

IPPOSI Citizen Jury Coordinator

IPPOSI is an Irish national patient-led organisation that works with patients, government, industry, science and academia to put patients at the heart of health innovation. **Our Mission: the collective voice of Patients, Science and Industry in enabling meaningful involvement in, and improved access to, Health Innovation.** We achieve this through our policy work, multi-stakeholder conferences and training programmes. Our work in digital health / patient data space has been growing in recent years and we are recognised as a key influencer and stakeholder in this area at the policy level. Learn more at www.ipposi.ie

Overall Role Objective:

- To assist the development and delivery of an Irish Citizen Jury initiative, led by IPPOSI which will make a significant contribution to the elevation of public involvement in the area of health information and patient data in Ireland.
- To ensure the success of the pilot IPPOSI Citizen Jury activity planned over the period of 2020-2021, by ensuring the objectives + deliverables of the pilot are all met.

The pilot IPPOSI Citizen Jury initiative will deliver:

- An IPPOSI-facilitated advisory board/panel of relevant experts from academic, patient, citizen engagement, eHealth, research fields
- A citizen jury of 25 demographically diverse and representative sample of people to deliberate and make recommendations on 'patient data'
- A user-friendly report of the jury process, results and conclusions and a successful interaction with key health policy, research, digital health initiatives in Ireland

Role Responsibilities:

- He/she will act as the primary contact point during the delivery of the programme for all partners, liaising between the advisory board, the jurists, facilitators and IPPOSI teams
- He/she will coordinate online meetings of the Oversight Advisory Board.
- He/she will work to assist the progression and submission of a Research ethics proposal to the a relevant university-based Research Ethics Committee.
- He/she will develop guidelines for juror recruitment, working closely with the Oversight Advisory Board.
- He/she, in consultation with the IPPOSI staff and a number of partner organisations, will advertise the opportunity to apply for the programme;
- He/she, in consultation with the IPPOSI CEO, will manage the juror application process (e.g. SurveyMonkey design, Design Website Information)

- He/she will coordinate the juror selection process including handbooks for each jury member.
- Working with all partners, coordinate a small, 'dry-run' test of the jury method and format, in advance of the full implementation, to fine-tune the process.
- He/she will perform a regular monitoring of juror progress throughout the process and will assist in encouraging jurors experiencing difficulty, towards completion.
- He/she will collate the results of the survey from juror and partner experience to assist the assessment of overall performance + evaluation of initiative.
- He/she, in consultation with the IPPOSI staff, will coordinate the organisation of a post-jury engagement with relevant policy-level influencers.

REQUIRED QUALIFICATIONS:

- Degree qualification in an appropriate area;

REQUIRED KNOWLEDGE OR EXPERIENCE

- 3+ years proven experience in managing and facilitating groups and meetings
- Experience of working in the area of public engagement / outreach
- Knowledge of the Irish health research & innovation environment, including university-based research, state agencies, relevant policies & strategies.

REQUIRED SKILLS:

- Good Project & Time Management skills;
- Exceptional planning, administrative and IT skills, with excellent attention to detail
- Personable with excellent communication skills and an ability to build relationships and work with professionals at all levels
- Able to work in virtual teams with different stakeholders;
- Cultural awareness and diplomacy;
- Strong computer & IT skills, including online surveys, Zoom platform

DESIRABLE:

- Enthusiasm for the role and for the organisation
- Flexibility for undertaking occasional work outside standard working hours
- Solid knowledge of the digital health sector

Duration: 9-month fixed term

Hours: 21 hours per week (0.6 FTE)

Salary: 42K per annum, pro rata, based on 1 FTE

Reports to: IPPOSI CEO

Closing date for application: Sept 27th, 2020