Candidate Information

Position: Communications & Engagement Officer, (PT, 0.5 FTE),
School/Department: Centre for Public Health
Reference: 22/109685
Closing Date: Monday 2 May 2022
Salary: £28,756 - £33,309 pro rata per annum
Anticipated Interview Date: Friday 13 May 2022
Duration: Available until 31 March 2026

JOB PURPOSE:

The post-holder will undertake communication and engagement activities for the Administrative Data Research Centre Northern Ireland (ADRC NI) established in 2013 and, recently re-funded by the Economic and Social Research Council as part of ADR UK, which aims to facilitate access to linked government data for research for public benefit. ADRC NI is a partnership between Queen's University Belfast and Ulster University.

The postholder will be based at the Centre for Public Health at Queen's University Belfast, and will be expected to work across both universities, and with ADR Northern Ireland partners, Northern Ireland Statistics and Research Agency (NISRA). The postholder will promote ADRC NI and the work of its research teams to a wide and diverse audience in order to deepen understanding of data research, research outcomes, relevance and impact (via multiple channels including website, social media, newsletters and briefings) and will support the ADRC NI Public Engagement, Communications and Impact Manager in the planning and delivery of events and engagement activities with stakeholders and recording and reporting of outcomes and impact and the promotion and communication of the aims of ADRC NI.

MAJOR DUTIES:

1. Work directly with the research teams within the Strategic Impact Programmes (SIPs) in order to create and develop outputs based on the results of research in appropriate and attractive formats that can be easily understood by policy stakeholders, practitioners and other non-academic audiences.
2. Deliver the activities outlined in the ADRC NI Public Engagement, Communications and Impact Strategy (with other members of the team, including non-academic network partners).
3. Maintain the website and social media channels.
4. Provide assistance in organising and advertising for ADRC NI events. This may include poster / leaflet creation, web and social media updates, and other publicity.
5. Support development, delivery of and manage a forthcoming ADRC NI website, and existing social media platforms. Develop a plan to ensure the website and social media outputs are kept up-to-date and fully represent the research and engagement activities of ADRC NI. The post-holder will write engaging material themselves, edit the work of others, and commission pieces (e.g. blogs and videos).
6. Provide briefings/presentations/reports on various aspects of the project's communication and impact to Directors, Consortium Management and partner organisations.
7. Responsible for maintaining a mailing list for the key ADRC NI stakeholders, and for developing a plan for the dissemination of up-to-date and relevant information to key partners, including NISRA colleagues, the ADR UK and ESRC's Communications teams and the research community. Products will include reports and newsletters, and will be produced, collated and edited by the post-holder.
8. Collation, preparation and maintenance of appropriate data/records/reports to meet University, School and external requirements. Support line manager in recording of impact and outputs (e.g. in Researchfish, reports to ADR UK, output tracker).

9. Detailed planning and organising of a programme of engagement events (e.g. policy symposia and outreach workshops). This will include activities such as event planning, programme development, speaker liaison and marketing/publicity for events.
10. Supporting the Public Engagement, Communications and Impact Manager in organisation and delivery of the NI Public Data Panel in order to ascertain public attitudes on the use of data.
11. Any other duties as requested by the ADRC NI Director and Project Manager that contribute to communication, engagement and impact within the Consortium.

ESSENTIAL CRITERIA:
1. A primary degree or equivalent or significant relevant experience.
2. 2 years' recent and relevant experience in similar or related role(s).
3. Experience which can be shown to be directly applicable to the responsibilities of this post to include: working in support, advice or guidance; organisation, delivery and promotion of programmes and events to meet agreed targets; event planning.
4. Experience in working with a range of stakeholders to effectively engage them on complex research topics.
5. Experience in producing effective communications in a range of mediums.
6. Experience in delivering activities within communication strategies.
7. Experience in the use of a mixture of social media tools for marketing and communication purposes.
8. Highly developed organisational, decision–making, problem-solving, time management and prioritisation skills.
9. Awareness of accessibility issues in terms of material creation.
10. Understanding of equity issues related to communication.
11. Excellent Information Technology skills including word processing, database design and management, spreadsheets, and report writing.
12. Excellent communication skills – ability to be understood by a range of stakeholders in writing and in conversation, ability to write content for the website.
13. Experience as an effective team player.
14. Ability to use initiative and judgement to resolve many day to day problems independently working with minimal supervision and maintaining confidentiality.
15. High attention to detail with the ability to complete work accurately, on time and to appropriate standards.
16. Ability to travel both locally and nationally.
17. Ability to work flexibly/unsocial hours.

DESIRABLE CRITERIA:
1. Qualification in one of the following: marketing, design, communication, impact, research.
2. Understanding of data research.
3. Experience of using the Adobe Creative Suite.
4. Experience of event planning and running events.
5. Experience working in a research environment.
6. Experience using WordPress.
7. Experience in website design and maintenance.

ADDITIONAL INFORMATION:
The duties of the post outlined above are not exhaustive and the postholder is expected to be co operative and flexible, undertaking such other duties as may from time to time be reasonably expected of a member of staff in the University. These duties are subject to review in line with the changing requirements of the ADRC NI and University and with the development needs of the post-holder, as identified through regular review/appraisal processes. The post-holder will have to sign an undertaking of confidentiality.