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Summary

Job title	Part-time Communications Officer: Dementias Platform UK
Division	Medical Sciences
Department	Psychiatry
Location	Warneford Hospital
Grade and salary	Grade 6: £33,832-£39,705 (discretionary range to £43,232) per annum pro rata
Hours	Part time (40 %FTE)
Contract type	Fixed-term (funded to 31st December 2025)
Reporting to	Rod Macrae, Communications Manager DPUK
Vacancy reference	176363

The role

Dementias Platform UK (DPUK), a programme aiming to accelerate progress in dementia research, is seeking a new Communications Officer. DPUK is funded primarily by the Medical Research Council and is based at the University of Oxford's Department of Psychiatry. Our mission is to help researchers in the UK and worldwide make inroads into one of the world's most pressing public health challenges.

This is a part-time, fixed-term post which supports the all-round promotion of DPUK's work as the project enters its second phase of funding. The postholder will ensure that our activities are communicated effectively to target audiences through our various channels in support of the project's overall aims.

DPUK's audiences – including funders, partners, researchers and public research volunteers – require clear, inspiring communication about DPUK's activities and research resources. This role would suit someone who enjoys communicating through digital channels and identifying opportunities to develop creative content, as well as assisting with events and writing about scientific research.

The postholder will work to the Communications Manager and deliver priority activities including engaging with researchers in the DPUK community; planning and implementing social media communication; refreshing and creating new web content; and helping to co-ordinate and promote our varied programme of online and in-person events for researchers and the public.

Find out more about DPUK by visiting https://www.dementiasplatform.uk.

Responsibilities

- Planning, implementing and evaluating digital and offline communications in consultation with the Communications Manager.
- Producing high-quality communications materials showcasing the successes and activities of DPUK through a range of digital channels, including website (for example, news and blog posts or research case studies), e-newsletters and, in particular, social media.
- Assisting with media outreach (such as press releases) where required.
- Assisting with and, where required, attending researcher-focused and public engagement events (including promoting these events).
- Writing SEO-optimised content for the DPUK website and helping ensure a user-friendly structure and experience.
- Using initiative and creativity to develop and implement new content in consultation with the Communications Manager.
- Producing or helping to produce media such as podcasts and videos for DPUK channels.
- Developing a good understanding of the work and goals of DPUK and building relationships with researchers and professional/support staff in the DPUK community across the UK and globally.
- Communicating academic/scientific work clearly and accurately to target audiences.
- Using a range of Adobe software and other applications/programs to update and create visual content (such as graphics) for DPUK channels.

Selection criteria
Essential selection criteria

- Educated to degree level or equivalent.
- Experience in building productive relationships with stakeholders and ability to communicate with a wide range of people.
- Excellent writing, editing and proof-reading skills, with the ability to adapt editorial style to a range of audiences.
- Demonstrable ability to assimilate complex information quickly and make it accessible for a broader audience.
- Well organised, with the ability to prioritise and handle multiple tasks simultaneously while meeting competing deadlines.
- Ability to work in a busy team environment as well as working independently, taking the initiative when necessary.
- Confident with web content management systems and social media planning tools.
- Confident creating and editing multimedia content such as podcasts, videos and graphics.
- Confident using evaluation tools to inform future communications.

Desirable selection criteria

- Experience of working in the higher education sector.
- A science background or experience in a science or research communications role.
- An interest in dementia and the progress of its research.

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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.

Department of Psychiatry

The Department of Psychiatry based on the Warneford Hospital site in Oxford has an international reputation for excellence. The Head of Department is Professor Belinda Lennox. The Department has a substantial research programme, with major funding from Medical Research Council (MRC), Wellcome Trust and National Institute for Health Research (NIHR) and provides highly rated medical training in psychiatry. There are approximately 250 staff including 41 principal investigators leading research groups investigating applying a wide range of approaches from translational neuroscience, experimental medicine, epidemiology, clinical trials and health services research to developmental disorders, mood disorders, cognitive disorders and self-harm and suicide.   There are strong links with other departments and institutes both within and outside Oxford: these links ensure that we can apply the best scientific methods to psychiatric and cognitive disorders. The Department has an annual turnover of over £10 million with more than 130 research grants.

For more information please visit: http://www.psych.ox.ac.uk

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

Medical Sciences Division

For more information please visit: https://www.medsci.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.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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@psych.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.