Job Description

Summary

Job title	Communications Officer
Division	Mathematical, Physical, and Life Sciences (MPLS)
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford, OX1 3QD
Grade and salary	Grade 6: £35,681 - £41,636 pro-rata (with a discretionary range to £45,212) per annum, inclusive of a pensionable Oxford University Weighting
Hours	Part-time with 0.4 FTE
Contract type	Permanent
Reporting to	Strategic Communications Manager
Vacancy reference	189343

The role

The Communications Officer supports the Strategic Communications Manager to inspire engagement and tell the positive stories of the Doctoral Training Centre (DTC) and the Department of Department of Computer Science both internally and externally, supporting their reputation as a world-leaders of research and teaching.

This broad role will engage both internal staff, academic and student groups and external audiences. These include potential future students, researchers and funders, wider research and academic communities and the general public.

Day-to-day responsibilities will include writing, creating, editing and ensuring accuracy of a variety of on-message, audience-focused copy and visual content for a range of channels and platforms including websites, intranet, social media platforms, emails and events.

The Communications Officer will contribute to the planning and creation of new, on-message communications activity, ensuring a strategic calendar of 'evergreen' and time-specific news, messaging and audience engagement in-line with the overarching communications priorities for the DTC and Department of Computer Science.

The post holder will have experience using digital content creation and management tools, such as Canva, Metricool and Content Management Systems. They will effectively monitor the performance of communications activity, using the right data and insights to inform future work and ensure communications delivery align with department's priorities. This includes providing reporting and analysis to internal stakeholders.

The post holder will write and edit content for internal channels as well as newsletters: intranets, news items and one-off emails. They will act as an advisor on good practice in internal communications.

The Communications Officer will be part of the team managing the DTC and department's website. This includes ensuring content meets current UK website accessibility regulations, managing audience journeys on the sites, considering the look and feel in-line with branding, and ensuring content messaging is consistent.

Key to the role is understanding the important part communications plays in engaging internal and external audiences within higher education, its role in teaching and demonstrating research impact, and how it can help the DTC and department achieve their strategic goals.

Flexible Working

This role is hybrid, with a mixture of on-site and remote working possible. This must be agreed with the line manager.

Responsibilities/Duties

The main duties of the successful candidate will include:

- Work with the Strategic Communications Manager and the Senior Communications Officer to deliver the digital communications and content aspects of the DTC and department's communications strategy.
- Develop and update online communications for the department across all digital channels: intranet, website and social media.
- Using online tools, create engaging visual and written content, that support the department's strategic aims.
- Ensure DTC and departmental internal communications follow the University and departmental guidelines on branding, and encourage others to use them.
- Be part of the project team delivering refreshed websites for the DTC and department and then play an active role in supporting websites: from ensuring content meets current UK website accessibility regulations, managing users and access levels, having overall control of the look and feel of the website, and ensuring content is consistent.
- Implement agreed methods for evaluating activities on the department's channels, monitoring KPIs and analysing the results to inform future strategy.
- Identify and engage with a range of stakeholders and audiences, providing timely and relevant information to them as appropriate.
- Ensure that departmental communications follow the University and departmental guidelines on branding, and encourage others to use them.
- Be an active member of the University's Communications Community and/or other relevant networks/groups in order to share information, promote best practice and ensure cross-University communications are coordinated.

Selection criteria

Essential Selection Criteria

- Educated to degree level or equivalent professional experience.
- Extensive communications experience in digital communications and social media (including experience of working with a social media content scheduler).

- Familiarity with design tools such as Adobe InDesign or Canva and content management systems such as Adestra.

- Ability to work independently in a busy environment, balancing multiple projects, taking initiative when necessary and prioritising effectively to meet deadlines.

- Proven experience in creating and maintaining websites and knowledge of website accessibility regulations. Proven experience in producing effective web content.

- Proven experience in creating creative content for social media and managing social media accounts. Knowledge of current social media trends and accessibility requirements. Proven experience in producing effective social media content.

- Proficiency working with a range of computer-based/online applications to produce and manage content.

- Excellent writing skills and attention to detail, with a proven ability to communicate complex concepts to a non-specialist audience. Excellent research and analytical skills, including the ability to interpret complex data.

- Excellent interpersonal skills, including diplomacy and the ability to inspire the confidence of senior colleagues.

Desirable selection criter

- Professional qualification in public relations or marketing.

- Experience working in higher education.

- Knowledge or interest in Computer Sciences.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University, we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years

we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Department of Computer Science

The Department of Computer Science is consistently recognised as the internationally leading centre of research and teaching across a broad spectrum of computer science, ranging from foundational discoveries to interdisciplinary work with significant real-world impact.

We are proud of our history as one of the longest-established computer science departments in the country, as we continue to provide first-rate undergraduate and postgraduate teaching to some of the world's brightest minds. We enjoy close links with other University departments and Oxford research groups and institutes.

Our greatest asset is our people. We consistently attract the best staff and students and, thanks to them, we have been ranked as the world's leading university for computer sciences for eight years in a row by the *Times Higher Education*. We have held an Athena Swan Bronze Award since 2014, reflecting our longstanding commitment to promoting and supporting gender equality.

Find out more information on our website http://www.cs.ox.ac.uk/

Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work.

For more information about the MPLS division, please visit: www.mpls.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University, please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

For Professional services posts:

- Before applying for this post, you are advised to read the Internal Mobility Principles. The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications

Non-technical questions about this job should be addressed to the recruiting department directly recruitment@cs.ox.ac.uk.

To return to the online application at any stage, please go to: https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits. Staff can access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at https://staff.admin.ox.ac.uk/thriving-at-oxford

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See Life in Oxford | Oxford University Jobs

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see https://hr.web.ox.ac.uk/family-leave). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See https://childcare.admin.ox.ac.uk/.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/disability-support. For information about how we support those going through menopause see https://hr.admin.ox.ac.uk/menopause-guidance

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support-researchers/researcher-hub

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society