Involvement and Engagement (PPIE) & Inclusion Lead

Department/Division/Faculty:	Imperial Clinical Trials Unit, School of Public Health, Faculty of Medicine
Campus/Location:	Stadium House, White City Campus
Job Family/Level:	Professional Services, Level 3b (Salary scales)
Responsible to:	ICTU Director of Operations
Line management for:	None
Key working Relationships (Internal):	Staff within ICTU, Investigators across the Imperial AHSC and Imperial BRC, Patient Experience Research Centre, PPI Leads at PERC, Institute of Global Health Innovation, the Clinical Research Facility and other groups across Imperial College
Key Working Relationships (External):	Public partners, Clinical Investigators / collaborators within Imperial College Healthcare NHS Trust and further afield, Divisional Research Managers (ICHNT), the UK Registered CTU Network, Sponsor organisations, other research institutions and organisations, local and national research networks
Contract type:	Part time (0.6FTE), fixed term until 31st March 2028

Purpose of the Post

ICTU is member of the UK Registered Clinical Trials Unit Network and brings together academic, clinical and trial management expertise from across the Imperial College Academic Health Science Centre (IC AHSC) to deliver world class clinical trials of all phases and designs. The Unit also collaborates with members of the designated Academic Health Science Network for North West London, Imperial College Health Partners, other national clinical and scientific key opinion leaders, other CTUs and with Industry.

The Unit leads primarily on the design, conduct and analysis of national and international multi-centre trials and staff, with specialist disease and methodological knowledge, have input at all stages of the trial lifecycle; thus ensuring all activities are conducted according to the principles of ICH GCP and in compliance with the

appropriate regulatory and ethical requirements. The Unit also manages a small early phase portfolio with an emphasis on the design and analysis aspects of these studies. Current therapeutic areas of expertise include Cancer, Cardiovascular, Emergency Medicine and Critical Care, Infectious Diseases, and Surgery.

A key role within ICTU, and linking with the wider UK CTU PPI network, this post has responsibility for leading the Unit's PPI/E and Research Inclusion activities and providing advice, guidance and support to researchers and patient and public representatives involved in the development, conduct and delivery of the ICTU portfolio of trials and research projects.

Working closely with the operational staff and Investigators within ICTU, this role requires a thorough understanding of, and expertise in, the national standards and expectations for effective and high-quality PPI/E and Inclusion activities to ensure they are embedded throughout the life cycle of the Unit studies and contribute meaningfully to the research outputs.

The post holder will undertake a wide range of activities including identification of gaps in current practice, developing information and training modules for researchers and public partners, delivery of training sessions at ICTU and in conjunction with other teams at the AHSC, and support calculation and inclusion of appropriate PPI and research inclusion costs to grant budgets prior to submission to funders.

Key Responsibilities

Grant, protocol and trial conduct

- Play a key role in the work up of relevant grant applications for ICTU portfolio trials and projects in terms of ensuring adequate and high-quality PPI input and advising on the opportunities within applications for embedding public representation and contribution.
- Advise on and support the integration of Research Inclusion principles into trial design and recruitment strategies, helping study teams identify and reduce barriers to participation for underserved groups.
- Advise on appropriate costs for PPI/E and Research Inclusion to PIs and academic collaborators
- To apply existing expertise and experience in PPI/E matters across all aspects of trial development, conduct and delivery, from research prioritisation through implementation and up to evaluation, to ensure optimal levels of lay input and recognition of lay perspectives are achieved at all times and to support other members of the team in this area
- To work with ICTU staff and Investigators to ensure that trials are designed inclusively and that research inclusion principles are considered throughout the research lifecycle, in line with NIHR guidance and expectations
- Maintain a strong and current working knowledge of national developments and initiatives regarding PPI/E e.g. NIHR Centre for Engagement and Dissemination and specifically in context of conduct of clinical trials and research projects.
- To identify barriers to the successful inclusion of PPI/E in the conduct and delivery of ICTU studies and develop strategies and mechanisms with the study teams and key stakeholders to overcome these barriers and increase patient and public involvement
- Ensure the development of 'best practice' for ICTU in patient and public involvement and facilitate dissemination amongst teams, investigators and trial sites so benefits are shared as widely as possible
- Support the Director of Operations to implement processes, systems and policies to standardise, ensure consistency of approach and optimise PPI functions across all therapeutic areas of interest

- Develop training materials (written and verbal skills) for ICTU staff, researchers and public partners to assist involvement in research
- Support recruitment of public contributors to study advisory panels, ensuring diversity of expertise and members

Information, Performance and Quality Assurance:

- Assist with the production of key documents and reports e.g. NIHR, BRC that require updates for ICTU PPI and Inclusion activities and outputs
- Ensure that information is disseminated across the Unit, and AHSC as appropriate, and that data / metrics are uploaded as required onto local and national databases (as applicable) in a timely and accurate way
- Create, maintain and update the ICTU PPI webpages and ensure timely presence of up-to-date information; upload relevant documents and attach links to optimise accessibility by others
- Develop methods to evaluate the impact of PPI activities in the Unit and provide ongoing assessment of impact
- Create and maintain ICTU SOPs, processes and guidelines for PPI and Inclusion on clinical trials

Communication and Relationships:

- Contribute to ICTU communications regarding PPI & Inclusion activities and in-house resources including the preparation and delivery of presentations, reports and newsletters to ICTU staff, trial Sponsors, the Investigators and staff of the trials run by ICTU, and other relevant organisations and stakeholders as required
- Liaise and collaborate with Imperial BRC on PPIE events and initiatives
- Represent the unit regarding PPI activities at a local and national level including the Exchange Network and the UK CTU Network PPI group.
- Establish and maintain effective working relationships with all relevant organisations and individuals including members of ICTU, PPI/E staff at other CTUs and the UKCTU network, relevant staff from the Research Delivery Networks, Principal/Chief Investigators.
- Provide input on behalf of ICTU on practice and procedures for national and international surveys on PPI/E and Equality, Diversity and Inclusion
- Represent ICTU in national Research Inclusion initiatives and networks, sharing best practice and embedding inclusive approaches alongside PPI/E activity.
- Facilitate engagement activities to promote patient and public involvement at ICTU at events e.g. Great Exhibition Road Festival

IMPERIAL

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Education	
First degree, or equivalent, in a biomedical/scientific/statistical or allied field or equivalent.	E
Masters or Postgraduate qualification in clinical research, PPI/E or relevant therapeutic area	D
Experience	
Experience of undertaking and leading Public Involvement activities including reviewing relevant sections of grant applications, convening focus groups, chairing meetings of mixed lay and expert representation, developing and delivering training modules, reviewing / assessing and implementing national standards across the Unit	E
Experience of developing and delivering training materials and modules to diverse audiences	E
Experience of working in the NHS and/or academia	E
Experience in the line management of research and research–related staff	D
Experience of professional leadership	D
Knowledge	
Knowledge of the governance and legislative framework for conducting clinical research studies, including Good Clinical Practice	E
Knowledge of current national systems and structures for the funding and support of clinical research in the NHS, with particular emphasis on expectations for PPIE and Research Inclusion	E
Knowledge of national Research Inclusion standards and frameworks (e.g. NIHR Strategy, guidance, INCLUDE frameworks) and how they apply to trial design, delivery and recruitment.	E
Development of PPI and Research Inclusion sections of grant applications according to national guidelines and standards	E
Skills & Abilities	
Excellent interpersonal, communication and influencing skills - both oral and written	E

Ability to prepare and deliver presentations and reports to a high standard and a range of audiences	E
Evidence of effective relationship building across organisation, disciplines and professions	E
Ability to work with minimal day-to-day supervision	E
Good IT skills, particularly in the use of Web applications and MS Office applications	E
Flexible approach to working and a desire to develop knowledge	E
Excellent attention to detail	E
Highly motivated, with the ability to influence and inspire others	E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

October 2026