

Candidate Information

Position:	Communications and Engagement Officer
School/Department:	Centre for Public Health
Reference:	24/111909
Closing Date:	Monday 24 June 2024
Salary:	£32,024 - £36,744 per annum
Anticipated Interview Date:	Friday 5 July 2024
Duration:	Available until 31 March 2026

JOB PURPOSE:

The post-holder will promote the Administrative Data Research Centre Northern Ireland (ADRC NI) and the work of its research teams to a wide and diverse audience to deepen understanding of administrative data research, research outcomes, relevance and impact (via multiple channels including website, social media, newsletters and briefings).

The post-holder will support the Public Engagement, Communications and Impact Manager in (i) the planning and delivery of events and engagement activities with stakeholders, (ii) the recording and reporting of outcomes and impact, (iii) the promotion, outreach and communication of the aims of ADRC NI, and (iv) the coordination and delivery of a new All-Party Group and public data panel. The post-holder will be based at the Centre for Public Health at Queen's University Belfast.

The post-holder will work directly with the ADRC NI research teams in order to create and develop various output materials in appropriate and attractive formats that can be easily understood by policy stakeholders, practitioners and other non-academic audiences. They will have responsibility for managing ADRC NI-related websites and existing social media platforms. They will 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). They have responsibility for developing innovative plans for dissemination of relevant information to key partners and external stakeholders, including NISRA colleagues, the ADR UK and ESRC's Communications teams, the wider research community, and voluntary, community and social enterprise (VCSE) sector.

The post-holder will have delegated responsibility (from the Public Engagement, Communications and Impact (PECI) Manager & the ADRC NI Directors) for the detailed planning and organising of a programme of engagement and outreach; this will include activities such as event planning, programme development, speaker liaison and marketing/publicity for events and publications. The post-holder will support the PECI Manager in the organisation and delivery of a new All Party Group on Policy and Public Data. They will also support the line manager in recording of impact and outputs (e.g. in Researchfish, reports to ADR UK, and internal ADRC NI monitoring).

MAJOR DUTIES:

1. Be responsible for implementing effective engagement activities that will grow the awareness of ADRC NI.
2. Work directly with the research teams, working within distinct research packages, in order to create and develop various output materials in appropriate and attractive formats that can be easily understood by policy stakeholders, practitioners and other non-academic audiences.
3. Manage ADRC NI-related websites 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.
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 the line manager in the preparation and maintenance of appropriate data/records/reports for recording of impact and outputs via standardised UK research reporting routes and with the funder.

6. Provide briefings/presentations/reports on various aspects of the project's communication and impact to Directors, Consortium Management and partner organisations.
7. Support the PECl Manager in the organisation and delivery of a new All Party Group on Policy and Public Data.
8. Work with the PECl Manager and Director to create a detailed 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.
9. Any other duties as requested by the ADRC NI Director (Dr Aideen Maguire) that contribute to communication, engagement and impact within the Consortium.
10. The duties of the post outlined above are not exhaustive and the post-holder 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.

ESSENTIAL CRITERIA:

1. A primary degree or equivalent or substantial relevant experience.
2. 2 years' recent and relevant experience in similar or related role(s).
3. Experience in the use of a mixture of social media tools for marketing and communication purposes.
4. Experience in website design, content management and/or maintenance.
5. Experience in working with a range of stakeholders to effectively engage them on complex research topics.
6. Experience in producing effective communications in a range of mediums.
7. Experience in delivering activities within communication strategies.
8. Highly developed organisational, decision-making, problem-solving, time management and prioritisation skills.
9. Ability to explain complex ideas simply and effectively.
10. Excellent Information Technology skills including word processing, database design and management, spreadsheets, and report writing.
11. Ability to work on own initiative and react to business needs.
12. Excellent communication skills – ability to be understood by a range of stakeholders.
13. Creative mind and ability to find innovative solutions to complex problems.
14. Ability to work as part of a team.
15. Ability to use initiative and judgement to resolve many day to day problems independently working with minimal supervision and maintaining confidentiality.
16. High attention to detail with the ability to complete work accurately, on time and to appropriate standards.
17. Ability to travel both locally and nationally as required by the post.

DESIRABLE CRITERIA:

1. Qualification in one of the following: marketing, design, communication, impact, research.
2. Understanding of data research.
3. Experience working in a research environment.
4. Experience contributing to research reporting within a University Setting.
5. Experience of event planning and running events.
6. Experience using WordPress.
7. Experience of using the Adobe Creative Suite

ADDITIONAL INFORMATION:

Informal Enquiries to Elizabeth Nelson e.nelsongorman@qub.ac.uk