

RECRUITMENT PACK

This document includes the following information:

- Job Description
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 22 October 2017

Interviews are planned for: To be confirmed

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JOB DESCRIPTION – Job ref REQ00924

Job Title and Grade:	Communications and Engagement Manager, Grade 9
Contract:	Fixed-term, full-time. This post is fixed-term until 31st March 2021 because there is uncertainty about its continued funding in the foreseeable future.
Hours:	A notional minimum of 36 hours per week. We would consider applications from anyone wishing to work part-time (80% FTE). Please indicate on your application if you wish to be considered for full-or part-time.
Salary:	£39,993 - £47,722per annum
Department/Section:	UK Data Archive, University of Essex
Responsible to:	Communications Director, UK Data Service
Responsible for:	Senior Communications Officer (x2), Communications Assistant (x2)
Purpose of job:	To plan, oversee, and coordinate the Communications team's day-to-day activities; line-manage staff within the section and help develop new initiatives and projects for the section. You will lead on creating a Communications Strategy; creating and maintaining an infrastructure for developing and managing promotional and communications materials– print and web-based. You will oversee branding, promotional and training materials and will actively be engaged in the outreach activities for the UK Data Service and the UK Data Archive.

Duties of the Post:

The main duties of the post will include:

1. Development and implementation of Communications Strategies for the UK Data Service and the UK Data Archive.
2. Raise the profile of the UK Data Service and UK Data Archive with new and existing stakeholders.
3. Management of external communications activities for the UK Data Service and UK Data Archive.
4. Work across the UK Data Service and UK Data Archive to support and enable the delivery of a strong internal communications strategy and delivery.
5. Responsible for developing and maintaining standards and procedures to ensure the functionality of the UK Data Service and UK Data Archive websites, providing training and support to web editors as required.
6. Write and edit promotional copy of print and digital content including website content, brochures, publications, blogs and social media.

7. Management of the Communications team - setting priorities, managing projects within the section, managing staff, planning and managing budgets, resources and time.
8. Take a lead in producing press releases, brokering contacts with journalists and media outlets.
9. Liaise with high level external stakeholder (government departments, UK Statistics Authority, ESRC, senior researchers and funders) over communications and public engagement activities.
10. Develop and manage web content strategy, in collaboration with Service partners; Chair the cross-institution Web Content Strategy Group.
11. Management of branding and design implementation for new brands across UK Data Service, including management of contractors for design work.
12. Develop and maintain the monitoring, analysis and reporting procedures for web statistics.
13. Contribute generally to strategic developments for the organisation and services, develop new initiatives and projects.
14. Work closely with UK Data Service associate directors and other staff to ensure effective cross-service cooperation and sharing of expertise.
15. Collaborate, where appropriate, to raise the profile of the department as part of the Social Science Faculty at the University of Essex.
16. Represent and promote the section as an expert body at national and international meetings and events.
17. Participate in collecting management information relating to the department's activities that can be used to track and improve procedures or services; report this information through the appropriate organisational channels.
18. Any other duties as may be assigned from time to time by the Director of the UK Data Archive or his/her nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

September 2017

PERSON SPECIFICATION

JOB TITLE: Communications and Engagement Manager

Qualifications /Training

	Essential	Desirable
▪ Graduate Degree or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Communications Qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Specialist expertise of a wide range of activities, methodologies and practices (including interdisciplinary) in the area communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of the wider landscape on communications within the academic environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Expertise in monitoring user experience through surveys and web site analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of managing a small team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of presenting to a wide range of audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience setting priorities and managing projects, staff planning, budgets, resources and time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Familiarity with social science research methods and data	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Proficiency and experience in authoring and editing articles in English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Expert knowledge of web authoring and website content management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Expert IT knowledge, specifically with Microsoft packages	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to keep up to date with ongoing developments within communications and technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to be flexible and responsive to change in a rapidly evolving marketplace	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to communicate in a persuasive way to a wide range of audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to represent the organisation in a highly professional manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A pro-active approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to travel in the UK when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the

successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Additional Information

UK Data Archive

You can find more information about the department at the following links: <http://www.data-archive.ac.uk/> and <https://www.ukdataservice.ac.uk/>

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

General information

Informal enquiries may be made to Gemma Hakins, Administrative Data Service Communications and Public Engagement Manager (telephone: 01206 873117 e-mail: ghakins@essex.ac.uk). However, all applications must be made online.

The UK Data Archive is ISO 27001, certified for Information Security Management.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy.

This document is produced by:

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