



Staffordshire University Services Ltd

Job Description

Job title	Communications Assistant (MC18-12)
School/Service	Marketing and Communications
Normal Workbase	Stoke Campus
Tenure	Permanent
Grade/Salary	Grade 4
FTE	37hrs per week
Date prepared	August 2019

Job Purpose

To support the Internal Communications Manager in ensuring all communication channels are up to date and to support student communication plans. To support the team's need to capture the attention of the broad audience of staff and students to drive the University's reputation and support employee engagement and student satisfaction.

Relationships

Reporting to: Internal Communications Manager
Responsible for: N/A

Main Activities

- To oversee the day to day administration of the intranet and staff/student apps and to create and work with a network of internal comms advocates across the university, including undertaking training
- To draft and prepare staff/student bulletins and updates for the Internal Communications Manager
- To undertake relevant analysis and communication campaign reporting to assess impact of activity for internal stakeholders and against the University's KPIs
- To manage the on-campus communications, notably notice boards and plasmas ensuring they are kept up to date and are on brand
- To support in the delivery of University staff events including Staff Conference
- To produce and run all student facing campaigns in conjunction with Student Experience teams and Students Union
- To lead on improvements of the student app ensuring it remains the lead communication tool
- To be department lead on Welcome Week communications
- To maintain the annual internal communications plan for staff and students published each year

- To create work on Brand and with vision.
- Ensure work adheres to relevant legislation and regulations, i.e. Accessibility, Data Protection, CAP code, CMA
- Supporting the budget process. Ensuring monthly cost centre reports and quarterly forecast and budget planning are completed
- To support University events – help with set-up and take down and attend University recruitment and corporate events where necessary, notably University Open Days, UCAS HE Fairs, Welcome Week and Graduation
- To undertake any other reasonable duties as determined by the Director of Marketing & Communications

Special Conditions

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

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.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact: 01782 294345 or comms@staffs.ac.uk

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.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, 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.