



1 Advertisement

Post Title: Senior Research Communications & Events Officer (Digital Futures at Work Research Centre)

School/department: University of Sussex Business School, Professional Services

Hours: Part time hours up to a maximum of 21.9 per week.. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: Fixed term for two years (Jan 2023 to Dec 2024)

Reference:10118

Salary: Starting at £31,411 and rising to £35,333 per annum, pro rata if part time

Placed on: 24 October 2022

Closing date: 21 November 2022, Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: January 2023

The Digital Futures at Work Research Centre (Digit) is an ambitious and dynamic £8m Research Centre funded by the Economic and Social Research Council (ESRC) to study the digital transformation of work. From the increasing number of people working from home to food delivery to care work, our research aims to generate new insight into the benefits, opportunities, risks and challenges of these changes. Through our research, events, publications and engagement with policymakers, commercial and third sector organisations, we aim to inform current debates about the future of work and develop a compelling, empirical basis for effective policy-making.

Digit is now recruiting for a Senior Communications Officer, to provide communications support for a wide range of research projects and outputs to maximise engagement and impact. In this role you will create content for our website and social media channels, manage events and support the production of written reports and briefings. You will work with Digit's Communications and Impact Manager, Co-Directors, Co-Investigators at our five partner Universities, as part of the Professional Services team.

You should have experience of producing communications outputs for a broad range of non-academic stakeholders, event organisation, website content management and social media. You must be able to communicate confidently and effectively with a wide range of people, and to work to deadlines in a calm and professional manner. Excellent written and oral communication skills are essential. You will be flexible, able to prioritise work systematically and an enthusiastic and supportive team player.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Here at University of Sussex Business School, we help you to see further. We don't just take the world for granted as it is, but think about how it could be. Our work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, in order to transform our world and your future.

Our School draws on many of Sussex's intellectual traditions, including a critical perspective on contemporary business, political, economic and social issues and a belief that major societal challenges need expertise across many academic disciplines.

Our **vision** is to be a School that collaborates across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people.

Our **mission** to achieve this vision is to:

- carry out high-quality research and develop innovative policy
- develop current and aspiring leaders who will champion critical and original thinking
- work internationally with businesses, governments, and others to deliver innovative approaches to management.

Digital Futures at Work Research Centre (Digit).

The Digital Futures at Work Research Centre (Digit) was established in January 2020. The aim of the Centre is to establish an interdisciplinary, international collaboration to advance our understanding of how digital technologies are reshaping work, impacting on employers, employees, job seekers and governments.

The University of Sussex Business School jointly leads the centre with the Leeds University Business School. Additional partners include the Universities of Aberdeen, Cambridge and Manchester in the UK and Monash in Australia.

The objectives of Digit are to:

1. **Generate new knowledge** to inform the development of an analytical framework around the concept of the 'connected worker' and the 'connected economy' by maximising knowledge exchange and co-produced research with relevant communities.
2. Maximising **knowledge exchange** and co-produced research with relevant communities.
3. **Establish a new Data Observatory** as a one-platform library of national and international resources for decision-makers connecting with UK Industrial Strategy and welfare policy.
4. **Initiate an Innovation Fund** providing financial support for new research initiatives and methodological approaches, enabling international exchanges and extensive dissemination.
5. **Provide a strong career development programme** for mid and early career researchers through mentoring and staff development, internships and summer schools.

6. Ensure the long-term sustainability of the centre by developing an **MSc in People Analytics** informed by Digit research.

Sussex is a clearly identifiable global research hub fostering strategic international partnerships and a source of advice to governments, funders, industry and non-governmental organisations. The centre will be a flagship initiative promoting Sussex strengths in policy-engaged, academically rigorous, interdisciplinary research.

3. Job Description for the post of Senior Communications Officer (Digital Futures at Work Research Centre)

Department: Grade: 6

School/ Division: University of Sussex Business School, Digit

Location: Jubilee House

Responsible to: Digit Research Communications & Impact Manager

Responsible for: n/a

Key contacts: Co-Directors, Co-Investigators at our five partner Universities, Centre Manager and Administrator, wider communications and engagement staff at the University of Sussex

Role Description

In this role, you will develop and deliver excellent communications plans and activities to support the dissemination of, and engagement with, Digit's research. You will work with Digit's Research Communications & Impact Manager, the Centre Manager and project Principal and Co-Investigators at Sussex and partner Universities, as well as other communication and engagement professionals.

Principal Accountabilities

- Provide communications support and guidance for a range of research activities and projects working with the Centre Directors, Centre Manager, Communications and Impact Manager, Co-Investigators and Research Fellows.
- Produce creative and engaging content for Digit's website and social media channels that helps to develop our networks and builds stakeholder engagement.
- Produce events and workshops for academic and non-academic audiences and stakeholders.

Key Responsibilities:



- Produce and disseminate communications materials across a range of channels to engage internal and external audiences.

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- Organise, promote and evaluate our flagship Digit Debates series and other events as required.
- Plan and deliver external digital communication activities, including maintaining and improving the Digit website, preparing and disseminating newsletters, and managing social media accounts.
- Work with researchers to design materials including research briefs, consultation responses, blog posts and other publications as required.
- Project manage the commission and production of web and print outputs, working with external suppliers.
- Design and produce simple materials in-house using existing templates in Word, InDesign or PhotoShop.
- Work with the Communications and Impact Manager, the University of Sussex central communications team, and other partner Universities to identify and maximise opportunities for media coverage.
- Maintain an impact database of research outputs and engagement activities to facilitate funder reporting requirements and the development of impact narratives.
- Support the development and maintenance of relationships with key external stakeholders, including stakeholder mapping and engagement for specific projects.
- Horizon scan to provide regular updates for Digit's researchers about relevant news, opportunities and developments in policy and practice.
- Keep up to date on best practices in research communications, sharing knowledge and ideas to drive innovation and improvement in communicating our research.
- As part of a small Professional Services team, provide general administrative support to contribute to the smooth and effective running of the research centre.
- Carry out any other duties that are within the employee's skills and abilities whenever reasonably requested.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Centre's Research Communications and Impact Manager. Working under comprehensive direction within a clear framework, the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services, the School and the grant. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- The post holder will support achievement of the University of Sussex's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UK Visa & Immigration, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, they will promote good practice in



relation to University policy, procedures and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Well-developed interpersonal skills, excellent oral and written communications skills.
2. Ability to work flexibly within a small team and on own initiative.
3. Excellent IT skills and the ability to effectively manage own workload.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability to create and implement communication plans and negotiate agreement of these with research leads.
2. Ability to write clearly for different audiences, including editing and proof-reading skills.
3. Ability to understand and translate complex academic material from different disciplines in order to create a range of communication outputs for non-academic audiences.
4. Excellent organisational skills, including the ability to systematically prioritise multiple tasks, manage input from stakeholders and work independently and at pace.
5. Ability to communicate confidently and effectively with a wide range of people, orally and in writing.
6. Experience organising events, including in-person, hybrid and online, such as talks, conferences and workshops.
7. Experience creating website and social media content and using web content management systems (ideally wordpress).
8. Experience working to deadlines
9. Experience of working closely with a team to achieve outcomes, and with dispersed, complex networks.

DESIRABLE CRITERIA

9. Ideally at least two years' experience in a similar role, preferably in a university or similar environment.
10. An understanding of research in a HE setting.
11. Knowledge of issues related to the changing nature of work, such as the adoption of digital technologies and the implications for employers and employees in different jobs and sectors.
12. Experience of briefing and working with graphic designers and web designers.
13. Experience of creating data visualisations.