Overview

The post will be shared, with 0.6FTE at WCHG, with the ISARIC/ERGO team, and the remaining 0.4FTE at the Peter Medawar Building, with the IHTM team. The Senior Communications Officer will be reporting to Professor Peter Horby (Executive Director of ISARIC) and Dr Proochista Ariana (director of IHTM). You will be responsible for helping to develop and implement the communications strategies for the two groups. The role will also require collaboration and coordination with the relevant communication officers at NDM, in the Medical Sciences Division and central University.

The role

The International Severe Acute Respiratory and emerging Infection Consortium (ISARIC) and the MSc in International Health and Tropical Medicine (IHTM) are based at the Centre for Tropical Medicine and Global Health, Nuffield Department of Medicine. Both are vibrant and expanding programmes which would benefit from the implementation of effective communication strategies.

The target audience would extend beyond academia (within the University and among the international academic community) to governments, members, multi-lateral and bilateral agencies, non-governmental organisations, existing and potential donors and the public more
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broadly to highlight the activities and achievements of ISARIC, its wider activities with the Epidemic Diseases Research Group (ERGO), and IHTM.

You will help to ensure that different target audiences have a clear understanding of the activities and achievements of ISARIC and IHTM. You will be responsible for branding, developing materials (including videos), setting up and managing websites, social media, and newsletters, and targeted proactive media work. This will include collecting, preparing and updating content and materials for digital platforms, including the website and social media. You will also play a key role in preparing communications materials, with senior academics, for presentations and stands at relevant international events in the UK/overseas.

Responsibilities

- Work with team members to develop and implement communication strategies.
- Support the communications of ERGO activities.
- Oversee the development of branding and the production of promotional materials for ISARIC/IHTM and their events, including dedicated websites, brochures, leaflets and posters.
- Write, edit and proofread a range of communications materials, including newsletters, blog posts, briefings and reports.
- Develop and update online communications, including website and social media channels.
- Plan and organise events as part of the communications strategy.
- Identify and proactively engage with a range of stakeholders and audiences, providing timely and relevant information to them as appropriate.
- Plan and deliver effective and timely communications activity in line with ISARIC/IHTM strategic aims, including maintaining and setting up new structures to facilitate internal and external communications.
- Provide advice to ISARIC/IHTM members and collaborators on communications strategy and message development.
- Select and implement appropriate methods for evaluating communications activities, analysing the results to inform future strategy.
- Ensure that departmental communications follow the University guidelines on branding.
- Be an active member of the University’s Communication Officers network and/or other relevant networks/groups in order to share information, promote best practice and ensure cross-University communications are coordinated.
Selection criteria

- Educated to higher degree level or equivalent with extensive communications experience in digital, social media and print.
- Proven 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.
- Demonstrable experience of assimilating complex information quickly, identifying the pertinent points and making them accessible for a wider audience.
- Excellent writing skills and attention to detail, with a proven ability to communicate complex concepts to specialist and non-specialist audiences.
- Excellent interpersonal skills, including diplomacy and the ability to inspire the confidence of senior colleagues.
- Ability to work independently, problem-solve, handle multiple projects, and exercise good judgment in an organised and professional manner.
- Proficiency working with a range of computer-based and online applications, including website content management systems, Microsoft Office suite of applications and imaging and photo editing software such as Photoshop.
- Proven experience of supporting high profile events – planning, organisation and delivery.
- Proven experience of supporting high profile events – planning, organisation and delivery.

Desirable selection criteria

- Experience of international work.
- Experience of working in higher education.

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
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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

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/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 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

**Epidemic Diseases Research Group**

The Epidemic Diseases Research Group is an academic group within the Centre for Tropical Medicine and Global Health that conducts research on epidemic-prone and high-threat infectious diseases such as Ebola, Plague and Lassa fever. The group has around 20 staff members and is engaged in a large variety of collaborative research activities in Africa and Asia. It is a dynamic, exciting and highly motivating environment where we respond to high-profile health emergencies, such as Ebola outbreaks. The group is leading a number of programmes and projects internationally. A major programme that we coordinate is the International Severe Acute Respiratory and emerging Infections Consortium (ISARIC). ISARIC has recently been refinanced and the Communications Officer will initially focus on implementing a new ISARIC communications strategy that has been developed by an external consultant.
MSc in International Health and Tropical Medicine

The MSc in International Health and Tropical Medicine is an award winning, full-time one-year multidisciplinary and interdisciplinary programme examining major challenges to the health of populations in resource-limited contexts. The course embraces the breadth and complexity of global health challenges facing resource-limited settings, and equips candidates with the tools and awareness to contribute to innovative solutions. We have a small cohort of about 20 students per year who come from a wide diversity of countries and disciplinary backgrounds. We are now in our fourth year and to date have had 78 students from 38 different countries. We have a dedicated team of teaching and administrative staff committed to supporting capacity building in resource limited contexts.

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.
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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

Training

You are required to undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

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/universitypolicyondataprotection/.

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
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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/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

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.

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 and 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/

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/

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.

Family-friendly benefits

The University subscribes to My Family Care (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 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/

Other benefits
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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](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)