



Summary

Job title	Senior Communications and Liaison Officer
Division	Humanities
Department	Faculty of Philosophy
Location	Institute for Ethics in AI, currently Dorothy Crowfoot Hodgkin Building, South Parks Road, Oxford OX1 3QU but moving to Schwarzman Centre in 2025.
Grade and salary	Grade 8: £45,585 - £54,395 per annum
Hours	Full-time
Contract type	Fixed-term (5 years)
Reporting to	Head of Communications, Humanities Division
Vacancy reference	174829

The role

The University of Oxford has secured funding for a new 5-year Accelerator Fellowship Programme in Ethics, AI and Governance to be located within the Faculty of Philosophy's Institute for Ethics in AI. The Accelerator Fellowship Programme will build on the core disciplinary strengths of the Institute for Ethics in AI and the University of Oxford, especially in moral philosophy, political philosophy, and legal philosophy, and will work in close collaboration with the Department of Computer Science at Oxford and with colleagues at other institutions across the world. The programme will address foundational challenges in regulation, both legal and political, across numerous jurisdictions, including the EU and the US, but also China. It will achieve global reach as well as local capacity building in both Oxford and elsewhere.

The Institute for Ethics in AI is now seeking a Senior Communications and Liaison Officer to support the Accelerator Fellowship Programme with the delivery of its strategic goals. The Senior Communications and Liaison Officer will lead on the development of a communication strategy for the Programme, alongside the broader strategy for the Institute as a whole. They will promote the work of Accelerator Fellows and the wider Institute, both internally and externally, working closely with the Programmes Senior Director of Research and the Director of the Institute. They will be responsible for the Institute's brand management, creating digital communications, overseeing the website and social media platforms and developing opportunities to engage with a wide variety of audiences.



The successful candidate will have experience of working in a communications role, have superb design and communications skills, including journalistic skills writing skills, and will understand the research and stakeholder environment in which the Institute operates.

Responsibilities

- Develop, gain agreement and deliver a communications strategy for the Accelerator Fellowships Programme within the broader Institute communications strategy, taking into account priorities, audience requirements, channels, timescales and resources.
- Plan and deliver effective and timely communications activity in line with this strategy. This will include writing and editing online and printed material, organising events, and managing others to do so.
- Work proactively to identify, plan and coordinate press work for media-relevant activities in the Institute, in liaison with the Humanities Division's Head of Communications and the University's Public Affairs Directorate.
- Identify key audiences for the Institute's communications, and raise the profile among these audiences by providing them with relevant, timely and targeted information.
- Build strong professional relationships with key communications stakeholders across the collegiate University as well as relevant contacts external to the University.
- Establish and chair user groups/discussion groups as appropriate to facilitate effective communication.
- Provide expert advice, coaching and presentations on communications to subject matter experts in the Institute.
- Take responsibility for the evaluation of the communications strategy, including analysing results and implementing solutions.
- Ensure that Institute communications follow the University guidelines on branding and encourage others to use them.
- Manage the budget for communications activity in the Institute, with oversight from the Faculty's Head of Administration and Finance.

Selection criteria

Essential selection criteria

- Educated to degree level or equivalent relevant work experience.
- Proven experience in a communications/media role in a large organisation with multiple stakeholder groups.
- Demonstrated ability to conceive, implement and evaluate creative communication strategies in a large and complex organisation.
- Excellent written skills with the ability to develop high quality, accurate and consistent communications materials, with particular experience of working with national and international media

- Excellent oral communication and interpersonal skills, with the ability to inspire the confidence of senior colleagues.
- Demonstrable experience in producing effective web content and working with web content management systems.
- Must be a self-directed strategic thinker with the capacity to problem-solve, take initiative, set priorities, and exercise good judgment in an organised and professional manner.
- Demonstrable ability to assimilate complex information quickly and make it accessible to a wider audience through a variety of communications channels.

Desirable selection criteria

- Evidence of previous successful managerial/supervisory experience.
- Evidence of managing budgets.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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.

Faculty of Philosophy

The Oxford Philosophy Faculty has over 150 academic members, all of whom are undertaking teaching and/or research in Philosophy at Oxford. Of these, around 60 hold permanent posts within the Faculty or the colleges; many distinguished philosophers hold posts elsewhere in the University. Oxford thus contains the largest group of philosophers in the UK, and one of the largest in the world. It has a vigorous research culture, and performed outstandingly in the most recent UK Research Excellence Framework, achieving the highest volume of world-leading (4* ranked) philosophy research of any unit in the country.

Each year, many distinguished philosophers from around the world visit Oxford to give lectures and seminars. There are over fourteen hundred students studying Philosophy at undergraduate level, always in combination with at least one other subject, and around 150 graduate students, about half of whom are studying for the BPhil or the specialist MSt courses in Ancient Philosophy and Philosophy of Physics, and the rest for the DPhil. A list of current Faculty members and their research interests can be found on the Philosophy Faculty website at:

<http://www.philosophy.ox.ac.uk/faculty-members>.

Further information about the Faculty can be found on its website at:

<http://www.philosophy.ox.ac.uk>.

The Institute for Ethics in AI

The Institute for Ethics in AI was announced in June 2019 and from September 2025 will be housed in Oxford University's Schwarzman Centre for the Humanities. The Institute responds to the pressing dual need for disciplinary rigour and multidisciplinary engagement in engaging with the important ethical questions thrown up by the development of Artificial Intelligence. The Institute is rooted in rigorous philosophical inquiry. However, it also reaches out across the University, and beyond, to select the questions to address, to understand technological capabilities and constraints, and to test proposed solutions. In so doing it creates a flexible research platform that can engage successfully with the new and profoundly difficult ethical, metaphysical, and social challenges presented by the form, scale, and scope of emerging capabilities in AI. The Institute is also concerned with fostering the policy impact of research produced by its members and is the process of making a major investment in a scheme that will significantly increase opportunities for policy impact.

The Institute's inaugural Director is Professor John Tasioulas and the Institute is administratively located in the Faculty of Philosophy. It builds upon the University's world-class capabilities in the Humanities to lead the study of the ethical implications of artificial intelligence and other new computing technologies. Cross-disciplinary collaboration is fundamental to the initiative, and the Institute draws upon the entire educational and research endeavour of Oxford University – including the Social Sciences, Medical Sciences, Mathematical, Physical & Life Sciences – to deliver innovative, cutting-edge scholarship. It also develops significant opportunities for collaboration on these

important issues with other distinguished research universities, and public- and private-sector institutions around the world. Its diverse array of activities include a popular weekly lunchtime research seminar, regular colloquiums that are open to the public, a fortnightly work-in-progress seminar, an annual lecture, an Oxford-Berlin Early Career colloquium, among others.

Further information about the Institute for Ethics in AI can be found on its website:

<https://www.oxford-aiethics.ox.ac.uk/>

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, 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. Our 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 Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Faculty of Philosophy will move to the Schwarzman Centre upon the completion of the project.

For more information please visit: www.humanities.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 Philosophy HR: jobs@philosophy.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** of 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub> Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>