



Job Description

Interim Head of UCL Centre for Co-production in Health Research (Maternity Cover)

Department: **UCL Culture**

Location: **Bloomsbury, London**

Grade: **8**

Salary: **£43,884 to £51,769 per annum, inclusive of London Allowance**

Hours of work: **20 hours per week (part-time)** for five months in the first instance

Reports to

Director of Engagement

About UCL Culture

UCL Culture is a multidisciplinary team committed to connecting the world with UCL through innovative programming and engagement activities. We use our assets in the form of collections, museums, theatre and most importantly our people and know how to mobilise the UCL community, inspiring them to engage people with their research and their research with people. We amplify their work through the delivery of compelling and coherent programmes of events, public engagement activities, public art, performance, exhibitions and permanent museum displays to create cutting edge cultural experiences. We collaborate, light sparks, disrupt and provoke. We use our objects, insights and expertise to reframe questions and surface new ideas. We believe in the power of open because open minds see further.

The Engagement team works to support both institutional change and the multiple departmental and individual journeys which combine to create a culture of collaboration and dialogue between the university and the world outside. It comprises the Public Engagement team, the Community Engagement team, the Evaluation team and the Schools Engagement team and is an active contributor to Public Engagement at a national and international level.

UCL School of Life and Medical Sciences (SLMS) is a major biomedical research centre and a

leader in medical and health research. The SLMS Research Coordination Office is an integrated team of research facilitators and coordinators who work to encourage cross-disciplinary research communities and collaborations, increase the success of research funding applications, and develop UCL's health-related research strategy.

The UCL Centre for Co-production in Health Research, funded by Wellcome Trust via the Institutional Strategic Support Fund is a 5-year strategic initiative designed to catalyse and support the co-production of health and social care research. The characteristics of co-production encourage collaboration and underline the value of people's expertise through experience; researchers, practitioners and public work together, sharing power and responsibility from the start to the end of a research project. We are committed to taking a co-production approach to the development of the Centre itself and have thus far been working with a network of co-producers made up of patients, members of the local community (East London and Camden), healthcare practitioners, researchers, students and university professional services staff.

Working with:

Within UCL: Colleagues within UCL Culture particularly Head of Evaluation, Evaluation Manager and the Project Co-ordinator UCL Centre for Co-production in Health Research; senior academic and professional colleagues within SLMS including the Dean of Population Health Sciences (Chair of the Centre's Allies Group), SLMS Research coordination teams and key staff located in

UCL's three Biomedical Research Centres and within the academic health science partnership of UCL Partners.

Outside UCL: Those leading co-production and public engagement activity in universities and nationally; external stakeholders including relevant funding bodies such as the National Institute for Health Research and Wellcome Trust.

Main purpose of the job

To lead on the strategic development and sustainable future of the UCL Centre for Co-production in Health Research.

This post is responsible for the strategic development and long term sustainability of the UCL Centre for Co-production in Health Research. Now two years into project funding, the Centre has been developed using co-production principles in partnership with a network of internal and external stakeholders – our “co-producers”. The Centre has co-produced a set of aims and principles, an approach to associated training and an evaluation framework. We have completed Phase 1 Pilot funding of projects and embarked on Phase 2 Pilots. We have also established a strong presence, both within UCL and nationally, using relationship development work, conference presentations, workshop sessions, networks, webinars and social media to contribute to and inform national debate around the role of co-production in health research. The main focus for this maternity cover role is to develop the long term financial sustainability and business model for the Centre, aligned where possible to UCL major health research-related initiatives.

Duties and responsibilities

- Develop and implement a programme of work designed to establish a sustainable future for the UCL Centre for Co-production in Health Research in consultation with UCL Culture and SLMS colleagues
- Oversee the Wellcome Trust ISSF3 budget and reporting requirements to SLMS and the Wellcome Trust
- Oversee commissioning of the evaluation of the Centre's work, disseminating the learning which results and using it to inform evidence-based policy
- Provide direction and secretariat for and be a key member of the Strategic Delivery Board/Allies Group designed to champion the ISSF3-funded programme of work

- Sustain and develop the “co-producers” network at the heart of the Centre's work
- Develop Invitation to Tender documentation to commission work on the visual identity and web presence for the Centre
- Develop a fully costed plan for a sustainable business model for the Centre
- Sustain key external partnerships to ensure the sustainability of the Centre
- Develop and foster good relationships with key stakeholders within UCL – professional services and academic staff - in order to ensure that the work of the Centre is fully aligned with, and contributes to, broader institutional strategy and, where possible, the UCL Major Projects Portfolio
- Manage the Centre's strategic funding streams in a way that aligns with co-production principles, the UCL Culture Manifesto, UCL Public Engagement Strategy and UCL East Engagement Strategy

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post will be expected to meet UCL's expectations of core behaviours, as outlined in the [UCL Core Behaviours Framework](#).

The post holder will be expected to proactively maintain their own continuing professional development in order to meet the requirements of the role.

The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

The post holder will carry out their duties in a resource efficient way and actively support [UCL's Sustainability policies and objectives](#) within the remit of their role.

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Knowledge, Education, Qualifications and Training		
A degree or equivalent relevant experience	E	A
Knowledge and understanding of best practice and the practical application of coproduction approaches to research	E	A/I
Comprehensive working knowledge of Microsoft Office applications, including Word, Excel and Outlook	E	A
Skills and abilities		
Excellent team working skills, and the ability to work collaboratively as both part of a multidisciplinary team and on own initiative	E	A/I
Ability to lead, guide and develop a multidisciplinary team to achieve an agreed goal	E	A/I
Ability to devise and implement strategy and to deliver on organisational goals and business improvement	E	A/I
Proven ability to plan, prioritise and manage a varied workload	E	A/I
Excellent oral and written communication skills, with the ability to explain complex information clearly and accurately to a diverse range of stakeholders	E	A/I/T
Ability to develop sustainable relationships, partnerships and influence a diverse range of colleagues, community partners and stakeholder organisations, including public and voluntary sector agencies	E	A/I
Ability to acquire, analyse and use quantitative and qualitative data to evaluate impact and use evaluation findings to inform development of evidence-based strategy and programme development	E	A/I
Experience		
Experience of programme development using co-production principles	E	A/I
Experience of culture change work; challenging predominant hierarchies and power structures in order to champion new ways of working	D	A/I
Personal Attributes		
Experience of promoting Equality, Diversity and Inclusion (EDI)	E	A/I