

<b>Job title</b>	Communications Officer
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	Pandemic Sciences Institute, Old Road Campus Research Building, Roosevelt Drive, Headington, Oxford, OX3 7DQ
<b>Grade and salary</b>	Grade 6: £32,332 - £38,205 with a discretionary range to £41,732 p.a.
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term contract until 30 June 2027 Funding is provided by Mastercard Foundation and Moh Family Foundation
<b>Reporting to</b>	Sarah Nelson, Head of Communications
<b>Vacancy reference</b>	172544

<b>Hybrid working arrangements</b>	<b>The successful person will need to work on site for a minimum of 3 days per week</b>
<b>Additional information</b>	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship or a Global Talent Visa under UK Visas and Immigration legislation. Therefore, the Nuffield Department of Medicine welcomes applications from international applicants who require a visa.
<b>About us</b>	<ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> <li>Pandemic Sciences Institute – <a href="https://www.psi.ox.ac.uk/">https://www.psi.ox.ac.uk/</a></li> </ul>
<b>What we offer</b>	<a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul>

## The role

The Pandemic Sciences Institute (PSI) at the University of Oxford has an exciting vacancy for a Communications Officer to develop, deliver and evaluate communications activity.

The role has specific responsibility for communications activity for a new and high-profile partnership between PSI, Mastercard Foundation and the Science for Africa Foundation (SFA Foundation). This partnership, funded at around \$45 million, will establish networks of scientific excellence in epidemic and pandemic research, preparedness and response across Africa, and will include a portfolio of policy engagement, knowledge exchange and capacity-strengthening activities. Communications will be managed and delivered in partnership with communications colleagues at Mastercard Foundation and SFA Foundation and will involve liaising with multiple organisations across Africa. It is expected that you will dedicate around 50% of your time to this partnership, working under the guidance of PSI's Head of Communications and the Senior Programme Manager.

The remaining 50% of your time will be spent supporting other communications activity across the Institute.

This is an exciting, challenging and varied role, with a chance to make your mark on the external profile of a new Institute with an ambitious mission and a global reach, and contribute to strengthening PSI's relationships with collaborators across the African continent.

Our audiences extend beyond academia to policymakers, multilateral and bilateral agencies, non-governmental organisations, partners and funders. This role will ensure that the right communications messaging, tactics, formats and channels are deployed to reach these varied audiences.

You will be responsible for managing and contributing to a wide range of communications activities, ensuring that complex and technical information is clearly explained. You will plan, write, create and evaluate online and offline content for websites, social media, newsletters, reports, media relations and presentations.

You will act as a brand ambassador for the Institute, ensuring brand guidelines for PSI and any sub-brands are consistently and effectively applied and will commission external agencies to produce content where required.

You may also coordinate and/or support internal and external international events including public engagement activities, conferences and collaborator meetings.

You will be confident in developing positive working relationships with a range of stakeholders, including the academics and programme staff within PSI, and with external partners. This is particularly important for the Mastercard Foundation / PSI / Science for Africa Foundation partnership, where you will build excellent working relationships with communications colleagues at the various collaborating organisations.

By ensuring you stay abreast of PSI's research priorities, you will ensure that communications activity can support the Institute's objectives. The role will also contribute to the development and rollout of the new PSI communications strategy.

The role will report to PSI's Head of Communications, and is part of a wider, supportive network of communications professionals across the University of Oxford. With an excellent range of networking, professional development and training options available, this is an ideal post for a confident communicator looking to progress to the next stage in their career.

# Responsibilities

You will:

- Work with communications colleagues across PSI and our partners to develop, implement and evaluate internal and external communication strategies, processes and tactics that support the Institute's strategic aims.
- Be supported by the Head of Communications and the Senior Programme Manager, to work closely with communications colleagues at SFA Foundation and Mastercard Foundation to maintain, refine, implement and evaluate the communications strategy and plan for the \$45 million initiative. This may involve occasional travel to Africa.
- Write and edit a range of compelling, professional communications materials, including website content, social media and blog posts, press releases, newsletters, promotional material, briefings and reports for a range of audiences. This will include working with SFA Foundation and Mastercard Foundation to align messaging and content as required.
- Manage and deliver production of engaging visual content such as graphics, images, videos and presentations.
- Act as a brand ambassador, ensuring that relevant identity guidelines are followed across all activities and channels.
- Plan and organise professional internal and external events. This may include supporting specific activities within the Mastercard Foundation / PSI / Science for Africa Foundation partnership such as annual networking meetings and policy engagement events.
- Provide advice and coaching to researchers and collaborators on communications strategy, tactics and message development.
- Work with colleagues to adapt complex and technical information for non-specialist audiences.
- Identify and proactively engage with a range of internal and external stakeholders, partners and audiences, providing timely and relevant information as appropriate.
- Select and implement appropriate methods for evaluating communications activities, analysing the results to inform future strategy.
- Play an active role in communication networks and communities across the University of Oxford, promote best practice and ensure that cross-University communications are coordinated.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- 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.

## Selection criteria

### Essential

- Degree in any subject or equivalent work experience.
- Communications experience across one or more communications disciplines (strategic communications, media, digital and social media, external affairs or marketing).
- Excellent writing skills across a range of formats and channels, targeted at varying audiences.
- Proven experience of using digital media in communications, including delivery of effective online content, managing websites, deploying social media within an organisational context, and evaluating the impact of these communication methods.



- Excellent interpersonal skills, including demonstrable experience of working with diplomacy and navigating sensitive relationships, inspiring the confidence of senior colleagues and external stakeholders.
- Demonstrable experience of assimilating complex or technical information quickly, identifying key messages and making them accessible to non-specialist audiences.
- Ability to work independently, problem-solve, manage multiple projects, and work to deadlines in a fast-moving and demanding environment.
- Proficiency working with a range of computer-based and online applications including website content management systems and Microsoft Office.
- A commitment to ensuring communications best practice, such as through professional development, training and networking.
- A proven team player, committed to working collaboratively and supportively with colleagues and stakeholders.

## Desirable

- Professional qualification, training or accreditation in communications, digital communications or marketing.
- Experience of visual content production, design or editing.
- Experience of working in global health and/or international development.
- Experience of working in a research context.
- Experience of working with collaborators in multicultural and/or resource-limited settings.

## 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>

### 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, 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



## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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.

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). 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. Please note using a long file name may prevent you from uploading your documents.

- [http://www.ox.ac.uk/about\\_the\\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

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 [recruitment@ndm.ox.ac.uk](mailto:recruitment@ndm.ox.ac.uk)

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 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 70<sup>th</sup> 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.