

## Summary

<b>Job title</b>	Internal Communications Manager
<b>Division</b>	University Administration & Services (UAS)
<b>Department</b>	Public Affairs Directorate
<b>Location</b>	University Offices, Wellington Square, Oxford
<b>Grade and salary</b>	Grade 7: £36,024-£44,263
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Senior Internal Communications Manager
<b>Vacancy reference</b>	174885
<b>Additional information</b>	This role meets the criteria for a UK Skilled Worker visa.

## The role

The Internal Communications Manager will develop and implement communications strategies for staff across the collegiate University – including academics, researchers, administrative and support staff. The main duties of the post include leading flagship internal communication products, and researching and writing content for online channels, print publications and briefing documents.

## Responsibilities

- Create, plan, deliver and evaluate communications strategies for strategic priority projects across the collegiate University.
- Write, edit and proofread a range of communications materials for broad audiences, including newsletters, blog posts, briefings and reports.
- Develop, update and evaluate online communications, including dedicated e-newsletter, email and web channels for staff.
- Plan and organise events as part of the communications strategy.
- Select and implement appropriate methods for evaluating communications activities, analysing the results to inform future strategy.
- Oversee the production of promotional materials for campaigns and events, including dedicated websites, brochures, leaflets and posters.



- Identify and engage with a range of stakeholders and audiences, providing timely and relevant information to them as appropriate.
- Deliver tailored communications training and advice sessions to subject matter experts in the department, creating original training material for this purpose.
- Act as point of contact for less experienced team members, 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 and/or other relevant networks/groups in order to share information, promote best practice and ensure cross-University communications are coordinated.
- Any other communications duties as requested by the Senior Internal Communications Manager/ *Gazette* Editor.

## Selection criteria

### Essential selection criteria

- Educated to degree level or equivalent professional experience.
- Extensive internal communications experience in print, digital and social media.
- Proven experience in producing effective web content.
- 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.
- Excellent research and analytical skills, including the ability to interpret complex data.

### Desirable selection criteria

- Professional qualification in public relations or marketing
- Experience working in higher education
- Knowledge or interest in subject area of the department.

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

## Public Affairs Directorate

The multi-award-winning Public Affairs Directorate is responsible for developing public understanding of the University and the University's own understanding of the public realm in which it operates. It is also charged with promoting effective internal communication in a large and dispersed institutional structure. For more information, visit [www.ox.ac.uk/publicaffairs](http://www.ox.ac.uk/publicaffairs).

The Directorate comprises 40 people, based in six teams:

1. Corporate Communications
2. Research & Innovation Communications
3. Internal Communications
4. Brand & Design
5. Campaigns and Digital Communications
6. Events

These areas coordinate strategic communications, internal communications and government and community affairs; manage media relations and University news; produce University publications, including *Quad* (the University alumni magazine) and the *Gazette* (the University's official journal of record), and run the University's Design Studio and Image Library; manage the content of the top levels of the University website ([www.ox.ac.uk](http://www.ox.ac.uk)) and the University's social media sites; and manage major University events.

## University Administration & Services

University Administration & Services (UAS) is the collective term for the central administrative departments of the University. The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information, visit <https://staff.admin.ox.ac.uk/structure-and-organisation/professional-services-and-university-administration>

## 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:

[annette.cunningham@admin.ox.ac.uk](mailto:annette.cunningham@admin.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** of 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, 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](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 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](http://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>