

## Summary

<b>Job title</b>	Communications Officer (Research)
<b>Division</b>	Medical Sciences Division
<b>Department</b>	Medical Sciences Divisional Office
<b>Location</b>	John Radcliffe Hospital and Churchill Hospital, Headington, Oxford
<b>Grade and salary</b>	Grade 7: £36.024 - £44, 263 per annum
<b>Hours</b>	Full time: 37.5 hours per week (part time at a minimum of 0.8 FTE will be considered)
<b>Contract type</b>	Fixed-term (until September 2024)
<b>Reporting to</b>	Head of Communications, Medical Sciences Division
<b>Vacancy reference</b>	169926
<b>Additional information</b>	Internal applicants only Secondment applications will be considered

## The role

The Medical Sciences Division seeks to appoint to a role to support the delivery of a number of important communications projects and initiatives led by the Research Strategy and Funding team, with a specific focus on supporting the team's strategic research theme in Global Health

The post holder will report to the Medical Science Division's Head of Communication and be part of a small Communications team. As the communications expert for the Research Strategy and Funding team, they will also be an integral part of that team and will attend and contribute to their team meetings. The post holder will be responsible for both the practical implementation of Research team's communication outputs and the development of strategic communications to support their objectives. In this varied role, you will create new and engaging website content and social media posts, write copy for internal communications, assist with promoting events, support the development of thematic networks, and identify opportunities to progress the team's objectives internally and externally.



You will have a good understanding of audience needs, a keen sense of what makes innovative and engaging content and a strong foundation and awareness of digital media. In most cases, you will utilise existing channels, working with the team to improve and update these as required. For Global Health you will be at the forefront of developing nascent channels and will provide specific strategic communication support to this theme.

This role will be varied, interesting and sometimes challenging, working both across the University's largest academic division, and will necessitate close working with colleagues across the four Divisions and their constituent departments/faculties, the wider University community, and with external partners.

## Responsibilities

- Implement communications strategy for specific parts of the Research Strategy and Funding Team portfolio, considering priorities, audience requirements, channels, timescales and resources.
- Develop a range of engaging and timely communication material for use on thematic, Divisional and University channels (e.g. Oxford Global Health website [www.globalhealth.ox.ac.uk](http://www.globalhealth.ox.ac.uk) and newsletters) that enable the Research Strategy and Funding Team to meet their objectives.
- Take responsibility for the Oxford Global Health and Research Strategy and Funding team's websites content, and it's associated research themes, ensuring the information is up to date and accurate, and audience focussed.
- Select and implement appropriate methods for evaluating communication activities analysing the results to inform future strategy.
- Liaise with internal partners (e.g. departments, other divisions, Research Services, Research and Innovation Support Network, Public Engagement with Research team etc.) to identify opportunities to cross promote strategic Divisional activity.
- Work with the central University's Public Affairs Directorate, Research Services and other relevant networks/groups to share information, promote best practice and ensure cross University communications are coordinated.
- Identify opportunities and relevant content (news, events, etc.) that further promote the team's objectives and support the development of the Oxford Global Health networks.
- Ensure that communications follow the University's branding guidelines, and encourage others to use them.
- Participate in the Medical Sciences Division Communications Officers Network and Research and Innovation Support Network.
- Support the Communications team on an *ad hoc* basis.
- Any other duties commensurate with the grade of the role and the operational needs of the Divisional Office.

## Selection criteria

### Essential selection criteria

- Educated to degree level or equivalent professional experience.
- Proven experience in a communications or marketing role, including experience producing content across a range of communications channels (digital, print, social).
- An interest in the medical sciences and research.
- Demonstrable experience working simultaneously across multiple projects, managing varied deadlines, maintaining open communication with project leads, and prioritising workload effectively.
- Good knowledge of key aspects of web management including, writing for the web, usability, accessibility, copyright and a general understanding of content management and HTML.
- Experience evaluating the impact of communication methods and adapting practice in line with evaluation outcomes.
- Demonstrable experience of assimilating complex information quickly, identifying the pertinent points and making them accessible for a wider audience.
- An ability to work independently in a complex environment, taking initiative where necessary.
- Well-developed interpersonal, advocacy and diplomacy skills, with the ability to communicate clearly and effectively with a wide range of diverse stakeholders.
- Proficiency working with a range of computer-based and online applications, including website content management systems.

### Desirable selection criteria

- Professional qualification in public relations or marketing.
- Undergraduate or higher degree in the medical sciences.
- Experience of working in higher education.

## 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](http://www.ox.ac.uk/about/organisation).

## Medical Sciences Division

All of the Division's departments are in receipt of Athena SWAN awards that recognise advancement of gender equality: representation, progression and success for all.

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 11 clinical departments, 5 non-clinical departments and two Institutes/Centres.

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.

The Medical Sciences Division is one of the four academic divisions within the University, (Humanities Division, Social Sciences Division, Mathematical, Physical and Life Sciences Division, and the Medical Sciences Division). Each division has its own academic Head of

Division and a divisional secretariat, led by the Divisional Secretary. The division is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Much of the discussion and decision-making is undertaken by the divisional board and its principal committees. The Divisional Office for Medical Sciences is based at the John Radcliffe Hospital. The administrative and secretarial staff of the Divisional Office is formally part of the Academic Administration Division of the University administration, and report to the Divisional Registrar. For more information please visit [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

## 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.

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## 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).

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## 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](http://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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **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 <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](http://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 dependents. 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](http://www.newcomers.ox.ac.uk).