Public involvement workforce career competencies framework

COMMUNICATIONS/INFLUENCING

This includes presentation skills, advocating for PPI, writing skills – plain English and for reporting, influencing senior staff/researchers, assertiveness, leadership.

Developing

Essential
- Understanding of the importance and value of PPI.
- 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.
- Motivated to learn from others' experiences of PPI.
- Understands the different perspectives of public contributors and academic colleagues.

Desirable
- Able to communicate with different stakeholders on the purpose and importance of PPI.
- Able to contribute to written plain English summaries and research reports.

Capable

Essential
- Influences others of the value of PPI and its inclusion research.
- Confidently create and present information (written and oral) in plain English.
- Report on and share outcomes of PPI activities.

Desirable
- Participates in relevant networks/groups to share best practice with peers.

Proficient

Essential
- Advocate at a senior level for the importance of PPI and its proper resourcing.
- Share PPI experiences at a high level (eg at conferences).
- Initiates new connections/networks and acts as a leader.
- Experienced at giving and receiving feedback from public contributors.

Desirable
- Act as a mentor to those new to PPI.

ORGANISATIONAL

This includes IT literacy, time management, budgeting, project management, strategy.

Developing

Essential
- Able to manage own time and changing priorities.

- Produce accurate minutes of meetings.
- Manage payments to public contributors.
- Understand and communicate PPI strategic aims to others.

Desirable
N/A

Capable

Essential
- Plan and deliver PPI events.
- Plan and manage budget.
- Contribute to development of strategic PPI aims.

Desirable
N/A

Proficient

Essential
- Maintain oversight of PPI activities in organisation/department.
- Lead on development of PPI strategy.

Desirable
N/A

FACILITATION

This includes facilitation, managing expectations, conflict resolution, relationship building, chairing meetings, empathy/emotional intelligence.

Developing

Essential
- Builds relationships with public contributors and researchers.
- Strong interpersonal skills with ability to listen.
- Demonstrate empathy.

Desirable
- Experience of working with patients.

Capable

Essential
- Ability to develop and maintain relationships with public contributors.
- Ability to set boundaries for working relationships.
- Confident chairing meetings and ensuring all voices are heard.
- Able to react to circumstances and respond to challenging situations appropriately.
- Able to create an inclusive environment in PPI activities.

Desirable
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.

- Awareness of good practice principles for PPI activities.
- Actively tries to increase knowledge about PPI methods.
- Takes part in evaluation and impact assessment activities.

Desirable
- Understanding of research process and principles.
- Awareness of PPI guidance and recommendations eg those published by NIHR.

Capable

- Good knowledge of different models of PPI and can apply and execute them.
- Good knowledge of challenges of PPI and able to offer solutions and ideas.
- Good knowledge of different ways to show impact of and evaluate PPI; able to lead these activities.
- Strong understanding of best practice PPI principles and able to create policies on these.
- Up-to-date knowledge on PPI guidance and recommendations from across the sector.

Desirable
N/A

Proficient

Essential
- Experienced in different PPI models and able to develop and critique them, and train others in their use.
- Confident leading and appraising PPI evaluations.
- Demonstrates thought leadership eg through academic publications about PPI.
- Ensures PPI policies on best practice are implemented.

Desirable
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