

Candidate Information

Position:	Innovation Programmes Communications Officer
School/Department:	Research and Enterprise
Reference:	23/111211
Closing Date:	Tuesday 26 September 2023
Salary:	£32,024 - £36,744 per annum.
Anticipated Interview Date:	Wednesday 4 October 2023
Duration:	Fixed Term 24 months (2 years)

JOB PURPOSE:

This Communications role will provide project support for delivery of Queen's-led innovation projects in R&E and implementing a range of communications activities across the Directorate.

The post-holder will be expected to provide communications including digital marketing support & administrative support for the Programme Delivery Team (PDT) ranging from online campaigns, organising (online) events to document management and coordinating sensitive paperwork with discretion.

MAJOR DUTIES:

1. To provide communications support to a busy and high-profile Programme Delivery Team (PDT), including setting up of meetings, organisation of workshops/webinars, drafting of communications material and e-filing of documentation.
2. To provide marketing project support for R&E programme activities including governance and project management tools and reports.
3. To manage and develop the Innovation Programmes external web and intranet pages to ensure that there is current and engaging content.
4. To support an internal and external stakeholder engagement strategy led by senior staff, by attending meetings and implementing any marketing actions from this activity, from within both NI universities and across partner universities in the UK and with delivery partners as directed.
5. To support the R&E Programmes Team with internal and external project communications to demonstrate the economic and social impact of collaboration with the University R&E Directorate. This may include producing marketing or digital content to drive programme activities, maintaining marketing and communications assets, channels and platforms as part of a co-ordinated plan for (digital) communications with clear prioritisations and objectives and measurable outcomes.
6. To liaise with project teams from across R&E innovation projects to coordinate updates and information flow to help drive engagement and consistency in activities and to demonstrate the tangible outcomes of the University's research and commercialisation activities.
7. To develop and maintain an internal portfolio of prepared case studies and associated promotional material appropriate for internal and external use, in response to request for information from a variety of key stakeholders including Senior Staff, government, business agencies and companies.
8. Liaise with government bodies, economic development agencies and public bodies as a means of identifying opportunities to demonstrate and promote the benefits of the University as a collaborative partner.
9. To undertake desk research to support the marketing development of proposals and business cases for major research and innovation projects.
10. To assist with proof-reading, editing and fact-checking of written promotional materials to ensure a high level of quality and accuracy in paperwork.
11. Ensure that all communications activity compliment and enhance the University-wide activities of the University's Marketing and Communications activity, in particular any media related activity will be in synch with the University's central Communications Office.

12. Other duties as required by line manager.

ESSENTIAL CRITERIA:

1. Must hold a Bachelor's degree (minimum 2:2). OR have substantial relevant experience in a similar role.
2. Up to date knowledge of a wide range of IT systems, and (digital) communication tools or project management planning tools to promote and engage target stakeholders.
3. Knowledge of website development and ability to use a content management system, awareness of the technical aspects website and how they are hosted.
4. Recent experience of developing engaging social media campaigns and digital content, including re-purposing of digital/non-digital content.
5. Significant experience of involvement in project-based activities.
6. Ability to work independently and effectively as part of a team in a busy work environment managing multiple projects simultaneously.
7. Proven ability of finding suitable solutions to problems and issues.
8. Ability to plan and organise workload in an efficient manner to meet standards and deadlines.
9. Excellent communication, presentation and written skills as well as interpersonal skills to communicate effectively with target audiences.
10. Ability to deliver information briefings and presentations to a range of audiences including academics, industry and government stakeholders, includes defending position and using data as evidence.
11. Ability to work with others applying empathy and flexibility, show resourcefulness, act in a resilient manner that is aligned to the University Core Values (Integrity, Connected, Ambition, Respect, Excellence).
12. Must show willingness to work outside normal hours as required by the job.
13. Must be able to start full time from December 2023/January 2024 at the latest.

DESIRABLE CRITERIA:

1. A marketing specific Degree e.g. in digital/ business/ business administration, management, communication, accounting.
2. Recent experience of managing communication projects for research commercialisation activity.
3. Ability to constructively oversee and enhance content provided by others.
4. Ability to imaginatively create new content in a simple and dynamic way that resonates with target audiences.
5. Ability to prepare marketing and case study material for publication and presentation.
6. Ability to analyse and interpret digital marketing data to produce meaningful reports.
7. Ability to present complex ideas in a clear and logical manner.
8. Ability to work to short deadlines.