

## Public involvement workforce career competencies framework

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<b>COMMUNICATIONS/INFLUENCING</b>
This includes presentation skills, advocating for PPI, writing skills – plain English and for reporting, influencing senior staff/researchers, assertiveness, leadership.
<b>Developing</b>
<i>Essential</i> <ul style="list-style-type: none"><li>• Understanding of the importance and value of PPI.</li><li>• Understanding of and ability to communicate (written and oral) scientific and research information in plain English; understanding of the need to avoid jargon and acronyms.</li><li>• Motivated to learn from others' experiences of PPI.</li><li>• Understands the different perspectives of public contributors and academic colleagues.</li></ul>
<i>Desirable</i> <ul style="list-style-type: none"><li>• Able to communicate with different stakeholders on the purpose and importance of PPI.</li><li>• Able to contribute to written plain English summaries and research reports.</li></ul>
<b>Capable</b>
<i>Essential</i> <ul style="list-style-type: none"><li>• Influences others of the value of PPI and its inclusion research.</li><li>• Confidently create and present information (written and oral) in plain English.</li><li>• Report on and share outcomes of PPI activities.</li></ul>
<i>Desirable</i> <ul style="list-style-type: none"><li>• Participates in relevant networks/groups to share best practice with peers.</li></ul>
<b>Proficient</b>
<i>Essential</i> <ul style="list-style-type: none"><li>• Advocate at a senior level for the importance of PPI and its proper resourcing.</li><li>• Share PPI experiences at a high level (eg at conferences).</li><li>• Initiates new connections/networks and acts as a leader.</li><li>• Experienced at giving and receiving feedback from public contributors.</li></ul>
<i>Desirable</i> <ul style="list-style-type: none"><li>• Act as a mentor to those new to PPI.</li></ul>

<b>ORGANISATIONAL</b>
This includes IT literacy, time management, budgeting, project management, strategy.
<b>Developing</b>
<i>Essential</i> <ul style="list-style-type: none"><li>• Able to manage own time and changing priorities.</li></ul>

<ul style="list-style-type: none"> <li>• Produce accurate minutes of meetings.</li> <li>• Manage payments to public contributors.</li> <li>• Understand and communicate PPI strategic aims to others.</li> </ul>
<i>Desirable</i> N/A
<b>Capable</b>
<i>Essential</i> <ul style="list-style-type: none"> <li>• Plan and deliver PPI events.</li> <li>• Plan and manage budget.</li> <li>• Contribute to development of strategic PPI aims.</li> </ul>
<i>Desirable</i> N/A
<b>Proficient</b>
<i>Essential</i> <ul style="list-style-type: none"> <li>• Maintain oversight of PPI activities in organisation/department.</li> <li>• Lead on development of PPI strategy.</li> </ul>
<i>Desirable</i> N/A

<b>FACILITATION</b>
<p>This includes facilitation, managing expectations, conflict resolution, relationship building, chairing meetings, empathy/emotional intelligence.</p>
<b>Developing</b>
<i>Essential</i> <ul style="list-style-type: none"> <li>• Builds relationships with public contributors and researchers.</li> <li>• Strong interpersonal skills with ability to listen.</li> <li>• Demonstrate empathy.</li> </ul>
<i>Desirable</i> <ul style="list-style-type: none"> <li>• Experience of working with patients.</li> </ul>
<b>Capable</b>
<i>Essential</i> <ul style="list-style-type: none"> <li>• Ability to develop and maintain relationships with public contributors.</li> <li>• Ability to set boundaries for working relationships.</li> <li>• Confident chairing meetings and ensuring all voices are heard.</li> <li>• Able to react to circumstances and respond to challenging situations appropriately.</li> <li>• Able to create an inclusive environment in PPI activities.</li> </ul>
<i>Desirable</i> N/A

**Proficient***Essential*

- Managing, or supporting others to manage, difficult situations or relationships that may arise.
- Supports more junior PPI staff to develop.

*Desirable*

- Line management experience

**DIVERSITY LITERACY/EDI AWARENESS**

This includes working with different groups/communities – understanding different needs for accessibility, cultural competence.

**Developing***Essential*

- Awareness and understanding of the importance of making adaptations to accommodate all contributors.
- Anti-racist attitude and willingness to learn.

*Desirable*

- Experience of working with under-represented groups.

**Capable***Essential*

- Ensures PPI activities are open and accessible to all.
- Able to create an inclusive environment in PPI activities.
- Takes steps to address barriers to PPI for some groups/communities.

*Desirable*

N/A

**Proficient***Essential*

- Leads on creating an inclusive and enabling environment for PPI.
- Can deliver training on enabling inclusive PPI.

*Desirable*

N/A

**TECHNICAL**

This includes understanding/knowledge of different PPI models (eg consultation, co-production), understanding/knowledge of PPI in different fields (eg lab-based research, research using existing data), impact and evaluation, PPI best practice policy.

**Developing***Essential*

- Awareness of different ways of doing PPI.

<ul style="list-style-type: none"> <li>• Awareness of good practice principles for PPI activities.</li> <li>• Actively tries to increase knowledge about PPI methods.</li> <li>• Takes part in evaluation and impact assessment activities.</li> </ul>
<p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Understanding of research process and principles.</li> <li>• Awareness of PPI guidance and recommendations eg those published by NIHR.</li> </ul>
<p><b>Capable</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of different models of PPI and can apply and execute them.</li> <li>• Good knowledge of challenges of PPI and able to offer solutions and ideas.</li> <li>• Good knowledge of different ways to show impact of and evaluate PPI; able to lead these activities.</li> <li>• Strong understanding of best practice PPI principles and able to create policies on these.</li> <li>• Up-to-date knowledge on PPI guidance and recommendations from across the sector.</li> </ul>
<p><i>Desirable</i> N/A</p>
<p><b>Proficient</b></p> <p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• Experienced in different PPI models and able to develop and critique them, and train others in their use.</li> <li>• Confident leading and appraising PPI evaluations.</li> <li>• Demonstrates thought leadership eg through academic publications about PPI.</li> <li>• Ensures PPI policies on best practice are implemented.</li> </ul>
<p><i>Desirable</i> N/A</p>