



## Do you want a role in ensuring our Health and Social Care Services have the best leaders?

**Become a member of our Community Advisory Board and contribute your views on leadership in our Health and Social Care Leadership Centre at the University of Birmingham.**

### What is the Centre for Health and Social Care Leadership?

The health and social care sector needs good leaders to help ensure the best quality of care is being delivered to patients, service users and their families.

We need leaders with the right skills and support to ensure our health and social care services are fit for purpose and equipped for the future.

The Centre for Health and Social Care Leadership (the Centre) brings together researchers and educators at the University of Birmingham, members of the public and health and social care professionals.

The Centre combines high quality research, meaningful engagement with people and communities, and insights from health and social care professionals and managers to improve leadership practice in the UK and internationally.

### What is the Community Advisory Board and what role does it play in the Centre?

It is vital that the Centre works in partnership with people and communities in order to understand what is important to them and then work together to support activities around health and social care leadership.

The Community Advisory Board will form a core part of the Centre's governance as patients, service users, carers, and other community representatives will influence the work of the Centre.

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### Deadline for Expressions of Interest

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17<sup>th</sup> October 2019

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### How to contact us

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Project Officer for the Centre



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## 1 What are the goals of the Community Advisory Board

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- To provide insights and perspectives on leadership in health and social care services.
- To shape the vision of the Centre and how it can best use the available financial and resources through providing a different perspective to professionals and managers
- To identify opportunities for the Centre to increase its learning and contribution to better leadership
- To provide constructive challenge to the thinking, work and impact of the Centre
- To embed the public within research and teaching programmes conducted by the Centre
- To connect Centre with public and other networks which may be interested in and able to contribute to its work

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## 2 Who are Community Advisory Board members

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We want to work with 8-10 members of the public who are interested in directly influencing the work of the Centre. Members will attend a minimum of 3 meetings a year. Appointments will be reviewed on an annual basis.

To take on this role you do not require any formal qualifications and are not expected to be an expert in health and social care leadership. We are looking for people who have a strong interest in this area and with a range of experience in public involvement and engagement.

### **Key attributes for members:**

1. An interest in health and social care leadership
2. The willingness to spend time getting to understand the subjects under discussion.
3. The confidence to ask questions and challenge assumptions.
4. Awareness of and commitment to diversity and inclusion.
5. The ability to see things from a general point of view.
6. Willingness to draw upon your own experiences or your knowledge of others' experiences.
7. Good time management skills.

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## 3 Your role as a Community Advisory Board member

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You will play a direct role in supporting the Centre for Health and Social Care Leadership to expand and progress. Your input will involve:

- Attending regular meetings to define the work priorities of the Centre. Meetings will be held on the University of Birmingham campus and through web conferencing. We anticipate there will be 3-5 meetings a year with each meeting lasting 1-3 hours.
- Meetings will be held at times/dates convenient to members and there will be opportunities to attend via telephone/video conferencing where possible.
- Reading and providing comment on material that is sent to you in preparation for meetings.



- Helping to produce outputs from the group.
- Reflecting the views of public contributors. (N/B you are not expected to *represent* any particular group, simply to give a public perspective)

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## 4 What support can you expect?

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Overall responsibility for the Community Advisory Group will reside with Professor Robin Miller, co-Director for the Centre.

The group will receive dedicated support from the Centre project officer, Daisy King. This support will include:

- Provision of information and guidance relating to the Centre to Community Advisory Board members.
- Providing administrative support to Community Advisory Board meetings. This includes sending documentation in advance of meetings and taking minutes.
- Circulating regular updates on the work and progress of the Centre.
- Ensuring formal documentation for the Community Advisory Board (e.g. Code of Conduct, Terms of Reference) is approved by members and reviewed on a regular basis.
- Inviting Community Advisory Board members to events run by the Centre.

The Public Involvement Lead for NIHR Collaborations for Leadership in Applied Health Research and Care (CLAHRC) West Midlands, Magdalena Skrybant, will provide additional support to the co-Director and Project Officer in the Centre. She will ensure that public and community involvement activities align to NIHR Standards for Involvement.

### **Learning and Development**

All members of the Community Advisory Board will be offered a full induction to the Community Advisory Board.

Community Advisory Board members will be invited to complete a Learning Needs Analysis. There will be opportunities to identify any learning needs, which the Centre will do its best to support.

Community Advisory Board members will be able to take advantage of learning opportunities for public contributors offered by the NIHR regional infrastructure supporting public involvement.

Members of the Community Advisory Board will be invited to seminars/guest lectures in the Centre. These events provide opportunities for members to learn more about Health and Social Care Leadership.

### **Reimbursement of travel/honoraria**

We can reimburse reasonable expenses associated with attending meetings. We will offer public contributors honoraria in line with honoraria offered by NIHR INVOLVE.



For information about how these payments could affect state benefits you may be receiving, you can contact the 'Benefits Advice Service for involvement for members of the public': [www.invo.org.uk/benefits-advice-service-for-involvement-for-members-of-the-public/](http://www.invo.org.uk/benefits-advice-service-for-involvement-for-members-of-the-public/). For tax implications, the following may be useful: <https://www.invo.org.uk/posttypepublication/what-you-need-to-know-about-payment-2/>. We cannot advise you on these matters.

## 5 Who is funding this work?

Funding will be provided by the Centre for Health and Social Care Leadership at the University of Birmingham. The Centre will be supported by grant funding from funders of Health and Social Care research.

## 6 Who will you work with?

You will work closely with other members from the Community Advisory Board and key staff in the Centre for Health and Social Care, This includes:

	<u>Role in the Centre</u>	<u>Wider role at the University</u>
Professor Judith Smith	Co-director of the Centre for Health and Social Care Leadership	Director of Health Services Management Centre (HSMC)
Professor Robin Miller	Co-director of the Centre for Health and Social Care Leadership	Head of Department, Social Work & Social Care
Belinda Weir	Systems Leadership theme lead, Centre for Health and Social Care Leadership	Senior fellow and Director of Leadership, HSMC
Iain Snelling	Clinical Leadership theme lead, Centre for Health and Social Care Leadership	Senior Fellow, HSMC
Dr Alistair Hewison	Clinical Leadership theme lead, Centre for Health and Social Care Leadership	Senior Lecturer, School of Nursing End-of-Life-Care Research Programme Lead Postgraduate Research Lead for Nursing
Kathryn Miles	Centre operations group	School of Social Policy Strategic Development Manager, HSMC
Sarah Turner	Centre operations group	Head of Quality and Development, College of Medical and Dental Sciences
Daisy King	Project Officer, Centre for Health and Social Care Leadership	NA
Magdalena Skrybant	Member of the External Advisory Board, Centre for Health and Social Care Leadership	Patient and Public Involvement and Engagement Lead, Collaboration for Leadership in Applied Health Research and Care West Midlands (CLAHRC) West Midlands
Community Advisory Board	8-10 x posts vacant	NA



For more information about those involved in the Centre, please follow the [link](#) to our website.

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## 7 Application process

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There are three stages to this application process;

**Stage one:** Let Daisy King know you are interested in the role by requesting an application form. Deadline for expressing an interest in the role is the 17<sup>th</sup> October 2019.

**Stage two:** Send Daisy your completed application form for the role by the 24<sup>th</sup> October 2019.

**Stage three:** Informal interviews will be held on the 6<sup>th</sup> and 12<sup>th</sup> of November. There is flexibility around the dates so if you are unable to attend, please let Daisy know.

To apply for the post of Community Advisory Board member, you will be required to send your Expression of Interest to Daisy King ([D.E.King@bham.ac.uk](mailto:D.E.King@bham.ac.uk) / 0121 414 8459) who will then send you a short application form to fill in.

Candidates shortlisted for the position will be invited to attend an *informal* interview lasting approximately 30-45 minutes at the University of Birmingham. The interview is not like a job interview and is nothing to be worried about! We are holding interviews to make sure that we involve people from a range of backgrounds and that we have people with different views on leadership in health and social care in our Centre.

The interview panel will include the co-Director of the Centre for Health and Social Care Leadership, the PPI Lead for NIHR CLAHRC WM and a member of the public. We will provide support to those shortlisted for interview.

The appointment will be made subject to references satisfactory to those interviewing.

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## 8 Glossary

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CLAHRC	Collaborations for Leadership in Applied Health Research and Care
CoSS	College of Social Sciences
HSMC	Health Services Management Centre
INVOLVE	A national advisory group, funded by the NIHR, which supports active public involvement in NHS, public health and social care research
MDS	College of Medical and Dental Sciences
NIHR	National Institute for Health Research
The Centre	The Centre for Health and Social Care Leadership
UoB	University of Birmingham

