

## Job Description

Staffordshire University Services Ltd

General Details	
Job title:	Projects Communication Officer (PEQF-MC19-01)
School/Service:	Marketing and Communications
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, 37 hours per week/1.0 FTE
Grade/Salary:	Grade 6
Date Prepared:	May 2019

Job Purpose
To manage and deliver project communications for cross-sector partnerships, engaging a range of internal and external audiences and maximising reputation and behaviour change opportunities.

Relationships
Reporting to: Communications Manager
Responsible for: None

Main Activities
<ul style="list-style-type: none"> <li>To lead on communications and engagement activity for given projects, ensuring effective delivery and resulting in targeted behaviour change.</li> <li>To work directly with Communications staff in other organisations to ensure consistent delivery across partnerships, and to route external communications requests appropriately.</li> <li>To report within the organisation and externally on results of communications activity, including Return on Investment (ROI) and against KPIs.</li> <li>To deliver internal and external communications activity, proactively and reactively, to maximise opportunities for engagement.</li> <li>To manage public relations in connection to the identified projects, advising on reputation management as required.</li> <li>To create work on Brand and with vision.</li> <li>Ensure work adheres to relevant legislation and regulations, i.e. Accessibility, Data Protection, CAP code, CMA</li> <li>Supporting the budget process. Ensuring monthly cost centre reports and quarterly forecast and budget planning are completed.</li> <li>To support wider University Communications and Marketing activity as requested by the Head of</li> </ul>

Communications and or Director Marketing & Communications.

- To undertake any other reasonable duties as determine by the Director of Marketing & Communications.

### Special Conditions

The appointment will be based at the Stoke campus of the University, although the post holder will be required to travel nationally as part of the role.

Within the context of the main activities extended working hours may be required in line with the needs of the service and therefore a flexible approach will be required.

### Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.