



Staffordshire
University
Services Limited

Job Description

Job Title	Projects Communication Officer
School/Service/Institute	JSS Institute of Policing
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 6
FTE/Hours	Full Time, 37 hours per week/1.0 FTE

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:	Business, Planning and Resource Manager
Responsible for:	No line management responsibility
Key working relationships:	

Main Activities

- To lead on communications and engagement activity for given projects, ensuring effective delivery and resulting in targeted behaviour change.
- To work directly with Communications staff in other organisations to ensure consistent delivery across partnerships, and to route external communications requests appropriately.
- Develop and implement project communications strategy that meets the needs of the partnership
- Manage relevant analysis and communication campaign reporting to assess impact of activity for the partnership and against the University's KPIs including Return on Investment (ROI).

- To deliver internal and external communications activity, proactively and reactively, to maximise opportunities for engagement.
- To manage public relations in connection to the identified projects, advising on reputation management as required.
- Responsible for writing/editing the staff/student/stakeholder e-newsletter and digital platforms for face to face events including conferences, presentations and graduations.
- Responsible for all aspects of organising/arrangement of Partnership graduations.
- To support University events where required – such as University recruitment and corporate events where necessary.
- Managing, redeveloping and improving the intranet as a key to internal communications.
- To create work on brand and with vision.
- To be department lead for Staff and Student internal communications for crisis communications
- Ensure work adheres to relevant legislation and regulations, i.e., Accessibility, Data Protection, CAP code, CMA
- To undertake any other reasonable duties as determined by the Business, Planning and Resource Manager.

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.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University 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

The postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. 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 applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.