Centre for Tropical Medicine and Global Health

<table>
<thead>
<tr>
<th>Job title</th>
<th>Communications Officer</th>
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<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Africa Oxford Initiative, Centre for Tropical Medicine &amp; Global Health, Nuffield Department of Medicine (NDM)</td>
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<tr>
<td>Location</td>
<td>Peter Medawar Building, South Parks Road Oxford</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 6: £28,098 - £33,518 per annum</td>
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<tr>
<td>Hours</td>
<td>Full-time</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term – two years in the first instance</td>
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<td>Reporting to</td>
<td>Programme Coordinator Africa Oxford Initiative</td>
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<td>Vacancy reference</td>
<td>136057</td>
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The role
The Africa Oxford Initiative (AfOx) is a cross-university platform for academic and research collaborations between the University of Oxford and African researchers and institutions. The Initiative aims to support the work of universities and research institutions across Africa and to facilitate the development of equitable and extensive collaborations between Oxford and African institutions. AfOx has a cross divisional governance structure and is embedded administratively in the Nuffield Department of Medicine.

Effective and transparent communications are critical to delivering AfOx’s goals. AfOx’s communications efforts involve engagement with a range of stakeholders, including academics across all divisions of the University as well as collaborators in institutions across Africa and funding organisations.

You will help to ensure that different target audiences have a clear understanding of AfOx’s strategy and achievements. You will be responsible for collecting, preparing and updating content and materials for AfOx’s digital platforms, including the AfOx website and social media. You will also play a key role in preparing communications materials, with senior academics, for presentations and stands at international conferences in the UK/overseas.

Overview
Reporting to Dr Anne Makena, AfOx Coordinator, you will be responsible for implementing the AfOx communications strategy, including for strengthening information-sharing between academics in all disciplines across the university who have collaborations in Africa and raising awareness of the aims and achievements of the Africa Oxford Initiative (AfOx) both internally and externally. This will necessitate close working with colleagues across all divisions of the
Centre for Tropical Medicine and Global Health

university. You will also need to build strong working relationships with the University’s Public Affairs Directorate, which is responsible for University-wide communications, with the University’s Directorate of International strategy and with the Universities Development office as well as with the communications departments of collaborating institutions in Africa such as the African Academy of Sciences.

Responsibilities

- Plan and deliver effective and timely communications activity in line with AfOx’s strategic aims, including maintaining and setting up new structures to facilitate internal and external communications (such as email distribution lists and staff briefings).
- Work closely with academics in departments across the university to ensure that communications activity meets and coordinates the requirements of research groups.
- Take responsibility for AfOx’s website content, ensuring the information provided supports the initiative’s strategy, promotes its research and teaching projects effectively and that new technology is employed effectively.
- Work with over 400 AfOx members across the university to design and develop engaging online content showcasing research that can be repurposed across multiple channels, from departmental and University websites to iTunes and YouTube.
- Establish good working relationships with relevant staff across the university and externally to enable the communication strategy to be delivered. Act as a bridge between AfOx and the Public Affairs Directorate to ensure that communications activity to external audiences is coordinated and streamlined.
- Plan and implement appropriate methods for evaluation of the communications strategy, and monitor and analyse the results.
- Ensure that AfOx communications follow the University guidelines on branding and encourage others to use them.
- Provide advice to AfOx members and collaborators on communications strategy and message development.
- Manage a team of interns and volunteers supporting AfOx events and activities

Selection criteria

- Educated to higher degree level or equivalent.
- First-hand experience in a communications role.
- Demonstrated ability to conceive, implement and evaluate successful communication strategies and activities.
- Demonstrated ability to carry out a range of communications activity, without the support of a team.
- Significant experience of using digital media in communications, including delivery of effective web content (both written and visual), deploying social media within an organisational context, and evaluating the impact of these communication methods.
- Superb oral and written communication skills.
Centre for Tropical Medicine and Global Health

- Proven experience of supporting high profile events – planning, organisation and delivery
- Capacity to work independently, problem-solve, handle multiple projects, and exercise good judgment in an organised and professional manner.
- Well-developed interpersonal, advocacy and diplomacy skills, with the ability to communicate clearly and effectively with a wide range of stakeholders.
- Demonstrable experience of assimilating complex information quickly, identifying the pertinent points and making them accessible for a wider audience.
- Significant experience in the use of the Microsoft Office suite of applications and imaging and photo editing software such as Photoshop.
- Experience of work relating to the African continent

Desirable selection criteria

- Experience of working in higher education.
- Experience as a writer for general audiences.

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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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
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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](http://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](http://www.ndm.ox.ac.uk/home)

……..fostering your career in science.

The University of Oxford is a member of the [Athena SWAN Charter](https://www.athenswan.ac.uk) 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/working-for-ndm/aboutndmatheneswan/](http://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/)

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 permanently based in Africa and Asia as well as across two sites in Oxford. Our research
Centre for Tropical Medicine and Global Health

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 Africa Oxford Initiative (AfOx)

The Africa Oxford Initiative (AfOx) is a cross-university platform for academic and research collaborations between the University of Oxford and African researchers and institutions. AfOx has a cross divisional governance structure but is embedded administratively in the Nuffield Department of Medicine. The Initiative aims to support the work of universities and research institutions across Africa and to facilitate the development of equitable and extensive collaborations between Oxford and African institutions.

We see huge potential both for African universities and for Oxford, as the continent is poised for decades of strong demographic and economic growth. The African Union’s vision 2063 envisages that all African countries will move to middle income status powered by knowledge-based economies. African university graduates (educated on the continent and abroad) and African universities will play a central role.

AfOx was formed in 2016 following discussions with academics across the University and with collaborators from across Africa. AfOx supports African research collaborations in a number of ways including the award of travel awards to allow African researchers and Oxford colleagues to visit each other with the aim of exploring new collaborations and AfOx fellowships in partnership with a number of Oxford Colleges. AfOx will seek funding to support priority projects with African partners including education and research capacity building, scholarships and grants, and university leadership management training amongst others.
Centre for Tropical Medicine and Global Health

AfOx is maintains website setting out our activities and aspirations, which acts as both an inward (within the University) and outward facing communication platform to promote and support the success and visibility of the Initiative’s activities. The website targets academics and students in Oxford University and in collaborating African institutions, with a research/academic focus on Africa, with secondary audiences being organisations and individuals, including funders, concerned with African research and development agendas. It also hosts a database of existing collaborations between Oxford and African institutions to facilitate efficient sharing of expertise, knowledge and resources.

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/ https://www.ox.ac.uk/about/jobs/research/

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 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).

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)
Centre for Tropical Medicine and Global Health

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/.

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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyon dataprotection/.

The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelelr8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelelr8+/

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 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.
Centre for Tropical Medicine and Global Health

**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

**University Club and sports facilities**

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

**Information for international staff (or those relocating from another part of the UK)**

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: [www.internationalstaffwelcome.admin.ox.ac.uk](http://www.internationalstaffwelcome.admin.ox.ac.uk/).

**The University of Oxford Newcomers’ Club**

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk/).

**Childcare**

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

**Family-friendly benefits**

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc)) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

**Disabled staff**

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

**Staff networks**

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

**Other benefits**
Centre for Tropical Medicine and Global Health

Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits