

SCHOOL OF MEDICINE APPOINTMENTS
LEAD FOR PUBLIC ENGAGEMENT

1. **Context.** The appointment holder promotes quality enhancement of, and leads development of strategy for, public engagement activities within the School of Medicine. In the context of the School of Medicine, public engagement activities may include; outreach, patient and public-involvement, collaborative research, community engagement, community-based learning, and widening participation.
2. **Purpose.** To embed and expand a culture of public engagement within our School, monitor impact of public engagement activities, inform the development of a School strategy for public engagement and engage with the University strategy in this area.
3. **Responsibilities and duties:**
 - a. Chair the School's Public Engagement Committee and formulate its membership.
 - b. Lead the development, communication and implementation of a School strategy on public engagement.
 - c. Represent and advocate for best practise in public engagement at School level.
 - d. Promote quality enhancement and impact measurement of public engagement activities within the School.
 - e. Ensures staff are kept informed of School and University-wide support and opportunities for public engagement.
 - f. Represent the School at the University's Public Engagement Working Group, chaired by the Vice Principal (Research and Innovation).
 - g. Ensure the collection and analyse of data associated with public engagement to inform development of School and University strategies.
4. **Interactions:** The Lead for Public Engagement reports to the Head of School. They liaise with the following stakeholders to understand the requirements/ambitions of the School for public engagement, and factor these into the School's public engagement strategy:
 - a. Director of Admissions and Director of Teaching for oversight of Widening Participation and Outreach activities.
 - b. Relevant academic curricular leads (e.g. Agents of Change lead, Clinical Programme lead(s)) for oversight of Patient and Public Involvement in the educational setting.
 - c. Director of Research and the Director of Impact Studies for oversight of research (including the Research Excellence Framework).
 - d. Director of Equality, Diversity and Inclusivity for oversight of School EDI Strategy and Athena SWAN requirements.

- e. University's Public Engagement with Research team and VP for Research & Innovation to keep up-to-date on support and opportunities available.

The Lead for Public Engagement may be invited to sit upon Committees relevant to oversight of the above or may delegate a representative from the Public Engagement Committee to attend on their behalf.

5. **Tenure / scale:**

- a. The tenure is 3 years. The appointment is for 3 years in the first instance. An extension is possible for either another full period of 3 years, or 1 year at a time. The maximum tenure is 6 years.
- b. Estimated workload is 200 hours per annum.

6. **Eligibility / Qualifications:**

- a. Typically, the skills required for this would be equivalent to grade 7 or above. Applicants who can demonstrate the skills and experience expected of the role, but who are not at this grade or above, are also encouraged to apply.
- b. Evidence and examples of commitment to public engagement.
- c. Experience and examples of cooperative working with other members of staff.
- d. May concurrently hold any other role within the School.

SCHOOL OF MEDICINE PUBLIC ENGAGEMENT COMMITTEE TERMS OF REFERENCE

7. **Scope.** The committee will take the lead in a number of activities aimed at promoting, recording and celebrating public engagement activities. In particular the committee will work on specific ongoing projects, such as the development of the PERSON database and the continuation of the School of Medicine Public Engagement awards. The committee will promote the circulation of information about public engagement activities and will serve as first point of contact for any related queries.

8. **Membership.** Whilst additional interested members may be invited to join the Committee to ensure representation that reflects the profile of the School, the core membership will be:

- a. Lead for Public Engagement (chair).
- b. Director of Admissions or nominated representative on Widening Participation.
- c. Director of Teaching or nominated representative on Outreach and Teaching Excellence Framework.
- d. Director of Research or nominated representative on Research Excellence Framework board.
- e. Director of EDI or nominated representative.
- f. Nominated representative from each research Division (elected by Head of relevant Division).
- g. Representative on Patient Public Involvement in Education.
- h. Early-career researcher representatives.
- i. Professional services representatives

9. **Meeting arrangements:**

- a. The PE committee will be chaired by the Academic Lead for Public Engagement.
- b. The committee will meet 5-6 times a year for between 1 -2 hours. Dates will be confirmed by the Academic Lead for Public Engagement.
- c. Administrative support for meetings to be confirmed.