### Job Description:

**Job title:** Communications Officer  
**Division:** Medical Sciences Division  
**Department:** Nuffield Department of Medicine  
**Location:** Big Data Institute, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Oxford, OX3 7LF  
**Grade and salary:** Grade 7: £32,817 - £40,322 per annum (with a discretionary range to £44,045 p.a.)  
**Hours:** Full time (part time hours considered pro-rata)  
**Contract type:** Fixed term until 30 September 2021  
**Reporting to:** Dr Victoria Simpson  
**Vacancy reference:** 145633

### 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.
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) …fostering your career in science

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.

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

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

Oxford Big Data Institute

The Big Data Institute (BDI) is a state-of-the-art building at Oxford University's Old Road Campus which opened in April 2017. This interdisciplinary research centre focuses on the analysis of large, complex, heterogeneous data sets for research into the causes and consequences, prevention and treatment of disease. To this end, BDI researchers develop, evaluate and deploy efficient methods for acquiring and analyse information for large clinical research studies. These approaches are invaluable in identifying the associations between lifestyle exposures, genetic variants, infections and health outcomes around the globe. Research is conducted in four general themes: genomics, population health, infectious disease surveillance, and methodology (including informatics, statistics, and engineering). Big Data methods could transform the scale (breadth, depth and duration) and efficiency (data accumulation, storage, processing and dissemination) of large-scale clinical research. The work of the BDI requires people and projects that span traditional departmental boundaries and scientific disciplines, supported by technical resources to handle the vast quantities of data they generate.
Under the leadership of Professor Martin Landray (Acting Director), the BDI will comprise around 350 researchers (approx. 30 research groups) drawn from a wide range of departments and will form an analytical hub, deeply connected to the wider experimental and clinical community in Oxford and beyond.

For more information please visit: [http://www.bdi.ox.ac.uk/](http://www.bdi.ox.ac.uk/)

**Job Description**

**Overview of the role**

The Malaria Genomic Epidemiology Network (MalariaGEN; [www.malariagen.net](http://www.malariagen.net)) was founded in 2005 and has grown to become a data-sharing network with partners in over 40 countries, committed to working in collaboration to build, share and utilise large genomic data resources to study malaria epidemiology. The Community Development team is supporting the expansion of MalariaGEN to include representatives from National Malaria Control Programmes and international partners whose primary interest is in operational surveillance of malaria parasite and vector populations rather than basic research. In particular this involves working through the challenges of scalability of forming partnerships; increasing community ownership; data release and secondary data use; and engaging with and promoting our community partners.

The Communications Officer will be a member of the Community Development Team and will need to work closely with the Service Operations, Product Development and Partner Support for Translation Teams (which are primarily based between Oxford University and the Wellcome Sanger Institute) and with technology and translational partners. You will take a lead role in the management of traditional communications channels such as the MalariaGEN website and social media, but also includes how our partnerships and data are visualised for partner and public facing tools. To excel in this role the Communications Officer will need to balance the requirements of many different stakeholders with a plurality of opinions and be able to make small iterative as well as significant step changes as needed.

**Responsibilities/duties**

- Develop, gain agreement and deliver a communications strategy for MalariaGEN, considering priorities, audience requirements, channels, timescales and resources.
- Plan and deliver effective and timely communications in line with this strategy. This will include writing and editing online and printed material, routine use of specialist graphics and desktop publishing software packages, email service providers and to a limited extent organising events.
- Maintenance of the MalariaGEN website and social media presence including promotion of data releases and ensuring appropriate attribution to partners.
- Updating information on external websites/publications which hold information about MalariaGEN, this will involve liaising with users to ensure up to date information.
• Development and maintenance of mailing lists and partner databases, improving MalariaGEN’s ability to handle contacts efficiently. This includes the use of a variety of email communications marketing software Adestra.
• Play a lead role within the team working to improve coordination and collaboration between teams
• Identify key audiences for communications activities, providing them with relevant, timely and targeted information.
• Build strong professional relationships with key communications stakeholders across the University of Oxford and Wellcome Sanger Institute as well as relevant contacts external to the University, in particular external collaborators and policy makers.
• Act as point of contact for team members with less communications experience and providing day-to-day guidance and task management within the scope of the communication plan.
• Provide expert advice, coaching and presentations on communications to subject matter experts.
• Support the roll-out of a new programme of activities focused on supporting in-country partners to engage with MalariaGEN products.
• Feed into responses to relevant media enquiries, in liaison with appropriate team members and other institutional press/communications representatives.
• Provide leadership and guidance on GDPR compliance with respect to images, data and metadata and other relevant materials.
• 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.

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/.

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

• Travel outside of Europe or North America on University Business
Selection criteria

Essential

- University degree, preferably in a science or social science subject; or equivalent experience.
- Understanding and experience of the higher education sector, and research intensive environments in particular.
- Hands-on experience in a communications role, including print, digital and social media.
- Well-developed interpersonal, advocacy, and diplomacy skills, with the ability to communicate clearly and effectively with a wide range of stakeholders.
- Demonstrable ability to acquire new skills quickly, keep up to date with rapid developments, and identify the communications implications for these developments.
- Excellent organisational skills, including the ability to coordinate and prioritise multiple tasks and cope with tight deadlines. Self-motivated with ability to work with minimal supervision.
- Experience of writing clear, concise communications across digital and traditional channels, including experience of auditing content for currency, quality, and relevance.
- An ability to think creatively when problem solving.
- Proficiency working with a range of computer-based and online applications, including website content management systems.
- Excellent research and analytical skills, including the ability to interpret complex data, and monitor success of activities.

Desirable

- Experience of requirements analysis and project management.
- Knowledge of or interest in global public health / translational science / malaria.

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/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)*

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+](http://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](http://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](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 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](http://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/](http://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/](http://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/](http://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](http://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/](http://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.