

# Somerville College

University of Oxford

[www.some.ox.ac.uk](http://www.some.ox.ac.uk)



## Communications Officer (1 year fixed-term)

Ref 900309

The College has recently set up a dedicated Communications Office headed by a part-time Communications Manager. We are now seeking a Communications Officer, for one year in the first instance, subject to the changing needs of the Department and the College's Communications Strategy, to support the work of the Communications Manager through effective administration, research and the development of internal and external networks.

In particular, you will work closely with the Development Team, Principal's Office and Academic Office. Your fluency with all things digital and your excellent design skills will help you to bring an innovative approach to implementing the College's communication strategy via its website, social media, and digital and online publications and communications more broadly. You will have sound practical knowledge of professional design software and will be conversant with website architecture and functionality.

## About Somerville College

As a college Somerville is a friendly and diverse community with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students. We currently have approximately 550 undergraduate and graduate students, many of whom live on site, and around 270 academic and support staff.

We are lucky to have an extensive and loyal alumni community, which includes or has included political leaders (such as prime ministers Indira Gandhi and Margaret Thatcher), notable scientists (several renowned medical pioneers and the only British woman to win a Nobel Prize for science, the crystallographer Dorothy Hodgkin), prize-winning entrepreneurs, famous philosophers and a long and illustrious chain of novelists. The College is proud of its traditions of public service among alumni of all generations and our current Fellows and students.

For further information about the College, please visit [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

## Job Description

### Main Duties

- Assist the Communications Manager in developing and administering the College's communications strategy
- Assist the Communications Manager in working with the media
- Work with the Communications Manager in identifying areas where support can be offered to Fellows, students and staff of the College in communications matters
- Identify areas where support can be offered to Fellows, students and staff of the College in communications matters
- Assist with the production of online material for current members of the College, alumni and external audiences
- Assist with the production of print material for current members of the College, alumni and external audiences
- Support the Development Office and Principal's Office by supplying updates and information
- Maintain and develop social media for the College
- Maintain and develop the website architecture, functionality and navigation, liaising with our IT office and website developers, to provide a high-quality, accessible user experience.
- Arrange photography and filming for events as needed
- Maintain and develop the College's stock of digital images

## Selection Criteria

### *Essential*

- Digital fluency, including professional experience and proficiency with social media
- Experience of working with print publications
- Educated to degree level, or with equivalent competence gained through relevant experience
- Excellent communication skills, both written and spoken, with a high standard of presentation
- Excellent visual and design sense
- A high level of attention to detail
- The ability to prioritise and plan effectively and manage a variety of simultaneous demands in a timely and organised manner
- Conversant with website architecture and functionality
- Able to be flexible with working hours in order to meet the demands of the post

### *Desirable*

- Experience in an academic or comparable institution
- Experience of working with the media
- Digital media or related qualification
- An understanding of issues relevant to higher education, especially widening access and participation and fundraising communications
- Quick, creative and lateral thinking, with the ability to translate ideas into action

## Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

<b>Duration</b>	This is a permanent full-time post and the appointment will be made subject to (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a six-month probationary period.
<b>Salary</b>	Band 5 of the Somerville College pay spine (£23,334 to £26,243). Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.
<b>Hours of Work</b>	Normal hours of work will be 35 per week, 9am to 5pm Monday to Friday, exclusive of a one hour meal break each day. Some flexibility with working hours will be required on occasions in order to meet the demands of the post.
<b>Holiday Entitlement</b>	Support staff are entitled to 35 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken are deducted from the total leave entitlement.
<b>Pension</b>	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Meal Entitlement</b>	Meals on duty will be provided free of charge.
<b>Sickness Benefit</b>	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
<b>Employee Assistance Service</b>	A confidential 24/7 telephone advisory and counselling service is available to all College employees.
<b>Childcare</b>	Somerville runs a small on-site Nursery and further details can be found at <a href="http://www.some.ox.ac.uk/living-here/st-pauls-nursery/">http://www.some.ox.ac.uk/living-here/st-pauls-nursery/</a>
<b>Training</b>	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
<b>Smoking policy</b>	No smoking is allowed in any part of the College.
<b>Parking</b>	Unless related to a disability, there will be no parking available on College premises for the post holder.

## Application Procedure

**The closing date for completed applications is 10am on Wednesday, 17 October 2018**

### Your application should comprise

1. A completed application form (including a personal statement and details of at least 2 referees)
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring Form

**Email your completed application form to:** [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) please quote vacancy reference 900290 in the heading

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

## Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy.

## Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

### 1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

## 2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

**We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

## 3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

October 2018