OXFORD MARTIN SCHOOL

Job description and selection criteria

Job title	Communications Manager, Institute for New Economic Thinking (INET, Oxford)
Division	Social Sciences
Department	Oxford Martin School
Location	Manor Road Building
Grade and salary	Grade 7: £32,817 - £40,322 per annum
Hours	Full time (37.50 hours / 100% FTE) / Flexible hours
Contract type	Fixed-term (3 years)
Reporting to	Professor Eric Beinhocker, Executive Director, INET Oxford
Vacancy reference	145228
Additional information	Individuals desiring flexible working arrangements are encouraged to apply.

The role

The Institute for New Economic Thinking at the Oxford Martin School (INET Oxford) is seeking an experienced strategic communications professional to develop and run its outreach and strategic communications programme, aimed at improving the spread and impact of new economic ideas, and to inform more effective policies and practices. The role will utilise both proactive and reactive methods, to promote and inform high quality news and comment across a broad range of media.

The Communications Manager will oversee all aspects of communications for INET Oxford. This is a new role that has been created to enable the Institute to have a greater impact and profile from its significant output of research content. Topics that the Institute is working on include economic inequality, climate change, economic growth and innovation, financial system stability, and the purpose and moral foundations of the economy.

Priorities for INET Oxford's strategic communications activities will be determined by the centre's overall programmes of work across its five teams (Complexity Economics; Employment, Equity and Growth; the Economics of Sustainability; Economic Modelling; and Ethics and Economics). The Communications Manager will work closely with the Institute's

Executive Director, the Programme Directors, Centre Manager, and members of the research teams. The Communications Manager will also be a member of the INET Oxford Management Committee.

A key aspect of the role will be to "translate" INET Oxford research, in close collaboration with our academics, into clear and compelling content that can engage a variety of non-academic audiences. This will include press releases, op-eds, long-form media pieces, policymaker briefings, speeches, books, podcasts, blog posts, funder reports and proposals, and content for the INET Oxford website. The successful candidate will also support the dissemination of content by developing relationships with relevant journalists and media outlets.

In addition, INET Oxford has numerous partnerships and collaborations with external academics, policymakers, thought leaders, civil society groups, business leaders, and philanthropic funders; the successful candidate will also engage with these communities on broader communications strategy.

Responsibilities

Content creation
- Work closely with INET Oxford academics to understand their research and identify material and ideas of interest to policy, media, funder, and general audiences
- Through collaboration with INET Oxford researchers, write initial drafts that "translate" their material into engaging, polished end-products relevant to non-academic audiences and targeted media channels
- Develop content for video, podcasts, and other formats, ensuring all content published meets INET Oxford's and the University's standards for rigour, and fits our values and mission

Content dissemination and promotion
- Develop strategies and relationships to promote INET Oxford and broader community content to high-impact audiences
- Work with key channels (e.g. general media, specialist media, policy organisations, web, social media) to publish and disseminate INET Oxford content, and leverage existing relationships between researchers and the media.
- Develop and maintain content for INET Oxford's website, social media accounts, and collaborative project websites, ensuring content is fresh and engaging.
- Collect analytics on INET Oxford web/social media activities and identify strategies for boosting impact

Communications strategy and stakeholder relations
- Work with INET Oxford leaders, the Oxford Martin School's Communications team, and external collaborators to develop change strategies, identify opportunities for impact with INET Oxford research, and identify key narratives and framings to help effect change.
- Establish evaluation methods of this communications strategy, including analysing results and implementing solutions
- Develop and maintain relationships within the Oxford communications community, the broader media community, and other relevant organisations
- Provide communications support for INET Oxford events and ensure that centre communications follow the University guidelines on branding
- Monitor key media platforms to ensure INET Oxford is engaged in conversations that address the centre's topics of study

Pre-employment screening

- All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

- If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

- 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/.

Selection criteria

Essential selection criteria

General
- Educated to degree level or equivalent relevant work experience.
- Proven experience in a relevant communications, editorial, or journalistic role
- Demonstrated ability to conceive, implement and evaluate creative communications strategies

Writing and editing
- Strong writing and editing skills and the ability to produce content for a range of audiences supporting a variety of author voices and styles.
- Ability to engage with academic material and to distil and synthesise complex research into clear and compelling content across a range of economic, social and policy topics.

Collaborative skills
- This will be a highly collaborative role. Strong interpersonal skills and the ability to engage with academic thought leaders and a variety of other stakeholders will be essential.

Communications strategy and dissemination skills
- Ability to work with INET Oxford senior leaders on broad change strategies and capacity to identify and develop communications strategies to support that
- Strategic thinking skills to help connect INET Oxford content with current debates in the media and policy communities
- Knowledge of the modern media and online landscape, both in Europe and the U.S., with insights into how INET Oxford can maximise its impact
- Experience in undertaking media monitoring to inform decision-making and targeting.
- Excellent planning and project management skills, with a proven ability to prioritise and meet deadlines

Desirable selection criteria
- A strong network of media contacts in the UK, US and other geographies
- Experience working across a range of media formats (e.g. written, video, audio, presentations)
- Experience with web content management and blog platforms

INET Oxford

The Institute for New Economic Thinking at the Oxford Martin School (INET Oxford, www.inet.ox.ac.uk) was established in May 2012 as a result of a major grant to the University by the Institute for New Economic Thinking (INET, www.ineteconomics.org). INET is a philanthropic foundation based in New York that was founded in 2009 to promote innovative, cross-disciplinary, policy-relevant economic research. INET Oxford was established in INET and the University of Oxford to become a major centre for leading-edge economic research addressing questions ranging from how do we prevent future financial crises, to how do we address rising inequality, to how do we tackle the threat of climate change?

INET Oxford has six major research programmes: Complexity Economics, Economic Modelling, the Economics of Sustainability, Employment Equity and Growth, Ethics and Economics, and the Future of Capitalism, each led by a senior academic Director or Co-Directors. The Programme Directors and Centre Manager report to the Executive Director of INET Oxford, Professor Eric Beinhocker, and together form INET Oxford's Management Committee.

INET Oxford is a research centre based within the Oxford Martin School and its faculty, researchers and graduate students have affiliations and collaborations with a number of the University Departments and Schools, including the Department of Economics, the Mathematical Institute, the Department of Computer Science, the Department of Social Policy and Intervention, the Faculty of Philosophy, the School of Geography and the Environment, the Department of Sociology, the Saïd Business School, the Blavatnik School of Government, and the Smith School of Enterprise and the Environment. INET Oxford is housed in the Manor Road Social Sciences building.

Oxford Martin School

The Oxford Martin School is a world-leading research department of the University of Oxford. Its 200 academics work across more than 30 pioneering research programmes to find solutions to some of the world's most urgent challenges, ranging from tackling the illegal wildlife trade to creating the plastics of the future.

The School supports novel and high-risk projects that often do not fit within conventional funding channels, with the belief that breaking boundaries and fostering innovative collaborations can dramatically improve the wellbeing of this and future generations.

Underpinning all its research is the need to translate academic excellence into impact – from innovations in science, medicine and technology, through to providing expert advice and policy recommendations.

For more information, please visit www.oxfordmartin.ox.ac.uk

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.

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 www.ox.ac.uk/about/jobs/supportandtechnical/.

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, a supporting statement, and a writing sample. 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). The writing sample should be an example of your work pertinent to the role, such as a newspaper article, blog post or other item demonstrating your ability to distil complex material into clear, concise language.

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 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).

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 receive an automated email from our e-recruitment system 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: 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. 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/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+/.

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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including 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/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

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/.

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 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.