



## 1 Advertisement

**Post Title: Internal Communications Officer**

**School/department:** Communications, Marketing and Advancement

**Hours:** Full time or part time hours considered up to 36.5 hours working hour week.

Requests for flexible working options will be considered (subject to business need).

**Contract:** permanent

**Reference:** 8954

**Salary:** starting at £27,131 to £31,411 per annum, pro rata

**Placed on:** 23 August 2022

**Closing date:** 30 September 2022 Applications must be received by midnight of the closing date.

**Expected Interview date:** to be confirmed

**Expected start date:** to be confirmed

The University of Sussex is looking to appoint a confident communications professional to support the internal communications function

You will have worked in a similar role in a large or complex organisation, where you will have supported communication teams to deliver plans and strategies in support of the organisation's objectives.

You will be able to turn your hand to internal communications and engagement, event management and work with digital/social media. You'll also be able to engage with and work alongside senior stakeholders.

In this role you will support priority projects utilising a variety of communications channels

You will be responsible for keeping our internal communications plans up to date, tracking our progress and keeping records as we deliver against the plans.

You will help to develop materials, support the delivery of events and develop a range of engagement tactics.

You will attend key meetings and working groups as required and work closely with Communications, Marketing and Advancement colleagues, ensuring an integrated approach to communications across the University.

Please contact [Charlie Littlejones](#) for informal enquiries.

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

## 2. The School / Division

Please find further information regarding the [Communications, Marketing and Advancement division](#).

### **3. Job Description**

Job Description for the post of: Internal Communications Officer

**Department: Communications**

**Section/Unit/School:** Communications, Marketing and Advancement

**Location: Hybrid/Falmer Campus**

**Grade: 5**

**Responsible to:** Internal Communications Manager

**Responsible for:** N/A

#### **Purpose of the post**

The University of Sussex is looking to appoint a confident communications professional to support the priorities of the University. The Internal Communications Officer will work closely with our internal communications managers to make sure our communications plans are coordinated and up to date and to support the delivery of engagement events.

As a member of the Communications, Marketing and Advancement (CMA) division, the post-holder will support the development and implementation of communications plans and strategies for a wide range of priority projects. Working with colleagues across the University, the post-holder will help to ensure the institution communicates effectively with internal stakeholders.

A quick-thinking and approachable early-career communications professional, the post-holder will have experience in working with complex communications plans, and measuring and tracking communications impact. They will be able to identify opportunities and find ways of improving processes and ways of working.

The post-holder will develop materials, support the delivery of events and assist with a range of engagement tactics and will work closely with colleagues in the CMA and be expected to work collaboratively with staff across the University to ensure an integrated communications approach.

A can-do, professional attitude and keen eye for detail will be essential.

The role holder will report to the Head of Corporate Communications and may be expected to take on additional duties as instructed by them.

#### **Key responsibilities**

The post-holder will act as the key communications planner for the activities across the internal communications team.

They will support the development of communications plans and will deliver key communications through a variety of channels, including email, social media, and website updates. They will also have experience of creating engaging resources (such as video and social media content) and support the development of communication materials to ensure timely and effective coverage through central internal channels, including social media and webpages. It will also include supporting the management of appropriate events to showcase the developments, bringing a creative and engaging approach to all activity.

They will also handle enquiries from internal stakeholders and complete internal reports.

### ***Reputation management***

The post-holder will also be able to identify and flag any potential risks related to each of the projects and escalate these appropriately. They will work with the Head of Corporate Communications and the wider Internal Communications team to ensure that any arising issues are handled appropriately. They will support appropriate crisis planning to minimise the impact of any potential threats to the University's reputation.

### ***Stakeholder engagement***

The post-holder will support activity to ensure that all staff and students are communicated with on a regular basis. They will help to identify opportunities to engage further with specific stakeholders who may be impacted by development work.

The post-holder may also be expected to attend events to represent the University and build contacts and networks.

## **4. Person Specification**

### SKILLS/ABILITIES

	Essential	Desirable
Outstanding written and verbal communications skills	X	
Excellent relationship building ability	X	
High levels of diplomacy and stakeholder management – allied with experience of using advocacy and influencing skills to challenge perceived wisdom and put forward alternative solutions		X
Ability to understand and convey complex conceptual ideas and information		X

### KNOWLEDGE

	Essential	Desirable
Knowledge of latest developments in internal communications and processes and technology	X	

including social media		
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## EXPERIENCE

	Essential	Desirable
Experience in a communications role in a large or complex organisation	X	
Experience of delivering communication plans and strategies which support and deliver organisational objectives		x
Experience of successfully working with senior stakeholders		x
Experience of full range of communications elements including internal communications and engagement, event management and digital/social media	X	
Interest in public affairs and political engagements		X

## QUALIFICATIONS

	Essential	Desirable
Educated to degree level or equivalent		X

## PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Intellectual rigour with ability to think creatively	X	
Considered and calm approach	X	
Approachable and team orientated	X	