

Public Involvement and Engagement Coordinator

UK Health Security Agency



UK Health
Security
Agency

Reference number

427949

Salary

£44,852 - £50,472

per annum, pro rata

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Senior Executive Officer

Contract type

Fixed term

Loan

Secondment

Length of employment

12 months from start date, with possibility of extension

Business area

Public/inclusion health, patient and community engagement and knowledge mobilisation

Type of role

Social Research

Other

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

1

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Location

This role is being offered as hybrid working based at our Core HQ in Canary Wharf, London. We offer great flexible working opportunities at UKHSA and operate using a hybrid working model where business needs allow. This provides us with greater flexibility about how and where we work, to get the best from our workforce. As a hybrid worker, you will be expected to spend a minimum of 60% of your contractual working hours (approximately 3 days a week pro rata, (averaged over a month)).

Our core HQ offices are modern and newly refurbished with excellent city centre transport link and benefit from benefit from co-location with other government departments such as the Department for Health and Social Care (DHSC).

About the job

Job summary

You will be working within the Blood Safety, Hepatitis, STI and HIV Division (BSHSH) of the Public Health Infection Programmes Directorate in UKHSA's Chief Medical Advisor's Group.

The BSHSH Division is the national centre for surveillance of hepatitis, HIV, and other sexually transmitted infections (STIs) in England.

The BSHSH Division aims to:

- Describe trends in the incidence and prevalence of hepatitis, STIs and HIV, especially in important behavioural population sub-groups, and in the incidence and prevalence of all infections transmissible through blood, tissue, and organ donations

- Monitor the outputs and effectiveness of hepatitis, STI and HIV prevention activities and programmes and support development of national policy

- Provide information for local needs assessment, service commissioning and evaluation, and to guide prevention activities aimed at reducing risk behaviours and interrupting infection transmission

- Investigate national and uncommon outbreaks, respond to international health alerts, and provide advice on the risks posed

- Train those working in blood safety and in hepatitis, STI and HIV surveillance, monitoring and prevention

- Lead and contribute to research in hepatitis, STI and HIV epidemiology, diagnostics, and infection prevention and control.

Working for your organisation

We pride ourselves as being an employer of choice, where Everyone Matters promoting equality of opportunity to actively encourage applications from everyone, including groups currently underrepresented in our workforce.

UKHSA ethos is to be an inclusive organisation for all our staff and stakeholders. To create, nurture and sustain an inclusive culture, where differences drive innovative solutions to meet the needs of our workforce and wider communities. We do this through celebrating and protecting differences by removing barriers and promoting equity and equality of opportunity for all.

Please visit our careers site for more information <https://gov.uk/ukhsa/careers>

Job description

Work across the organisation, including with the Health Equity team, to ensure that UKHSA has an inclusive approach to research and evaluation that aligns with UKHSA's Health Equity strategy

Work with the NIHR HPRU in BBSTI steering committee to develop and embed a framework for public involvement, engagement and dissemination in support of the UKHSA Scientific Strategy and HPRU business plan

Undertake active involvement in external public involvement and engagement networks and communities of knowledge to enable rapid application of best practice principles into UKHSA

Promote and advocate importance of public involvement as a cornerstone of research quality in UKHSA, ensuring all our research is underpinned by meaningful involvement and in compliance with national principles

Develop training and guidance for UKHSA staff to support application of public involvement and engagement principles in research and evaluation design

Support strengthening of patient and public networks in UKHSA, for example patient advisory groups, experts by experience, people's panel, lay reviewers etc

Establish PCIE as a straightforward and accessible resource for researchers at UKHSA, removing barriers that prevent or inhibit UKHSA colleagues from engaging with PCIE in their activities.

Person specification

Essential criteria:

Educated to degree level in a Public Health related subject or equivalent level of experience working in patient and community engagement, knowledge mobilisation and inclusion health and/or working in a public health agency/setting

Post graduate experience of Patient, Public, Community Involvement, Engagement, Dissemination and Participation in Research either through working with research funders, public involvement networks and organisations, or through working in similar role in NHS or Academia

Knowledge of the UK health research environment and experience with working with multiple stakeholders in patient and public involvement in research

Understand of information governance including data protection and confidentiality requirements

Excellent oral and written communication skills with proven presentation and scientific report writing skills

Able to work under own initiative, respond to sudden unexpected demands whilst maintaining a professional calm and efficient manner

An understanding of and commitment to equality of opportunity and good working relationships

Desirable criteria:

Good understanding of barriers in public involvement and engagement, diversity and inclusion principles and health equity

Understanding of research design, including PPIE in research

Understanding of interface between PPIE and ethics, data governance, research governance, peer review, health equity, and customer insights

Able to build and maintain effective relationships with internal and external stakeholders

Benefits

Alongside your salary of £44,852, UK Health Security Agency contributes £12,993 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

Learning and development tailored to your role

An environment with flexible working options

A culture encouraging inclusion and diversity

A [Civil Service pension](#) with an employer contribution of 28.97%

Things you need to know

Selection process details

This vacancy will be assessed using a competency-based framework which will assess your qualifications, knowledge and experience outlined in the essential criteria.

Stage 1: Application & Sift

You will be required to complete an application form. You will be assessed on the listed 7 essential criteria, and this will be in the form of:

An Application form ('Employer/ Activity history' section on the application)

1000 word Supporting Statement

Healthjobs UK has a word limit of 1500, but your supporting statement must be no more than 1000.

This should outline how your skills, experience, and knowledge, provide evidence of your suitability for the role.

You will receive a joint score for your application form and statement. (The application form is the kind of information you would put into your C.V –please be advised you will not be able to upload your CV. Please complete the application form in as much detail as possible)

Longlisting:

In the event of a large number of applications we may longlist into 3 piles of:

- Meets all essential criteria

- Meets some essential criteria

- Meets no essential criteria

Those that ‘meet **all** essential criteria’ and those that ‘meet **some** essential criteria’ will proceed to shortlisting.

Please note feedback will not be provided at this stage.

Shortlisting:

In the event of a large number of applications we will shortlist on the following criteria:

- Post graduate experience of Patient, Public, Community Involvement, Engagement, Dissemination and Participation in Research either through working with research funders, public involvement networks and organisations, or through working in similar role in NHS or Academia

- Knowledge of the UK health research environment and experience with working with multiple stakeholders in patient and public involvement in research

Desirable criteria may be used in the event of a large number of applications / large amount of successful candidates

If you are successful at this stage, you will progress to interview & assessment

Feedback will not be provided at this stage.

Stage 2: Interview stage

Competency based

You will be invited to a remote interview.

Knowledge, experience, skills & abilities will be tested at interview

You will be asked to prepare and present a 5-10 minute presentation at the start of your interview. The title of this will be 'Approaches and challenges to PCIEP in blood borne and sexually transmitted infection research'.

Interviews are due to take place week commencing 13 October 2025. Please note, these dates are subject to change.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Eligibility Criteria

Open to all external applicants (anyone) from outside the Civil Service (including by definition internal applicants).

For Temporary Appointments, if you are not currently a civil servant, you will take up the post on a Fixed Term appointment. You may be able to take this role up as a Secondment. If you are an existing Civil Servant, based outside of the UKHSA, you will take up the post as a loan which you will need your department to agree.

You cannot take the post up as a fixed term. If you are an existing UKHSA member of staff, you will take up the post as either a level transfer or a temporary promotion as per the UKHSA's Pay policy.

Location

This role is being offered as hybrid working based at our Core HQ in Canary Wharf, London. We offer great flexible working opportunities at UKHSA and operate using a hybrid working model where business needs allow. This provides us with greater flexibility about how and where we work, to get the best from our workforce. As a hybrid worker, you will be expected to spend a minimum of 60% of your contractual working hours (approximately 3 days a week pro rata, (averaged over a month).

Our core HQ offices are modern and newly refurbished with excellent city centre transport link and benefit from benefit from co-location with other government departments such as the Department for Health and Social Care (DHSC).

Future location

UKHSA is investing in a new state-of-the-art National Biosecurity Centre in Harlow, Essex, which will eventually bring together teams currently based at Canary Wharf, Colindale and Porton Down. For more details, please see: [Huge biosecurity centre investment to boost pandemic protection - GOV.UK](#).

The new facilities will start becoming operational in the mid-2030s, with full completion by 2038. Staff will move in phases as facilities become available. If you're appointed to a role currently based at Canary Wharf, Colindale or Porton Down, please note that we'll continue investing in these sites for the next decade. As we get closer to the transition, we'll provide full information about relocation support available to staff.

Security Clearance Level Requirement

Successful candidates must pass a disclosure and barring security check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is Basic Personnel Security Standard.

Reasonable Adjustments

The Civil Service is committed to making sure that our selection methods are fair to everyone. To help you during the recruitment process, we will consider any reasonable adjustments that could help you. An adjustment is a change to the recruitment process or an adjustment at work. This is separate to the Disability Confident Scheme. If you need an adjustment to be made at any point during the recruitment process you should contact the recruitment team in confidence as soon as possible to discuss your needs.

You can find out more information about reasonable adjustments across the Civil Service here: <https://www.civil-service-careers.gov.uk/reasonable-adjustments/>

International Police check

If you have spent more than 6 months abroad over the last 3 years you may need an International Police Check. This would not necessarily have to be in a single block, and it could be time accrued over that period.

Artificial Intelligence (AI)

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

Link below:

[Artificial intelligence and recruitment , Civil Service Careers](#)

Internal Fraud check

If successful for this role as one aspect of pre-employment screening, applicant's personal details – name, national insurance number and date of birth - will be checked against the Cabinet Office Internal Fraud Hub and anyone included on the database will be refused employment unless they can show exceptional circumstances. Currently this is only for External candidates to the Civil Service.

Careers website

Please visit our careers site for more information <https://gov.uk/ukhsa/careers>

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check.

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals

- nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\)](#) [\(opens in a new window\)](#).

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements](#) [\(opens in a new window\)](#).

Working for the Civil Service

The [Civil Service Code](#) [\(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#) [\(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan](#) [\(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy](#) [\(opens in a new window\)](#).

Apply and further information

The Civil Service welcomes applications from people who have recently left prison or have an unspent conviction. [Read more about prison leaver recruitment \(opens in new window\)](#).

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Contact point for applicants

Job contact :

Name : Carmelita Goodwin
Email : carmelita.goodwin@ukhsa.gov.uk

Recruitment team

Email : recruitment@ukhsa.gov.uk

Further information

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles.

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, in the first instance, you should contact UKHSA Public Accountability Unit via email:

Complaints@ukhsa.gov.uk

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission: Visit the Civil Service Commission website: <https://civilservicecommission.independent.gov.uk>

