

Job Description



DEPARTMENT OF CHEMISTRY

Summary

Job title	Communications Manager for Sustainable Chemicals and Materials Manufacturing Hub (SCHEMA)
Division	Mathematical, Physical and Life Sciences
Department	Department of Chemistry – The SCHEMA Hub (Sustainable Chemicals and Materials Manufacturing Hub)
Location	Chemistry Research Laboratory, 12 Mansfield Road, Oxford OX1 3TA
Grade and salary	Grade 7: £38,674 - £46,913 per annum (inclusive of Oxford University Weighting)
Hours	Full time
Contract type	Fixed-term (24 months)
Reporting to	Prof Charlotte K Williams (SCHEMA Hub Director)
Vacancy reference	176866
Additional information	<p>We can support flexible working arrangements (for instance if you have caring responsibilities) in agreement with the managers.</p> <p>Applications are particularly welcome and encouraged from women, black, and minority ethnic candidates, who are under-represented in posts in Chemistry. The Department of Chemistry is committed to equality and values diversity.</p> <p>The Department of Chemistry holds an Athena Swan Silver award in recognition of our commitment and success in addressing gender equality.</p>



The role

This is an exciting opportunity to manage the communications for the high-profile Sustainable Chemicals and Materials Manufacturing Hub (SCHEMA). Based at the University of Oxford and representing the SCHEMA Hub, the post-holder will ensure effective communication of high impact research and engagement to key target audiences. You will also help support and integrate the SCHEMA Hub with other strategic investments at the University of Oxford in sustainable chemistry and materials.

You will be part of the core operational team for the SCHEMA Hub. This team includes the Hub Director (Prof. Williams), Hub Manager, and Industry Manager at Oxford. You will work closely with the communications teams in the Department of Chemistry, Mathematical, Physical and Life Sciences Division (MPLS) and the central University. You will also co-ordinate with the teams in other Oxford departments contributing to SCHEMA Hub, and in other SCHEMA partner universities (Bath, Cambridge, Cardiff, Liverpool and York).

Using your skills with websites, media (social and traditional) and other strategic opportunities, you will help raise the profile of the Hub, disseminate knowledge, influence stakeholders, create new partnerships and leverage further resourcing.

About the Sustainable Chemicals and Materials Manufacturing Hub (SCHEMA)

The SCHEMA Hub, led by Prof. Charlotte Williams at Oxford's Department of Chemistry, is a major UKRI investment in the future of sustainable chemistry and materials manufacturing. The team in SCHEMA includes academics working at the Universities of Oxford, Bath, Liverpool, Cardiff, York and Cambridge.

The Sustainable Chemicals and Materials Manufacturing Hub (SCHEMA) is a multi-partner, multi-disciplinary research programme convening researchers from across the UK with a large consortium of commercial, technology translation and civic partners to improve the sustainability of chemical and polymer production by transforming their design, manufacture, and recyclability.

SCHEMA's vision is to establish the new science and engineering for the manufacture of sustainable chemicals and materials using processes that operate with renewable raw materials from waste, air and water, and are powered by green electricity. It will also help deliver UK supply chain resilience and manufacturing sector interconnectivity from chemicals to polymers.

Our research is structured around four Grand Challenges:

1. Transform renewable resources & wastes, with renewable power, to chemicals & polymers.
2. Develop innovative manufacturing processes adaptable for future operations.
3. Integrate digital and information technologies to maximise sustainability and resilience.
4. Design products for life-cycle sustainability, i.e. re-manufacturing, recycling and, in some cases, biodegradation to keep sustainable carbon recirculating.

These challenges will be delivered by a diverse team of scientists, engineers and other senior researchers working across disciplines and locations in the UK. The communications manager will help to promote the research and technology translation outcomes from the Hub. The hub seeks to represent this growing and exciting sector of the chemical manufacturing sector in public policy and government. Clear communication of the mission and achievements of the hub to a range of audiences, including through public outreach activities, is essential to the successful delivery of our scientific and technological mission.

Responsibilities

- Work effectively within the SCHEMA Hub management and operation team to devise and implement communications strategies for SCHEMA Hub.
- Regularly update the SCHEMA Hub website and social media channels. Optimise them for impact, accessibility, readability and design. Oversee the production of high-quality, impactful content for engagement through online media and other channels (e.g. news, posts, infographics, images and videos).
- Write and edit a range of communications materials for relevant audiences, including newsletters, tweets, features, blog posts, briefings and reports. Form effective relationships with the experts in SCHEMA proactively identifying high-impact research and helping them design appropriate dissemination strategies.
- Working in the SCHEMA operations team, help plan, organise and promote our regular SCHEMA Hub events. This will include effective external and internal communications to researchers within the Hub and, where relevant, to national audiences.
- Work with colleagues to ensure equality, diversity and representation are embedded within communications.
- Identify and engage with a range of stakeholders and audiences for SCHEMA increasing reach and providing relevant information to them as appropriate. Act as first point of call for all media enquiries for SCHEMA Hub and seek out opportunities to promote the Hub's research findings in national and local media.
- Integrate and deliver effective communications strategies for new initiatives arising from the SCHEMA Hub, focussed within the University of Oxford. This includes communications relevant to strategic University of Oxford investments, institutes and follow-on funding in sustainable chemistry and materials.
- Select and implement appropriate methods for evaluating communications activities, analysing the results to inform future strategy.
- Curate the branding for SCHEMA hub and encourage others to use them. When necessary, convert draft reports and documents into correct formats.
- Be an active member of the University's Communication Officers network to ensure cross-University communications are coordinated. Form effective relationships with key communications partners in the Department of Chemistry, MPLS, the wider University, and in partner universities. Identify opportunities for collaboration.

Selection criteria

Essential selection criteria

- Educated to degree level, or equivalent professional experience.
- Extensive skills and experience communicating through print, digital and social media.
- Skills and experience in public relations, media management and outreach.
- Experience producing targeted and relevant promotional material from concept to execution and dissemination.
- Excellent writing skills and attention to detail. Proven ability to produce clear, concise copy for online and offline publication, and to summarise complex or scientific material clearly and succinctly for a range of audiences.
- Excellent personal and oral communication skills.
- Ability to work proactively and effectively alongside academic and administrative staff, prioritising a busy workload effectively to meet deadlines.
- Ability to use software tools for generating high-quality, accessible and engaging online media such as charts, visualisations and websites (e.g. Canva).
- Thorough understanding of standards and legislation applicable to information management and communications (e.g. relating to data protection, copyright, accessibility, freedom of information).

Desirable selection criteria

- Experience working in higher education, business or third sector focussed on sustainable chemistry and materials.
- Experience of working in the promotion of sustainable technologies and impacts

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 Chemistry

The mission of Oxford Chemistry is to advance the global understanding of chemistry and to use that knowledge to address major challenges for society. Oxford Chemistry maintains world-class strengths in fundamental research, including the training of outstanding young scientists, whilst being an outward-looking department engaging with other disciplines, industry, public services, government and the general public. We are a large department within the University's Mathematical, Physical and Life Sciences Division with over 70 research groups and 900 researchers including 400 graduate research students. Our MChem degree takes 180 students a year and features the distinctive tutorials of Oxford, an innovative three-year programme of practical teaching within our state-of-the-art teaching laboratory, and a 4th year focused on research based within one of our research groups.

Research in Oxford Chemistry focuses on fundamental science aimed at making significant and sustained long-term impact. We provide an environment that enables research by hiring, developing, and supporting talented researchers, many recognised as international leaders, across the spectrum of the chemical sciences. Our students and staff work in excellent research facilities to deliver field-leading research that crosses traditional boundaries and engages strongly with other disciplines, both within Oxford and across a range of external sectors.

The impact of our research in the wider economy and society is manifest in our many industrial and clinical collaborations and successful start-ups. Our eight research themes and business engagements showcase the breadth and depth of our research across the chemical sciences.

We are committed to providing an inclusive and supportive work and study environment for all our staff and students based on core values of respect, equality and collaboration. We have held an Athena SWAN silver award since 2015 reflecting our commitment to improving gender equality within our discipline.

Oxford Chemistry is accommodated within five buildings in the University's science area, including a modern RIBA award-winning dedicated research facility and a state-of-the-art practical teaching laboratory. Researchers are supported by a research infrastructure within Chemistry that includes NMR, Mass Spectrometry, Crystallography, Surface Analysis, Inorganic Materials Characterisation, Advanced Electron Spin Resonance and high-performance computing facilities as well as access to facilities across the wider University and at national research facilities including the Rosalind Franklin Institute and Diamond Light Source.

To support the Teaching and Research in the Department, there are a number of administrative functions including Finance, Human Resources, Facilities, Information Technology, Student Administration, Health and Safety, Communications and Alumni Relations.

Find out more about the Department, our work and our people at chem.ox.ac.uk

Equality, Diversity and Inclusion in Oxford Chemistry

We are committed to promoting an inclusive and diverse community of students and staff based on core values of respect, equality and collaboration. The Department has an active Equality, Diversity and Inclusion (EDI) committee and since 2015 we have held an Athena SWAN silver award in recognition of our efforts to introduce organisational and cultural practices which promote gender equality and create a better working environment for all. We promote family-friendly policies and support flexible working arrangements where possible. For more information about the University's family friendly benefits, please also see <https://hr.admin.ox.ac.uk/information-for-parents-and-carers>

Mathematical, Physical and Life Sciences Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: The Department of Chemistry, the Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and the Department of Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

The disciplines within the MPLS Division regularly appear at the highest levels in rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

For more information please visit: <http://www.mpls.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 to recruitment@chem.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 (see <https://hr.web.ox.ac.uk/family-leave>). 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/>.

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>