Job Description

HUMANITIES DIVISION

Job title	Head of Communications, Humanities (Leave Cover)
Division	Humanities
Department	Humanities Divisional Office
Location	Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Rd, Oxford, OX2 6GG
Grade and salary	Grade 9: £52,815 - £61,198 per annum
Hours	Full time
Contract type	Fixed term or secondment (14 months). Preferred dates from January 2024 to March 2025
Reporting to	Divisional Registrar, Humanities Division
Vacancy reference	169104
Additional Information	Closing date for applications is 12 noon on Friday 24 November 2023. Shortlisting is expected to take place in the following week. Interviews are expected to take place in the first two weeks of December.

The role

This is a 14-month post to lead communications for the Humanities Division at the University of Oxford. The postholder will solely hold the role for a year, with an extra month at the start and end for handover with the current postholder, who is taking a career break.

The role represents a unique opportunity to help shape the future of the Humanities Division at a pivotal time:

- The Division has recently launched a new strategy and vision, including a campaign to advocate for the value of the humanities at the national level. The postholder will be responsible for implementing a communications strategy to bring this vision to key audiences, working closely with the Head of Division and the Divisional Registrar. They will also build and oversee a three-person communications team to support this ambitious project.

- The postholder will play an important role in preparing for the opening of a major new humanities Centre funded by the largest gift to a UK university in modern times. The Stephen A. Schwarzman Centre for the Humanities is currently under construction and will be completed in summer 2025. It will transform teaching and research in the humanities at Oxford University, as well as being genuinely open to the public, and its

state-of-the-art venues will be brought to life by an ambitious Cultural Programme. The postholder will lead on communicating about the Centre's developments – and possibilities – to key stakeholders, including developing new communications channels as appropriate.

The postholder will be responsible for managing internal and external communications for the Humanities Division and will sit on the Divisional Office's Senior Leadership Team. They will be given scope and support to develop bold communications campaigns to convey the value of the humanities to key audiences by finding and promoting outstanding research and teaching from across the Division's academic faculties. They will recruit and line manage a small team within the Divisional Office, comprising a Communications Officer; a Marketing and Events Officer; and a Digital Media Officer. They will develop – and draw support from – a small group of communications officers across the Division's faculties and units, and oversee freelance or agency support to help achieve their goals, as required.

The postholder will also advise senior officers on communications, provide media training where necessary, and work with key stakeholders across the collegiate University and outside. S/he will handle reactive and crisis communications relating to the Division and the Schwarzman Centre, working closely with the University's Public Affairs Directorate, and report on activities to senior University officers and committees.

Responsibilities

- Implement a communications strategy for the Humanities Division, based on a new vision set by the Head of Division, the Divisional Registrar, and the Faculty Board Chairs.

- Build up and line manage a communications operation for the Humanities Division.

- Hold overall responsibility for strategic communications for the Humanities Division and the Schwarzman Centre, encompassing print, broadcast and online news media.

- Work with the University's Public Affairs Directorate to lead the handling of major news stories and act as spokesperson in a reputationally-sensitive context.

- Identify and commission (and occasionally write) positive news stories about the Division for the website and social media channels. The Division has been taking a communications campaign approach, publishing series around key themes to its Medium page.

- Engage and manage PR agencies, website and video firms, media monitoring services, photographers and other contractors, as appropriate.

- Work with a small group of colleagues on a project to improve and streamline the Humanities website, www.humanities.ox.ac.uk.

- Present on communications to the Divisional board and the Schwarzman Centre's project board, and secure buy-in.

- Meet with the heads of the academic faculties in the Humanities Division to understand their objectives and offer communications advice and support.

- Oversee a network of communications officers across the Humanities Division, in order to share key campaigns and messages from the Divisional Office as well as uplift communications across the Division.

- Identify communications champions across the Division's researchers and students and give them the training, networks and opportunities to grow their own profiles in the media and on social media.

- Organise and run training and professional development events for staff and researchers to build communications capacity across the Division.

- Oversee the regular updating and development of websites and social media feeds for the Humanities Division, including the Stephen A. Schwarzman Centre for the Humanities.

- Implement appropriate evaluation methods to assess impact and effectiveness on communications activity.

- Manage internal communications channels for the Humanities Division including newsletters and town hall meetings.

- Fulfil other duties as determined by the Head of Humanities Division and Divisional Registrar.

Selection criteria

Essential

- Educated to degree level or equivalent

- Line management experience

- Senior experience in a corporate communications environment

- Proven track-record of planning and leading the delivery of successful multi-channel communications strategies in a large and complex organisation

- Broad hands-on experience across the communications mix, including leading media handling

- Excellent written and verbal communications skills, with the ability to communicate effectively and persuasively with a wide range of audiences.

- Ability to master and communicate complex issues effectively and accurately

- Proven ability to influence internal stakeholders at the highest level in a complex institutional environment

- Significant experience in chairing committees and reporting to high-level committees or boards

- Significant experience in leading the handling of communications challenges, including crisis communications

- Significant relevant professional experience, especially in developing campaigns and pitching story ideas to journalists in print, broadcast and online news media.

- Significant experience of contributing to decisions which affect a large department, division or major research project, and the wider reputation of a large organisation

- Capacity to work independently, problem-solve, take the initiative, 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

- Resilient, calm and effective under pressure, with the ability to juggle priorities and meet tight deadlines

- Well-developed skills in IT, including experience of working with web content management systems and overseeing websites

- Sophisticated knowledge and understanding of the University of Oxford

- Willingness to work evenings and weekends where necessary.

- Ability to investigate issues, weigh evidence and think logically.

Desirable

- Excellent contacts in the national and international media, as well as in the arts and policy worlds.

- Understanding of the higher education sector, and Oxford University in particular.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, each with a full-time Head and elected Board. The Humanities Division is distinctive for its depth and

breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, the Pitt Rivers Museum, the History of Science Museum and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University Rankings by Subject. The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

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

The Schwarzman Centre

The teaching and study of the humanities is so important because it tells the story of what it means to be human - who we are, where we came from, and how our culture, literature and language have developed over time. With over 700 academic staff and 6,000 students, Oxford Humanities leads the world in the breadth and depth of subject coverage and the quality of teaching and research. But don't just take our word for it - the latest QS World University Rankings placed us at number one.

The new Humanities building will take our teaching, research and public engagement to new heights. For the first time in the University's history, seven humanities faculties will be housed together along with a new library. These disciplines are currently scattered in buildings across Oxford but they will be united in a new building designed to encourage cross-disciplinary study and research. Academics in the building will work together to tackle some of the most pressing questions of our time. As well as a new Institute for Ethics in Artificial Intelligence, they will consider the environment and how society rebuilds after the pandemic.

Crucially, the building will be open to the public, and we aim to bring research and performance in the arts and humanities to new audiences. There will be dedicated space for schoolchildren

to visit and engage with Oxford's researchers. There will be exhibition space and three new performance venues for music, theatre, drama, dance, lectures and more. A new Cultural Programme will bring the world's leading performers and artists to Oxford. Our venues will also be open to regional cultural organisations, with whom Oxford researchers will strengthen partnerships. We cannot wait to welcome you to the first performance in 2025!

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

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

All applications must be received by **midday** UK time 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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: https://staff.web.ox.ac.uk/recruitment-support-faqs.

Non-technical questions about this job should be addressed to the recruiting department directly.

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 online recruitment portal 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: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement
The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades 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 https://hr.admin.ox.ac.uk/staff-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 https://www.sport.ox.ac.uk/.

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 https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme.

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 the Work+Family Space, 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 https://hr.admin.ox.ac.uk/my-family-care.

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 https://childcare.admin.ox.ac.uk/

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 https://edu.admin.ox.ac.uk/disability-support

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 https://edu.admin.ox.ac.uk/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.