

Chair of Public Advisory Board – Role Profile

Health Data Research UK (HDR UK) is looking for a new Chair to its Public Advisory Board to identify and plan activities and meetings for the Board, and to ensure that the Board's priorities are aligned with the strategic aims of the organisation.

Our [Public Advisory Board](#) has been in place since January 2019 to guide HDR UK in ensuring that our work is driven to deliver benefits to patients and the public and that the organisation is recognised as a leading international institute for health data research.

We can only achieve our vision and strategy if everyone, including patients and the public, have trust and confidence in the safe access and use of health data for research and innovation. To support this, the Public Advisory Board sit within HDR UK's governance structure to provide strategic advice, with a particular focus on how we can work together to:

- Encourage and enable effective health data science by involving patients and the public in data governance
- Build public understanding of the safe and secure access and use of health data in research
- Demonstrate trustworthiness and build public confidence in HDR UK's work and the safe and secure access and use of health data in research
- Ensure people feel confident in contributing their data for research and data linkage purposes

As our current Chair comes to the end of her term, we are looking for someone to take on the role and work with us to drive the work of the Public Advisory Board forward. The Chair will work closely with the Deputy Chair and will also be a full member of the Public Advisory Board.

THE IMPACT YOU'LL HAVE

In addition to providing strategic input and shaping the direction of HDR UK, as a Chair, your role will be vital in shaping our Patient and Public Involvement and Engagement (PPIE) approach. This is key if we are to demonstrate a trustworthy approach in our work and help build **public trust and confidence in the access and use of health data for research and innovation**. We can only do this with your help.

AS THE CHAIR OF THE PUBLIC ADVISORY BOARD, YOU'LL BE REQUIRED TO...

The Chair of the Public Advisory Board will work to have a positive and proactive relationship with HDR UK, its staff and the members of the Public Advisory Board. It is likely that the role will require the equivalent of **3-4 days per month**, and specific responsibilities include:

- Working with the Public Engagement and Involvement Manager /Officer to plan Public Advisory Board meetings and set agendas
- Chairing Public Advisory Board meetings, running them effectively to:
 - ensure a balance between timekeeping and space for discussion
 - facilitate the collection of inputs on specific topics, such as public trust
 - enable decisions to be reached
 - clarify actions points
- Ensuring that decisions made by the Public Advisory Board are actioned and implemented by reviewing the status with the Patient and Public Involvement and Engagement (PPIE) team

- Meeting regularly with the PPIE team to review progress on delivering the strategy for public engagement and ensure the Public Advisory Board is fulfilling its remit in providing strategic advice on public engagement and involvement
- Collaborating with members of the Public Advisory Board to understand their individual contributions and to make the most of their skills and expertise
- Supporting the Public Advisory Board in building consensus around certain topics of interest
- Encouraging all members to work together effectively as a team, contributing their skills and expertise as appropriate
- Acting as a spokesperson for HDR UK and on behalf of the Public Advisory Board when required, for example, at events or with the media
- Working with the Public Engagement and Involvement Manager to ensure close collaboration with HDR UK's Senior Leadership team, provide updates on the work of the Public Advisory Board and highlight any issues or risks that may impact public confidence and trust
- Joining interview panels for new members of the Public Advisory Board and/or staff, where required
- Working with members to ensure that the Public Advisory Board follows accepted standards of behaviour and adheres to HDR UK's values – Transparency, Optimism, Respect, Courage and Humility
- Providing support on other activities as reasonably required, including fulfilling the Public Advisory Board member role.

EXPERIENCES, SKILLS AND INTERESTS WE'RE LOOKING FOR...

Alongside the general attributes we look for in Public Advisory Board members, as Chair you will have a wider role and we will be looking for someone who has:

- Ability to facilitate and support others to achieve a common ground and a shared sense of direction
- Experience of chairing and running meetings – helping to ensure all Board members are actively engaged with discussions and activities
- Good communication and inter-personal skills, particularly the ability to listen actively to members' contributions and learn from others' experiences and skills
- Experience of leading and influencing – to employ a range of influencing styles to produce results for mutual benefit
- Strategic vision and ability to see the bigger picture
- Creative thinking – ability to approach issues in different ways and to optimise the use of other members' skills and experiences
- Experience or awareness of equality, diversity and inclusion
- Impartiality, fairness and the ability to respect confidences
- Demonstrating awareness and understanding of health data research
- Values that are aligned with HDR UK's – Transparency, Optimism, Respect, Courage and Humility
- Have experience as:
 - A person who uses health and social care services occasionally or more regularly; OR
 - An unpaid carer or relative of a person who uses health and social care services; OR
 - An advocate or person working with relevant voluntary or support organisations in health; OR

Length of Role	<p>The Chair of the Public Advisory Board will be appointed for an initial term of two years (with the Public Advisory Board term being three years).</p>
Location	<p>We will be taking a hybrid approach to meetings, and as new members join the Board we will take the lead from the Board on how often they prefer to meet online only or through a hybrid approach.</p> <p>Travel to Health Data Research UK Sites, Hubs and partner organisations may be requested on occasion.</p>
Key Relationships	<p>The Chair will work with the:</p> <ul style="list-style-type: none"> • Deputy Chair of the Public Advisory Board and all individual members. • Public Engagement and Involvement Manager / Officers to identify and plan activities and meetings. • Head of the Trust, Legal and Ethics team, the Chief Executive Officer and Director of HDR UK.
Time Commitment	<p>Public Advisory Board meetings will be monthly for 1 hour 30 minutes. It is anticipated the Chair role will take 3-4 days per month (including prep, attendance at monthly meetings and involvement in activities to further develop knowledge and understanding of HDR UK and its activities).</p> <p>You will need a couple of hours before meetings to read through any relevant papers as well as in between meetings as and when needed. We also ask that you stay up to date on work across the institute where possible. A fortnightly update to the Board is provided to support you with this.</p> <p>Between meetings there may also be other pieces of work, meetings and events that are of relevance to your role. These are also optional but encouraged as may support you to be fully involved with the wider work of the Public Advisory Board and HDR UK.</p>
Honoraria and Expenses	<p>Honoraria are paid to Public Advisory Board members in recognition of their contribution made to HDR UK, and the standard fee rate is £75. This covers attendance at meetings and when invited to create and/or review documents.</p> <p>Additional involvement from PAB members will be reimbursed in line with HDR UK policy. We also cover reasonable travel and accommodation where appropriate expenses are agreed in advance.</p>
Support in your Role	<p>HDR UK is committed to providing the Chair of the Public Advisory Board with support and training to ensure they can carry out their role effectively. This includes:</p> <ul style="list-style-type: none"> • Providing access to the latest information about our work and health data research, so the Chair is well informed • Providing administration support for the Public Advisory Board meetings

- Liaison with members of the Public Advisory Board by email to share agendas and papers for meetings and collate input and feedback on projects
- Providing opportunities to meet with key staff, scientists, and technologists, which may include visits to HDR UK research locations
- Provide an induction programme

HOW TO EXPRESS YOUR INTEREST

Email involvement@hdruk.ac.uk by **1.00pm on 21 November 2022** with a completed [expression of interest form](#) outlining your experience and interest in this role.

Those who are shortlisted will be invited to an additional call (to that of shortlisted Public Advisory Board members) on **Thursday 15 or Friday 16 December 2022**.

The Chair, Deputy Chair and Public Advisory Board members will be invited to attend:

- an induction session **on 11 January 2023**
- the first meeting of the Public Advisory Board you will attend is on **25 January 2023**.

We will get the specific dates to you as soon as they are confirmed. **Please endeavour to hold these dates in your diary if you can, however availability will not impact our shortlisting process.**

If you have any questions or would like to find out more about the role email involvement@hdruk.ac.uk. We look forward to hearing from you!

ADDITIONAL BACKGROUND INFORMATION

Equal Opportunities Policy Statement

Health Data Research UK is an equal opportunities employer, and as such aims to treat all volunteers, employees, consultants and applicants fairly. It is our policy to provide equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All applicants, volunteers and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Please have a look at the Privacy Policy of Health Data Research UK to find out more information about how the organisation collects and uses the personal information you provide to us (<https://www.hdruk.ac.uk/privacy-policy/>).