

## Deputy Chair of Public Advisory Board – Role Profile

**Health Data Research UK (HDR UK) is seeking to appoint a Deputy Chair to its Public Advisory Board to support the Chair 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 to help position the organisation 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 we are looking to grow this Board, we are looking for a Deputy Chair who will be able to work with us to drive the work of the Public Advisory Board forward. The Deputy Chair 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 Deputy Chair, your role will be vital in ensuring our Patient and Public Involvement and Engagement (PPIE) approach is meaningful. 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 DEPUTY CHAIR OF THE PUBLIC ADVISORY BOARD, YOU’LL BE REQUIRED TO...

- Deputise for the Chair of the Public Advisory Board to chair meetings as required and potentially at short notice.
- Work with the Public Engagement and Involvement Manager / Officer to review progress on delivering the PPIE strategy.
- With support from HDR UK, co-ordinate the Public Advisory Board’s delivery plan, ensuring it is aligned to HDR UK’s annual delivery plan.
- Work with members of the Public Advisory Board to ensure they are meaningfully engaged, guided and invited to provide strategic advice to HDR UK.

- Provide support on other activities as reasonably required of the role, including fulfilling the role of a member of the Public Advisory Board.

As with all of our public contributors and partners, we want to work in a way in which the Deputy Chair of the Public Advisory Board has a proactive relationship with HDR UK, its staff and the members and Chair of the Public Advisory Board.

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

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

- Ability to facilitate, influence and support others to achieve a common ground and a shared sense of direction for mutual benefit
- 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
- Confidence to support the Public Advisory Board meetings and activities to remain action and impact-focused
- Impartiality, fairness, and the ability to respect confidences – there may be times where opinions within the Board differ, and the Deputy Chair would be expected to manage these appropriately and effectively
- Strategic vision and an 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
- Demonstrating an awareness and understanding of health data research
- Values that are aligned with HDR UK’s – Transparency, Optimism, Respect, Courage and Humility

<b>Length of Role</b>	The Deputy 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).
<b>Location</b>	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.  Travel to Health Data Research UK Sites, Hubs and partner organisations may be requested on occasion.
<b>Key Relationships</b>	The Deputy Chair will work with the: <ul style="list-style-type: none"> <li>• Chair of the Public Advisory Board and all individual members.</li> <li>• Public Engagement and Involvement Manager / Officers to identify and plan activities and meetings.</li> <li>• Head of the Trust, Legal and Ethics team, Senior Leadership Team and Director of HDR UK.</li> </ul>

<p><b>Time Commitment</b></p>	<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>
<p><b>Honoraria and Expenses</b></p>	<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>
<p><b>Support in your Role</b></p>	<p>We will support you to carry out the role by providing:</p> <ul style="list-style-type: none"> <li>• A mandatory 2-hour training / induction session</li> <li>• Ongoing support from HDR UK Staff and Public Advisory Board Chair</li> <li>• An assigned key contact within HDR UK who will provide you with relevant information and will be available to answer any questions</li> <li>• Providing access to the latest information about our work and health data research so the Deputy Chair is well informed</li> <li>• Ad-hoc training as identified by individual Public Advisory Board members and/or HDR UK</li> <li>• Providing opportunities to meet with key staff, scientists, and technologists, which may include visits to HDR UK research locations</li> <li>• We endeavour to continue supporting remote access to meetings</li> </ul>

## HOW TO EXPRESS YOUR INTEREST

Email [Involvement@hdruk.ac.uk](mailto: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](mailto: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/>).