**Centre for Tropical Medicine and Global Health**

<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Communications Officer</th>
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<tr>
<td><strong>Division</strong></td>
<td>Medical Sciences</td>
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<tr>
<td><strong>Department</strong></td>
<td>Centre for Tropical Medicine and Global Health</td>
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<tr>
<td><strong>Location</strong></td>
<td>Peter Medawar Building, South Parks Road, Oxford</td>
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<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 6: £28,098 - £33,518 per annum</td>
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<tr>
<td><strong>Hours</strong></td>
<td>Part time (15 hours / 40 % FTE)</td>
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<td><strong>Contract type</strong></td>
<td>Short-Term – 9 months in the first instance</td>
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<td><strong>Reporting to</strong></td>
<td>Prof. Mike English</td>
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<td><strong>Vacancy reference</strong></td>
<td>132793</td>
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**The role**

The Communications Officer will help develop a coordinated approach to communicating the scope and scale of research being conducted to strengthen low and middle income countries’ health systems across Oxford’s divisions and departments. The work will have two major aims. Firstly, as the Communications Officer, you will develop website content that promotes and builds Oxford’s global reputation for conducting innovative, multi-disciplinary global health systems research. You will do this by working across multiple departments and research groups to solicit, organise and develop web content to promote the visibility of the multi-disciplinary research being employed together with Low and Middle Income Country partners. Secondly, as the Communications Officer, you will help organise events within Oxford such as expert talks that will help foster increased interest and networking in global health systems research.

In particular, you will help build, populate and update web pages that achieve the two major aims described above. This role will require you to work with scientists and other communications officers from a range of departments to map linkages between and across the university’s diverse global health research activities. As the Communications Officer, you will regularly produce or identify relevant online articles, short summaries of work, and press releases as appropriate. You will update news items and develop summary reports for print and online distribution. Linked to this work you will manage a wider set of social media tools to reach out to different audiences, both internally and externally. As part of the role you will reach out to a wider community of communication professionals in Oxford and liaise with them to help foster a clear message about global health systems research activity at the university.
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Linked to work to improve awareness within Oxford of the scope and nature of global health systems research, you will develop and maintain contact lists. As part of strengthening the university’s global health research community and fostering further linkages, you will manage networking events, likely to include guest lectures, short symposia or workshops and a larger annual conference.

You will be a communications professional with excellent inter-personal, writing and organisation skills. You will need to be able to plan and manage their work relatively independently.

**Responsibilities**

You will:

- Have primary responsibility for developing and updating online communications for new global health systems research web-pages, Facebook, Twitter and other accounts
- Pro-actively contact and engage scientists from across the University’s different divisions, departments and schools to identify existing research of relevance to global health systems and develop appropriate linkages to relevant webpages or provide brief summaries of this work while making efforts to showcase achievements and keep project details updated.
- Write, edit and proofread a range of communications material that summarises the scope and nature of the global health systems research being conducted for broad external and internal audiences. These might include newsletters, research briefings, blogs, and summary reports.
- Work proactively to identify, plan and coordinate press work for media relevant activities in liaison with the University Press Office.
- Monitor and maintain a database of contacts and their interests spanning divisions, departments and schools and develop an appropriate means of communication across such a network
- Plan, organise, publicise and manage guest lectures, short symposia or workshops and a larger annual conference together with administrative staff.
- Where needed support academics in communicating outside their own academic spheres, helping them reach wider audiences.
- Produce monthly metrics report to demonstrate performance of communications activities.

**Selection criteria**

- Educated to degree level or equivalent.
- Hands-on experience in a communications role
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- Excellent writing skills and attention to detail, with a proven ability to communicate complex scientific and technical ideas to a non-specialist audience.
- Proven experience in producing effective web content, including knowledge of usability evaluations.
- Experience of using social media tools effectively for outreach purposes.
- Well-developed interpersonal skills, with the ability to communicate clearly and effectively with a wide range of internal and external stakeholders.
- Ability to work independently in a complex environment, taking initiative when necessary and prioritising effectively to meet deadlines and the ability to work flexibly to meet what may be fluctuating needs
- Knowledge of the structure of the University and its college system
- Proficiency working with the Microsoft suite of applications and other desktop publishing tools.

Desirable selection criteria

- Experience working in higher education and ideally within the University of Oxford.
- Experience of event management or other administrative roles

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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.
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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

Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

For more information please visit: http://www.ndm.ox.ac.uk/home

………fostering your career in science.

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

For more information please visit: www.ndm.ox.ac.uk/athena-swan

Tropical Medicine and Global Health

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are
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permanently based in Africa and Asia as well as across two sites in Oxford. Our research ranges from clinical studies to behavioral sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Major Overseas Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia, the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.

Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.

The Centre’s annual turnover is in excess of £48m per annum with over 100 externally funded research grants and donations.

For more information please visit: http://www.tropicalmedicine.ox.ac.uk/home

The Nuffield Department of Medicine has recently helped support a new initiative that is working towards strengthening Health Systems Research. This is hoped to be a starting point for enabling scientists from Oxford to create new knowledge with African or other low and middle income country (LMIC) colleagues and to build capacity in global health systems research while promoting the bi-directional transfer of knowledge between Oxford and Africa (http://www.tropicalmedicine.ox.ac.uk/ohscar). As part of a recently funded project, a new post has been created to help build cross-divisional links and promote greater awareness of and engagement in Health Systems Research from multiple disciplinary areas spanning medical sciences to a broad range of social sciences and linking different departments and schools.

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at https://www.ox.ac.uk/about/jobs/professionalandmanagement/

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet 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).
Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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

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

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 departments.

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)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University’s policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.
For existing employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which support staff in posts at grades 1–5 have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

**Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

**Training and Development**
A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working_at_oxford/training_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

**For research staff only: Support for Research Staff**
There is a particularly wide range of support for career development for research staff. Please visit: [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

**Pensions**
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

**Information for international staff (or those relocating from another part of the UK)**
A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

**The University of Oxford Newcomers’ Club**
The Newcomers’ Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

**Transport schemes**
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

**University Club and University Sports Facilities**
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

**Childcare and Childcare Vouchers**
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University’s nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

**Disabled staff**
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.
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**BUPA - Eduhealth**

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).

**All other benefits**

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).