

## Job description and selection criteria

<b>Job title</b>	<b>Senior Communications and Events Officer – Pathways for Prosperity</b>
<b>Division</b>	<b>Social Sciences</b>
<b>Department</b>	<b>Blavatnik School of Government</b>
<b>Location</b>	<b>Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG</b>
<b>Grade and salary</b>	<b>Grade 6 (£27,830 - £34,189) per annum</b>
<b>Hours</b>	<b>Full-time</b>
<b>Contract type</b>	<b>Fixed-term until 31 December 2019</b>
<b>Reporting to</b>	<b>Head of Communications and Events – Pathways for Prosperity</b>
<b>Vacancy reference</b>	<b>138340</b>
<b>Closing date</b>	<b>12 noon UK time, Friday 4 January 2019</b>

## The Post

### Overview of the role

The Blavatnik School of Government is looking for a talented Senior Communications and Events Officer to join the Secretariat for the *Pathways for Prosperity Commission on Technology and Inclusive Development*, funded by the Gates Foundation.

The Commission brings together a diverse group of commissioners who are global leaders from government, the private sector and academia. In collaboration with international development partners, developing country governments, private sector leaders, emerging entrepreneurs and civil society, the Commission aims to catalyse new conversations and to encourage the co-design of country-level solutions to make frontier technologies work for the benefit of the world's poorest and most marginalised.

Reporting to the Head of Communications and Events, this new post will manage key communications and engagement projects and provide support for Commission events, and outreach activities. The Commission stages a number of events, a significant number of which are international in nature.

The post holder will work with the project's Head of Communications and Events, and the wider team to support the delivery of a range of activities related to the Commission's engagement and communications needs. S/he will manage both the production and the dissemination of reports, articles, videos and infographics and help keep the website up-to-date with stories, articles and promotional materials; manage logistics for key events (including venues, catering, accommodation, travel, and any other relevant requirements for Commission events); and help maintain tracking and project management systems.

The successful candidate will have excellent interpersonal and communication skills, preferably with experience of writing articles, copy for websites, and/or video production skills. S/he should be a self-starter, with experience of fast-moving and demanding environments and a proven ability to work in a collaborative manner. Relevant work experience and demonstrable experience using social media in a professional communications capacity are essential.

Please note that the availability to work flexibly, including outside normal office hours and at weekends on occasions, may be required for this role.

## **Responsibilities /duties**

- Work with the Head of Communications and Events, and the wider team to manage the delivery of a range of activities related to the Commission's engagement, outreach and communications needs.
- Work with the Head of Communications and Events, and other senior Commission staff, to implement the Commission's communication and engagement strategy, bringing innovative ideas where possible.
- Work closely with the research team to produce, write and/or edit original outreach materials reflecting the Commission's latest research. This will include driving the production of reports; and commissioning, managing and/or editing articles, infographics and video content working closely with design companies and/or consultants.
- Project manage a range of high-level events, taking ownership of an event from conception to completion, and manage logistics in the run-up to, and on the day of, events as appropriate. This includes coordinating with speakers; venue preparation; collating event information; venue, AV and catering bookings; arranging travel and accommodation for speakers/delegates; undertaking a wide range of logistical tasks; following all relevant University and School protocols; and risk management.
- Develop and implement processes and procedures for the external events business.

- Work closely with the Communications team to confirm promotional arrangements (such as posters, website copy) and post-event resources (such as videos or articles).
- Lead and manage projects with external communications, graphics and publications companies. You will act as first point of contact for these projects and are responsible for ensuring projects are delivered to a high standard, on time, and on budget.
- With the help of the Communications and Events team, manage the delivery and smooth running of events, of which there may be up to 15, including full commissioner meetings, workshops, and engagement events.
- Manage and support the team with the logistics of events that arise (venues, catering, accommodation, travel, and liaise with speakers/delegates with contracts and invoices as needed).
- Support the hire and management of consultants (including managing the administrative processes for consultancies) to deliver projects globally. This management will often require global and or remote management, guidance and support.
- Help maintain systems for tracking and recording all information related to events, website and social media content (e.g., basic website analytics).
- Work effectively with a range of colleagues across the School and within the Commission.
- Supervision of the Communications and Events Officer and two Assistants.
- Be present at events whenever necessary and provide a point of contact, supporting the oversight of event staffing, supplier engagement (e.g. caterers or AV technicians), AV equipment, and room set up, as applicable.
- You will also be required to perform any other duties appropriate to the grade and nature of the post as requested by the Head of Communications and Events.

## **Selection criteria**

Applications will be judged only against the criteria that are set out below. *Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria.*

### **Essential**

- A proven project manager, committed to working collaboratively and supportively with senior colleagues in a changing context.
- Excellent interpersonal skills, including diplomacy and discretion, and experience of liaising effectively with individuals at all levels.

- Experience of producing reports, video content and or infographics or of working with a production company to deliver high quality content and communications outputs.
- Outstanding oral and written communications skills, with experience of writing articles and or news pieces. An excellent command of the English language, including grammar, spelling and attention to detail.
- Demonstrable experience of technology and social media and a firm grasp of how it can be used in a professional communications capacity.
- A self-starter, with experience of fast-moving and demanding environments, comfortable adjusting and amending plans and strategies to accommodate new opportunities and respond to events.
- Experience of maintaining websites and using content management systems.
- Familiarity with desktop publishing packages such as Adobe InDesign and Photoshop
- Work experience, particularly in a role relevant to the post, and the motivation to learn and develop within a dynamic and growing team.

### **Desirable**

- Experience of working in a communications or marketing capacity, with a proven track record of success.
- Experience of supporting the delivery and promotion of events, including inviting speakers, logistical arrangements, materials, and promotion.
- Experience of using social media in a professional capacity.
- Experience of researching, writing and editing material on a range of subjects, such as technical, academic or specialist material, and reworking this into accessible and engaging language.
- An understanding of the field of international development.
- Enthusiasm for the Commission's mission.

## **About the University of Oxford**

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

## The Blavatnik School of Government

Over the years Oxford has sought to create a community of leaders around the world based on mutual trust and similar values, shared understandings of global challenges, and the determination to work towards common solutions. To realise this vision in a global context the University established in 2010 the Blavatnik School of Government within the Social Sciences division. The School's mission is to equip leaders with the skills and knowledge they need in order to address the world's most urgent public policy challenges and to help drive improvements in public governance throughout the world through education, training and research of the highest academic standards. The establishment of the School has been made possible thanks to a visionary gift of £75 million by Leonard Blavatnik, one of the largest ever received by the University of Oxford.

The Blavatnik School of Government is a global school of practice at which future leaders learn. The School offers an exciting, global education to the most able and brilliant women and men from all nations who share a commitment to academic excellence, public service and inspirational leadership. The School offers a one-year (12 month) taught Master of Public Policy (MPP) degree and a DPhil (Oxford PhD) in Public Policy. The MPP is focused on public policy and the practice of government to prepare students for a career in public service, whether in government, in non-governmental organisations or in the private sector.

BSG is committed to equality and valuing diversity within its workforce. We aim to ensure these commitments, reinforced by our values, are embedded in our day-to-day working practices with all our colleagues, students and visitors. Our new building has been designed to the highest standards of accessibility, ensuring that we provide equal access to the School's facilities and learning environment for all members of our community.

For more information please visit: [www.bsg.ox.ac.uk](http://www.bsg.ox.ac.uk)

## How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of **two referees** and indicate whether we can contact them at this stage. You will also be required to upload a **CV and letter of application** which explains why you are interested in the role and how you meet the selection criteria for the post. The cv or letter of application should explain your relevant experience which may have

been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** (UK time) on the closing date specified in the advert.

### **Information for priority candidates**

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.*

*If you are a priority candidate, please ensure that you:*

- attach your redeployment letter to your application*
- explain in your covering letter how you meet the selection criteria for the post.*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

Further help and support is available from

[www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/)

To return to the online application at any stage, please click on the following link

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

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.

### **Important information for candidates**

#### **Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

#### **The University's policy on retirement**

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/reviseddejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/reviseddejra/revaim/).

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures:

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

## **Equality of Opportunity**

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## **Benefits of working at the University**

### **Training and Development**

A range of training and development opportunities are available at the University. Further details can be found at

[www.ox.ac.uk/staff/working\\_at\\_oxford/training\\_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

### **For research staff only: Support for Research Staff**

There is a particularly wide range of support for career development for research staff. Please visit: [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

### **Pensions**

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at

[www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

### **Information for international staff** *(or those relocating from another part of the UK)*

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at

[www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

### **The University of Oxford Newcomers' Club**

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

### **Transport schemes**

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

### **University Club and University Sports Facilities**

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

### Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

### BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).

### All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/)