

**EXPRESSION OF INTEREST: PCIEP LEAD (MATERNITY COVER) – ARC EAST OF ENGLAND**

**PERSON SPECIFICATION: PUBLIC AND COMMUNITY INVOLVEMENT, ENGAGEMENT AND PARTICIPATION LEAD**

**REPORTING TO: ARC EAST OF ENGLAND BUSINESS AND OPERATIONS MANAGER**

**Background**

The NIHR Applied Research Collaboration for the East of England (NIHR ARC EoE) is a collaboration between the Cambridgeshire and Peterborough NHS Foundation Trust (the Host Trust), and the Universities of Hertfordshire, East Anglia, Cambridge, Essex and Anglia Ruskin, in partnership with other health and care organisations throughout the region. ARC EoE is funded until the 31st March 2026.

ARC East of England (EoE) works locally and regionally on nationally and internationally important questions in health and care, to create a vibrant, inclusive infrastructure for applied health and care research, implementing evidence to benefit individuals, communities, services, and policy development. We develop community-driven research and embed public and community involvement, engagement, and participation in all our work; engaging and involving under-represented communities to develop inclusive, community-led approaches to address gaps in evidence and understanding in relation to health and care.

**What the role entails**

The Public and Community Involvement, Engagement and Participation (PCIEP) Lead provides leadership for the ARC EoE's PCIEP workstream. The role is responsible for ensuring that ARC EoE's PCIEP strategy is implemented effectively at an operational level by engaging stakeholders, maintaining strong relationships across ARC research themes and workstreams, and promoting best practice in public involvement. The PCIEP Lead also represents ARC EoE at regional and national levels, ensuring that our approach aligns with evolving national standards and contributes meaningfully to wider NIHR networks.

The role-holder will work with ARC EoE's Team Strategy and Operations Group (TSOG) (comprising Director, Deputy Director, six research theme leads; Academic Knowledge Mobilisation Lead, Implementation Lead, Public, Involvement and Engagement Lead, and operational core team members).

This role is offered as a maternity cover on a job share basis, from September 2025 to March 2026. Subject to the outcome of the ARC2 funding application, there may be an opportunity to extend the post until October 2026.

**Key responsibilities:**

- Provide operational leadership for PCIEP across ARC EoE
- Co-Chair the PCIEP Coordinating Group with an ARC EoE Public Contributor
- Lead implementation, monitoring and ongoing development of the ARC EoE PCIEP and Research Inclusion Strategies, including any necessary ratifications or updates
- Support the development of PCIEP Impact Case Studies

- Contribute to the Involvement Hub, in collaboration with a Senior Programme Support Officer from the Core Team as required
- Coordinate updates to the PCIEP webpages on the ARC EoE website
- Collate PCIEP-related theme updates and bi-annual reports via the PCIEP Coordinating Group and other forums
- Lead drafting of the PCIEP section of the NIHR Annual Report
- Provide responsive, ad-hoc support and signposting for ARC researchers seeking public involvement advice or guidance
- Ensure timely reimbursement of public contributors, in line with the ARC's reimbursement guidance
- Represent ARC EoE in national and regional networks, including the NIHR East of England Inclusion Steering Group, National ARC PPIE Leads Group, Regional PPIE Collaborative, Shared Commitment to Public Involvement Group, and the Inequalities Research Network.
- Support accessibility and inclusive practices at ARC events

### **Essential requirements:**

- A post with University of Cambridge, University of East Anglia, University of Hertfordshire, University of Essex or Anglia Ruskin University is required due to contractual arrangements
- Proven experience in involving the public in research, with a strong understanding of PCIEP methodologies and national standards for public involvement in health and care research
- Experience of effective collaboration with a broad range of stakeholders, and excellent interpersonal and communication skills
- Experience in providing operational and coordination leadership for complex programmes or initiatives, including chairing and organising meetings, maintaining oversight of workplans, ensuring timely delivery of updates, and supporting the implementation of strategic objectives
- Good working knowledge of the ARC East of England, other NIHR research infrastructure and initiatives.

### **Time commitment**

This is a job share leadership role, with responsibilities delivered in collaboration with members of the core team. The role requires an average commitment of 0.4 wte, which may fluctuate across the year in line with reporting deadlines, national meetings, or key ARC events. It will primarily be based at the postholder's current employing university, with occasional travel required to various sites across the East of England.

The role will be funded by ARC East of England via the employing organisation and administered by the host organisation, Cambridgeshire and Peterborough Foundation NHS Trust. This will be a fixed term role available until **31 March 2026** (aligned with the ARC EoE funding cycle). An application for a further period of funding is currently under consideration by NIHR therefore an extension to funding for this role until October 2026, would be negotiated when the outcome is known.

### **Expressions of interest**

Please send a CV and letter of application to Jane Schultz, Business and Operations Manager, NIHR ARC East of England via email by [jane.schultz@cpft.nhs.uk](mailto:jane.schultz@cpft.nhs.uk).

Please ensure your letter of application outlines how your skills and experience meet the **essential requirements** of this role by **5pm 11<sup>th</sup> July 2025**.

Please note we expect that the expression of interest process will be application only, however subject to interest levels, a short interview may be required if deemed necessary to support an effective appointment process. This will be advised once shortlisting has taken place.

Informal enquiries are encouraged, please contact Jane Schultz [jane.schultz@cpft.nhs.uk](mailto:jane.schultz@cpft.nhs.uk) to arrange.