

South East Genomic Laboratory Hub

South East Genomic Medicine Service Alliance

## South East People and Communities Representative Role Profile

### Background

The NHS Genomic Medicine Service aims to provide consistent and equitable access to genetic and genomic testing across England. This is delivered through a national network of seven NHS Genomic Laboratory Hubs and Genomic Medicine Service Alliances.

For the South London, Kent, Surrey and Sussex region, the NHS South East Genomic Laboratory Hub (GLH) provides genetic and genomic testing and the NHS South East Genomic Medicine Service Alliance (GMSA) brings together multi-disciplinary clinical expertise to support the embedding of genomics into routine NHS care. We aim to build trust in genomics and provide clinical leadership to enable healthcare professionals to use genomics safely, effectively and efficiently to help improve lives. For more information on genomic medicine and the role of the South East GLH and GMSA, please see: <https://southeastgenomics.nhs.uk/>.

### About the People and Communities Representative role

The South East GLH and GMSA are committed to ensuring the views of patients, carers and families are at the heart of the service and inform relevant discussions and decision-making. We have an established team of Genomic Patient and Public Ambassadors who already play a key role in the development and delivery of the new genomics service across the South East region. We are now looking for a People and Communities Representative to act as a lead Ambassador, in collaboration with and with support from the South East Genomic Medicine Service Project Management Office.

The role will include championing the diversity of views of the Ambassador team, leading the team to review patient and public facing communications, input into the development of genomic services in hospitals, and much more. The Representative will be a member of the South East GLH & GMSA Extended Partnership Board which brings together leaders from NHS organisations and other key stakeholders across the South East region. The role of both the Representative and the Ambassador team will evolve over time and a wider set of engagement and involvement opportunities will be offered as the genomics service expands.

Other specific activities include:

- Listen to and encourage feedback from Ambassadors, patients and the public
- Continuously help the GLH and GMSA to improve the Ambassador experience
- Represent the Ambassador team on the National Genomics People and Communities Forum, ensuring the patient experiences and voices from the region are heard at a senior level within the NHS Genomic Medicine Service
- Facilitate flow of information between the Ambassador team and all national and regional groups and meetings attended

- Identify further opportunities for the Ambassadors to engage with and influence the development and operation of the service across the South East region

### Who we are looking for

We are interested in hearing from people with experience or knowledge of genetic testing, either as a patient, carer or family member. We would also welcome applications from members of the public without experience of genetic testing but with a keen interest in improvements in the NHS through whole genome sequencing and genetic testing. Familiarity of the way NHS health and social care works and basic knowledge of genetics is crucial, as is the ability to chair meetings, facilitate discussions and make recommendations.

You will either live or have received care in the South East region or have a connection with the area. We are particularly keen to hear from people from marginalised communities, and people from Black and minority ethnic backgrounds.

### Time required and length of commitment

There are a number of meetings you will need to attend, spanning patient, public and carer involvement, operations, governance, and strategy. A key priority will be chairing the quarterly Ambassador team meetings and you will normally be required to read some papers in advance. You will liaise with the South East Genomic Medicine Service Project Management Office to prepare for and organise meetings. There will also be email communications and work required between meetings. It is anticipated this role will require 2-3 days per month on average.

We ask the appointed Representative to commit to a minimum of 6 months with us initially, at which point the leadership of the Ambassador team will be reviewed.

### Remuneration

This is a paid role and you will receive remuneration in accordance with the NHS policy, "[Working with our Patient and Public Voice Partners – Reimbursing expenses and paying involvement payments](#)" to acknowledge your contribution. This amounts to £75 per half day, and £150 for a whole day of work. Any involvement payments may be classed as earnings or income by Her Majesty's Revenue and Customs service (HMRC) or the Department for Work and Pensions (DWP). You would be responsible for declaring this income to HMRC, DWP, Job Centre plus or other agencies as appropriate. If you are in receipt of state benefits, you should seek advice from the relevant agency, for example JobCentre Plus, ideally in advance of applying and certainly before accepting an offer of a role which attracts an involvement payment, even if you intend to decline the payment.

### Location

Given the current Covid-19 pandemic, all meetings will be undertaken virtually using MS Teams. This is likely to continue for the remainder of 2021. This will be reviewed in 2022.

If/when travel becomes safe again, and physical presence at a meeting apart from the Ambassador team meeting is required, it will be reimbursed. There will always be an option to join virtually.

### How to apply

To apply, please read through the information contained within this role profile including the following Person Specification and email [gst-tr.southeastglh@nhs.net](mailto:gst-tr.southeastglh@nhs.net) by **midnight on 3<sup>rd</sup> October 2021**.

In your expression of interest please tell us a bit about yourself and why you are interested in and suitable for this role (max 600 words).

People who are shortlisted will be invited to join a virtual interview during week commencing 4<sup>th</sup> October and the successful applicant will be requested to complete a declaration of interests form prior to appointment.

Please do get in touch if you would like more information by contacting Anna Kim, South East GMSA Project Manager on [anna.kim@nhs.net](mailto:anna.kim@nhs.net).

## South East People and Communities Representative

### Person Specification

#### Experience

Be either:

- a current or previous user of NHS services (within the last 3 years)  
**OR**
- a carer for patients who have accessed NHS services (within the last 3 years)  
**OR**
- you or someone you care for has undergone genetic testing in the past three years.

#### Judgement, motivation and flexibility

- Experience of leadership within a work (paid or voluntary) or personal context
- Able to absorb complex information and situations before reaching a recommendation
- Able to display sound judgement and objectivity and understand the need for confidentiality
- Open minded and willing to modify thinking in view of new information/discussion
- Tests and probes constructively to achieve the best outcome for patients
- Sees the bigger picture and can think and act strategically
- Able to think clearly and objectively when dealing with emotive issues

#### Personal qualities

- High level of organisation, self-motivation and drive for performance
- Emotional intelligence and resilience
- Able to challenge constructively
- Personal integrity and commitment to openness, inclusiveness and high standards
- Good understanding of public service values and accountability
- A commitment to the Nolan Principles of Public Life (available at <https://www.gov.uk/government/publications/the-7-principles-of-public-life>)
- An understanding of issues relating to equality, diversity and inclusion in healthcare
- Able to be objective about one's own patient or carer experience and use this experience where relevant in order to positively contribute to the advisory panel
- Appreciates the complexity of working across organisational boundaries and joint working
- Able to communicate and debate with others at all levels including very senior managers and clinicians in the NHS.
- Able to give and receive advice
- Good interpersonal skills and open to change
- Lives in or have received care in the South East region (which covers South London, Kent, Surrey and Sussex) or have another connection with the area

#### Knowledge

- Understanding and interest in genomics and in relation to its impact on people with rare or inherited conditions, cancer or other clinical areas
- Awareness of NHS health and social care issues