

Job Description

Job title	Communications and Engagement Manager
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 8: £45,585 - £54,395 per annum, pro rata
Hours	Full time
Contract type	Fixed-term for 12 months (maternity cover) from 19 August 2024
Reporting to	Head of Administration and Finance
Vacancy reference	173270
Additional information	Closing date: midday (UK time) on 1 July 2024. Interviews will be held as soon as possible thereafter.

The role

This post is to cover the absence of the substantive post holder, who is taking a period of maternity leave. The post is available for a 12-month period, or the actual return of the substantive post holder, or the resignation of the substantive post holder and employment of a new post holder, whichever is the earliest.

The Communications and Engagement Manager will lead the Department of Politics and International Relations' Communications and Engagement team, ensuring all the work and outputs meet departmental objectives. The post holder will lead on the creation of a communications strategy and manage the team to ensure it happens. They will have oversight of all departmental comms channels, including: website, social media, internal, events plan, fundraising campaigns, alumni engagement, marketing for recruitment, scholarships and



programmes, research and media. This role will line manage the Events and Communications team.

Strategy, internal communications, and content creation

This post holder will develop and implement an effective communications strategy that aligns with departmental priorities, and lead the team to deliver that strategy, alongside departmental and University stakeholders. They will make the link between the different areas of the team and find opportunities in the department – alumni and events, for example, or research impact and news – to ensure work is strategic, effective, and integrated to other departmental activities.

The post holder will create high quality content for multiple channels and manage others that do as well. They will deliver internal communications, news stories and fundraising communications, alongside the Communications and Alumni Officer. They will oversee the events programme, working closely with the Events Manager who will deliver the programme. This work should be strategic and involve high-level stakeholders. This post will also act as a point of contact for media enquiries (working with the Public Affairs Directorate) and offer guidance to members of the department who are involved in media relations.

Responsibilities

- Create and professionally deliver the department's communications strategy.
- Overall responsibility for the production of a range of communications materials for broad audiences, which could include internal newsletters, blog posts, briefings and reports, or promotional materials (such as brochures, leaflets and posters) ensuring quality delivery by the Communications and Alumni Officer and Events Officer. The Communications and Engagement Manager will write content, as required, and edit others' work.
- Taking responsibility for the department's event programme, which will include online and in-person events.
- Lead external and internal engagement activities and tailored campaigns for the department, ensuring the needs of staff and students are considered for internal communications, alumni are well supported and the department is positively reflected for external stakeholders.
- Identify and engage with a range of internal and external stakeholders and audiences, providing timely and relevant information to them as appropriate.

- Select and implement appropriate methods for evaluating communications activities, analysing the results to inform future strategy.
- Deliver tailored communications training and advice sessions to subject matter experts in the department, creating original training material for this purpose.
- Act as line manager to Events and Communications team. Providing day-to-day guidance and allocating tasks.
- Ensure that departmental communications follow the University guidelines on branding, and encourage others to use them.
- Be an active member of the University's Communication Officers network, the SSD Communications Officers network and other relevant networks in order to share information, promote best practice and ensure cross-University communications are coordinated.

Selection criteria

Essential

- Educated to degree level or equivalent professional experience.
- Extensive communications experience in print, digital and social media.
- Proven experience in managing websites and producing effective web content.
- Experience of producing campaigns for specific audiences, such as alumni or potential students, setting objectives and reporting to senior stakeholders.
- Excellent writing skills and attention to detail, with a proven ability to communicate complex concepts to a non-specialist audience.
- Excellent interpersonal skills, including diplomacy and the ability to inspire the confidence of senior colleagues.
- Ability to work independently in a complex environment, taking initiative when necessary and prioritising effectively to meet deadlines.
- Proficiency working with a range of computer-based and online applications, including website content management systems such as Drupal, newsletter software, and customer relationship management systems.



- Excellent research and analytical skills, including the ability to interpret complex data.

Desirable

- Professional qualification in public relations or marketing.
- Experience working in higher education.
- Experience of line management or day-to-day task allocation and guidance for less experienced colleagues.
- Knowledge or interest in Social Sciences.

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.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.



The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.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.

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: vacancies@politics.ox.ac.uk

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 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>



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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.