



Candidate Information

Position:	Engagement Officer
School/Department:	Digital and Information Services
Reference:	24/111651
Closing Date:	Monday 4 March 2024
Salary:	£32,024 - £36,744 per annum, pro rata.
Anticipated Interview Date:	Tuesday 19 March 2024
Duration:	Fixed term contract, part-time for 24 months

JOB PURPOSE:

The post holder will play an integral role within the NI-HPC team and be responsible for marketing, communications and PR of the service.

The post is funded by EPSRC for the extension and expansion of the NI-HPC tier2 service. NI-HPC provides High Performance Computing and Research Data Storage services for researchers at QUB, Ulster and the wider UK research community. For further information please see <https://www.ni-hpc.ac.uk/about>. NI-HPC is one of nine tier 2 sites in the UK.

MAJOR DUTIES:

1. Be responsible for developing and implementing effective engagement activities that will grow the use and awareness of NI-HPC to bring together researchers to facilitate knowledge sharing and collaboration.
2. Liaise with NI-HPC team members for assistance on producing technical content for a general audience and publishing this content on digital channels using various Content Management Systems (CMS).
3. Plan, manage and oversee the NI-HPC one day annual conference which brings together users from QUB and Ulster Universities.
4. Identify opportunities to expand the use of social media platforms for NI-HPC; implement as required and provide regular content updates.
5. Liaise and regularly meet with peers from other UK University sites in relevant HPC areas to share best practice on engagement and build appropriate networks.
6. Liaise with internal University communication and marketing specialists to develop a brand for NI-HPC.
7. Plan, organise and oversee outreach events on HPC and AI to local schools in order to inspire and provide awareness to the next generation.
8. Assist with the presentation of metrics to stakeholders showing the impact of research carried out on the NI-HPC service.
9. Stay informed of new developments in QUB research computing and keeping NI-HPC engagement relevant and up-to-date.
10. Undertake any other duties appropriate to the grade and role that may reasonably be requested by management.

ESSENTIAL CRITERIA:

1. Level 3 qualification or equivalent in a relevant subject. OR; significant relevant and/or demonstrable experience.
2. Substantial demonstrable relevant experience in all the following:
 - Experience of marketing, communications and PR.
 - Helping a network of stakeholders by facilitating collaboration and communication.
 - Organising events and conferences.
 - Creating content for social media.
3. Ability to communicate complex information clearly.
4. Excellent written and spoken English language communication skills.
5. Ability to build contacts and participate in internal and external networks.
6. Ability to produce high quality documentation, presentations and briefings.
7. Ability to develop a network of stakeholders and facilitating collaboration and communication.

8. Demonstrable intellectual ability.
9. Ability to assess and organise resources.
10. Ability to meet the mobility requirements of the post, particularly the requirement to attend meetings with companies and universities largely in the UK but also around the world as needed by the project.

DESIRABLE CRITERIA:

1. Honours Degree or equivalent in a relevant subject.
2. A formal marketing qualification at undergraduate or postgraduate level.
3. Engaging with and undertaking project work in HE or University environment.
4. Evidence of working on a project with social impact.
5. Experience of evaluating projects and collecting and presenting data to multiple stakeholders.
6. Management of projects, people and resources.