

## Job Description and Selection Criteria

<b>Job title</b>	Communication and Events Specialist, Hub for Quantum Computing via Integrated and Interconnected Implementations (QCI3 Hub)
<b>Division</b>	Mathematical Physical and Life Sciences
<b>Department</b>	Physics, ALP
<b>Location</b>	Clarendon Laboratory, Parks Road, Oxford
<b>Grade and salary</b>	Grade 7: £36,024 - £44,263 per annum (with the possibility of an underfill at grade 6 if all selection criteria are not met)
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed Term: 5 years
<b>Reporting to</b>	QCI3 Senior Programme Manager (with a strong oversight from the Co-Director for Engagement)
<b>Vacancy reference</b>	173682
<b>Additional information</b>	Closing date – midday on Monday, 26 August 2024

## The role

The Department of Physics seeks a Communications and Events Specialist to support the work of the EPSRC Hub for Quantum Computing via Integrated and Interconnected Implementations [QCI3 Hub]. This programme is led from Oxford, and includes researchers from 17 other UK institutions.

The postholder will be responsible for developing, agreeing and implementing the communications strategy for the QCI3 Hub, providing leadership and advice on all aspects of effective communications for the directors and Hub team, and coordinating the Hub's internal and external events.

The QCI3 Hub is a strategic collaboration of 18 universities supported by 27 industrial partners, and is focused on developing the UK quantum economy by progressing quantum computing technologies from the laboratory to the marketplace. The Hub will foster the quantum computing industry through technology translation, engagement with users in science and industry, policy makers and the public, and by training and skills development.

The QCI3 Hub is a new programme that builds on the work of the previous 10 years undertaken firstly in the Networked Quantum Information Technologies (NQIT) Hub and subsequently in the



Hub for Quantum Computing and Simulation (QCS), as part of the UK's National Quantum Technologies Programme (NQTP). We have a superb team of scientists, engineers, professional support staff and students working on software and hardware development of small-scale quantum processors and simulators, and the critical underpinning technologies for fully scalable machines.

Good communications and the flow of information will be essential to the smooth running of the project and will underpin successful engagement with users of its technology and other stakeholders, both internally and externally. The postholder will play a vital role in ensuring that QCI3 is identified as a flagship project for the UK, requiring close working with the Engagement team. In addition to regular internal and external communications, the project will undertake a range of events to disseminate the results of its work and to engage with interested parties. The planning and delivery of Hub events will be the postholder's responsibility.

The Communications and Events Specialist will be a key member of the QCI3 project team which is based in the Beecroft Building in Oxford. Our team works both remotely and in-person; requests for hybrid working will be considered, with an expectation of at least two days per week in the office. Additional onsite support of in-person events will be required, including UK travel in support of events requiring occasional overnight stays.

Operationally, the postholder will report to the Senior Programme Manager, with a strong oversight from the QCI3 Co-Director for Engagement. They will work closely with all team members, including the Directors, Programme Support Officer and Technology Associate.

The project will start on 01 December 2024 and we would be looking for a candidate to be in place before or as soon as possible after that date.

## **Responsibilities**

- To develop, agree and implement the QCI3 Hub communications strategy to promote the Hub's endeavours within internal and external communities, funders, and other stakeholders, reviewing and updating this as required to ensure it remains appropriate, timely and meets financial constraints.
- To develop plans for the delivery of the QCI3 Hub's agreed communication strategy and associated activities to support the Hub's objectives, working with the different QCI3 teams and leadership on their communication needs.
- To be the primary advocate for QCI3 communications, building networks as required and liaising internally and externally to proactively deliver high quality output through all channels to ensure that the Hub's purpose, activities and achievements are widely understood. Key collaborators include the other 4 Quantum Technology Hubs, The National Quantum Computing Centre, and National Quantum Technologies Programme representatives.
- To establish, develop and maintain regular Hub communication channels, both internal and external, including websites, intranets, bulletins, newsletters, videos and electronic and traditional news media, ensuring that Hub communications at all times respect all applicable copyright and branding restrictions, including commercial, funder and similar constraints.
- To proactively identify stories, seeking and obtaining engaging and topical content from a range of contributors to inform and build the QCI3 Hub communities.
- To be the QCI3 Hub's primary lead in the planning, promotion, delivery, and support of events, of differing types and sizes and at various locations, for members, partners, users and stakeholders of the QCI3 Hub or wider National Quantum Technologies Programme, especially the national Quantum Computing Centre.
- To lead the planning and production of QCI3 Hub publications, liaising with internal and external sponsors, stakeholders, contributors, and external suppliers as required, setting standards and templates for Hub branding.

- The monitoring, reporting and promotion of the QCI3 Hub's academic publications.
- To monitor and understand the effectiveness of Hub communications, establishing and tracking relevant metrics to inform future communications activities and to provide performance reporting and recommendations to the Directors and Senior Programme Manager.
- To manage the Hub's Communications and Events Budget, procuring items and services using the University's approved purchasing procedures, reporting and forecasting expenditure to the Senior Programme Manager at the required intervals, and ensuring value for money is achieved in all communications activities.
- To monitor the Hub's profile on primary commercial media and report on any concerns of reputational or commercial risk to the Hub directors, proposing appropriate action as required.
- To work with your peers across the University, and in particular with the Head of Communications for the Department of Physics, providing regular updates and collaborating on communications activities.
- To undertake any other appropriate duties as requested by the Senior Programme Manager and Hub Directors.

## **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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## **Selection criteria**

### **Essential**

- An undergraduate degree in a relevant discipline or other evidence of relevant experience in communications, PR, media relations or journalism.
- Excellent writing skills and attention to detail, with a proven ability to communicate complex concepts to a non-specialist audience.
- Evidence of the ability to proactively identify stories and seek and obtain engaging and topical content.
- Excellent communication skills and experience in a variety of media; both printed and electronic, and including the effective use of social media.
- Excellent monitoring, reporting and advisory skills, and confidence in giving advice and information to senior managers.
- Ability to work independently in a complex environment, demonstrating resourcefulness, taking initiative and prioritising effectively to meet deadlines.
- Demonstrated ability to work well under pressure to tight deadlines, organising and planning a heavy and varied workload, managing multiple tasks and delivering on all.

- Experience in event management or coordination, from planning to delivery.
- Meticulous attention to detail with the ability to solve problems and make well-grounded decisions, and good judgement in knowing when and how to consult.
- Excellent interpersonal skills; positive and enthusiastic in approach and attitude and with a professional demeanour and presentation to represent the project externally.
- High level of computer literacy, including website content management and the ability to use Microsoft Office and common website and desktop publishing software, and to learn to use unfamiliar software in a short period of time.

## **Desirable**

- A qualification in communications, marketing or public relations.
- Employment experience within a Higher/Further Education Institution, the public sector, or other large and complex organisation.
- Knowledge or interest in emerging technologies, particularly quantum computing.
- Experience of Website development.
- Experience with graphic design software such as InDesign (or similar software tools).
- Comprehensive experience of the planning and delivery of internal and external events up to 250 attendees.
- Experience of managing budgets

For further discussion specific to this particular role, please contact:

Chris Skinner, email [Christopher.skinner@physics.ox.ac.uk](mailto:Christopher.skinner@physics.ox.ac.uk)

## **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).

## **Department of Physics**

Oxford Physics is one of the largest and most eminent departments in Europe – pursuing forefront research alongside training the next generation of leaders in Physics.

With an academic staff of over one hundred our activities range from fundamental particles to the furthest reaches of the universe to manipulating matter on an atomic scale. Oxford physicists are probing new ways to harness solar energy, modelling the Earth's atmosphere to predict the future climate, exploring computation on the quantum scale and executing calculations that reveal the fundamental structure of space and time.

### **Sub-department**

The post-holder will be based in the Atomic and Laser Physics sub-department, which is one of the six sub-departments that together make up the Department of Physics; these are Astrophysics, Atomic and Laser Physics, Atmospheric, Oceanic and Planetary Physics, Condensed Matter Physics, Particle Physics and Theoretical Physics, with a seventh function (Central Physics) providing administrative and technical support to these sub-departments. Members of all sub-departments take part in research, teaching and matters such as examinations, discussion of syllabi, lectures and liaison with undergraduates and postgraduate students.

For more information please visit: <http://www2.physics.ox.ac.uk/>

## **Mathematical, Physical & Life Sciences Division**

The Mathematical, Physical and Life Sciences (MPLS) Division is one of the four academic divisions of the University of Oxford.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

For more information please visit: <http://www.mpls.ox.ac.uk/>

## **Athena Swan Charter**

The Department of Physics holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## 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>.

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 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)*

## 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@physics.ox.ac.uk](mailto:recruitment@physics.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

### Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. 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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## 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.



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