



1 Advertisement

Post Title: Digit Research Communications & Impact Manager

School/department: University of Sussex Business School, Digital Futures at Work ESRC Research Centre (Digit)

Hours: part time hours considered up to 0.6FTE. Requests for flexible working options will be considered (subject to business need).

Contract: fixed term until 31 December 2024

Reference: 8977

Salary: Starting at £34,304 to £40,927 per annum, pro-rata

Placed on: 20 June 2022

Closing date: 04 July 2022 Applications must be received by midnight of the closing date.

Expected interview date: as soon as possible

Expected start date: as soon as possible

This vacancy is only open to those currently employed by the University of Sussex.

An exciting opportunity has arisen at the University of Sussex for a high-performing professional to manage communications and impact for the Digital Futures at Work Research Centre (Digit) – an ambitious and dynamic £8m Research Centre funded by the Economic and Social Research Council (ESRC) examining the digital transformation of work. The post is part-time, fixed-term until December 2024 but with a possibility of extension.

The purpose of this role is to manage, guide and deliver on communication of research and impact for the Digit research centre, in order to raise the profile and maximise engagement between Digit researchers and end users. As a senior member within the Digit management group, the post-holder will be responsible for creating and delivering the overall communications and impact strategy of the Centre, impact reporting, leading on stakeholder engagement, managing and tracking the Centre's impact.

You will be an experienced communications professional with an interest in Digit's research and higher education, a passion for delivering impact and positive change, and well-developed managements and interpersonal skills.

For further information or to discuss the role please contact the Centre Manager, Dr Megan McMichael, m.mcmichael@sussex.ac.uk

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

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

Job Description for the post of: **Digit Research Communications & Impact Manager**

Department: Digital Futures at Work Research Centre

School: University of Sussex Business School

Location: Jubilee Building

Grade: 7

Responsible to: Digit Centre Manager

Responsible for: Communications Officer

Role description:

The Digit Research Communications & Impact Manager will be responsible for leading the Communications and Impact activities within Digit, supporting the Digit Directors and Centre Manager in leading and delivering Digit's Impact Strategy. This entails designing, developing and implementing impact and communications strategies for key Digit projects. The post is responsible for managing team activities which include the production and publication of a wide range of outputs and engagement activities; managing websites and social media; liaising with media and stakeholders; contributing to management of events; and directly managing staff within the team. This post aims to maximise opportunities for impact and engagement, promoting Digit's research to wide and diverse audiences in order to facilitate knowledge exchange and influence policy and practice. This work helps to maintain and build the reputation of Digit, the School and the University.

PRINCIPAL ACCOUNTABILITIES

1. Managing the operational outputs of the communications activities and team, maintaining high quality Professional Services and engendering a culture of continuous improvement.
2. Ensuring compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
3. Working in partnership with key stakeholders to ensure seamless service, including working with colleagues to develop targeted communications, engagement and impact-generation strategies.
4. Identifying research-related engagement opportunities and managing the organisation of research-related events, including Digit Debates and other seminars.
5. Driving forward the strategic direction and management of Digit's research communications across a range of platforms and media.
6. Supporting Digit researchers, and the Centre as a whole, to achieve optimum impact.

Key Responsibilities:

1. Team Management and Leadership

- 1.1. Provide management and leadership to motivate the team to achieve targets and objectives delegating according to ability
- 1.2. Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members
- 1.3. Ensure team understanding and application of operational standards are embedded in the team culture and methods of working
- 1.4. Support the development of others, providing training and coaching in area of expertise
- 1.5. Foster an ethos of continuous improvement

2. Service Delivery

- 2.1. Working within university policy and procedure, undertake day-to-day management of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities across the team to ensure the achievement of departmental targets and objectives.
- 2.2. Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3. Plan and implement improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
- 2.4. Maintain appropriate records and documentation commensurate with policy and procedure.

- 2.5. Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.
- 2.6. Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.
- 3. Policy & Procedure**
 - 3.1. Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
 - 3.2. Contribute to policy decisions and improvement in area of expertise.
- 4. Customers and Stakeholders**
 - 4.1. Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed.
- 5. Details of key responsibilities**
 - 5.1. Lead and manage the Centre's support for research communications and external engagement (including events), to maximise the impact of the Centre's research
 - 5.2. Work with Digit academics to communicate the Centre's research activity and achievements, manage the communications and impact strategy of the Centre, working with the Directors and Centre Manager to develop and implement it.
 - 5.3. Manage all centrally-led external communications, including newsletters, and supporting the Data Observatory leads with blog posts and data commentaries, as well as the Digit website and social media
 - 5.4. Manage specific activity budgets in collaboration with the Digit team.
 - 5.5. Design, manage and deliver impact training and training materials. Enhance Digit researchers understanding and skills relating to best practice regarding impact and research communications, including identifying and maximising opportunities for capacity- and network-building, where value will be added.
 - 5.6. Monitor and evaluation of Digit communications and impact activities to help inform, and adhere to, the communications and engagement strategy, and for reporting to the funder and other bodies, as necessary.
 - 5.7. Line manage a part-time communications and impact assistant and others, as necessary, e.g. student placements.
 - 5.8. Relationships with internal people
 - 5.9. Actively maintain understanding of developments in impact-related policy & strategy, in relation to current funding, assessment, and potential further funding.
 - 5.10. Help develop impact case studies, policy briefs, etc. designed for specific audiences to meet identified research goals.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 1 staff and possible interns / student placements.
- Responsible for research-related communications tools/equipment, such as audio-visual recording equipment, if applicable.

- Responsible for the achievement of relevant Digit KPIs and Research with Impact objectives of the University of Sussex.
- The post holder reports to the Centre Manager. Working under general direction within a clear framework, the post holder will manage their own work (and their direct reports) to achieve their agreed objectives. They will play a key role in supporting the Digit leadership team to achieve the strategic and operational goals of Digit, the University, Professional Services, and their School. The post holder is 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.
- Support achievement of the School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to 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.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. A degree in a subject area relevant to the disciplines of the Digit and/or communications, or equivalent experience.
2. A detailed practical knowledge and understanding of research communications, impact and engagement
3. Self-motivator with effective management skills, planning and organisational skills, including project management with the ability to delegate to team members where appropriate
4. Well-developed interpersonal skills with the ability to effectively influence in area of expertise, negotiate effective communications and impact outcomes, effectively contribute to team working to build and develop working relationships.
5. Analytical skills with the ability to generate effective solutions and make effective decisions, delivering high quality work efficiently under pressure, within demanding timescales.
6. IT literate with proven experience with Microsoft Office packages

ESSENTIAL ROLE-SPECIFIC CRITERIA

7. Experience of developing and managing websites, social media accounts and producing (including commissioning) a range of communications outputs for different uses, platforms and formats.

8. Excellent written communications skills, including writing content for a range of purposes and audiences, and editing and proof-reading content with a high level of accuracy and attention to detail.
9. Understanding of policy and media engagement processes, including how to identify and respond to relevant opportunities and support academics to participate.
10. Experience of organising events, both in person and online, e.g. webinars, conferences, roundtables and workshops.
11. High-level professional skills in communication and editorial work, with a track record of producing effective material that communicates complex information for both generalist and specialist audiences
12. Experience of designing communications and impact strategies and work plans, including for research projects.
13. Commitment to learning about, implementing and sharing professional best practice (internally and externally) around research communications, engagement and impact.
14. Experience building and maintaining effective working relationships with key Professional Services colleagues, senior management, high-level non-academic partners or stakeholders, as well as the media.
15. Basic understanding of research methods, skills, processes, outcomes and outputs.
16. Adaptable and responsive, including a willingness to work flexible hours to meet deadlines, and/or to travel, where necessary.

DESIRABLE CRITERIA

1. Knowledge of the Higher Education sector, and the business school sector and Digit research in particular.
2. A good grasp of design principles and ability to use e.g. Photoshop, Adobe InDesign.
3. Experience of coordinating and drafting material for submission to external research assessments e.g. REF, or funder requirements.
4. Experience of developing and delivering training, guidance and resources on research communications, engagement and impact, including on its assessment (e.g. REF).