



1 Advertisement

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

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

Hours: Full time. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: Fixed term for 15 months (August 2023 to Dec 2024)

Reference: 20414

Salary: Starting at £28,131 and rising to £32,411 per annum

Placed on: 19 June 2023

Closing date: 17 July 2023

Expected interview date: 8 August 2023

Expected start date: as soon as possible

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. 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 offer new empirical evidence as a basis for effective policy-making.

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

You should have experience of producing written outputs for a range of non-academic stakeholders, of event organisation, website content management systems 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 be 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 Research Communications and Events Officer (Digital Futures at Work Research Centre)

Department: Grade: 5

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 organise events, create engaging content for our website, social media channels and newsletters and provide some general administrative support as part of our small professional services team. 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 day to day communications and organisational support for a range of research activities and projects, working with the Centre Directors, Centre Manager, Research Communications and Impact Manager, Co-Investigators and Research Fellows.
- Produce creative and engaging content for Digit's website, social media channels and newsletters.
- Produce events and workshops for academic and non-academic audiences and stakeholders.

Key Responsibilities:

- Organise, promote and evaluate our flagship Digit Debates series.
- Organise other events and meetings including e.g. room booking, catering, travel and accommodation arrangements, and developing promotional materials and speaker briefings.
- Assist in creating and maintaining content for the website, including managing analytics.
- Assist in creating and scheduling content for social media, primarily twitter and LinkedIn, including managing analytics.

- Assist in creating internal and external newsletters, including through Mailchimp.
- Build and maintain contacts databases, including stakeholder mapping in support of specific projects and activities.
- Plan and deliver external digital communication activities, including maintaining and improving the Digit website, preparing and disseminating newsletters, and managing social media accounts.
- Design and produce simple materials in-house using existing templates in Word, InDesign and Photoshop.
- Maintain an impact database of research activities, outputs and engagement activities to facilitate funder reporting requirements and the development of impact narratives.
- Horizon scan to provide regular updates for Digit's researchers about relevant news, opportunities and developments in policy and practice.
- 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, also working closely with the Centre 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, procedure 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. Experience of writing content for a range of purposes, audiences with the ability to translate complex research material for different audiences.
2. Experience of creating content for a range of social media platforms, particularly twitter and LinkedIn
3. Experience of developing web content and using website content management systems, preferably wordpress.
4. Experience of administrative and clerical work and systems, including Microsoft Office (e.g. Outlook, Word, PowerPoint and Excel)
5. Good organisational skills, ability to prioritise workload and work effectively to deadlines
6. Experience of planning, delivering and promoting events (in-person, virtual or hybrid)
7. Ability to communicate well with a range of stakeholders
8. Experience of working accurately under pressure with strong attention to detail, including when handling large volumes of information (including financial and/or sensitive data)
9. Commitment to providing high-quality service delivery, with a proactive, solutions-focused approach to work

DESIRABLE CRITERIA

9. Ideally at least two years' experience in a similar role, preferably in a university or similar environment.
10. Educated to degree level, or other equivalent qualification.
11. An understanding of research in a HE setting.
12. 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.
13. A good grasp of design principles and ability to use design software (e.g. Canva, Adobe InDesign)
14. Experience of creating data visualisations.