



SMITH SCHOOL OF ENTERPRISE
AND THE ENVIRONMENT



SoGE | School of Geography
and the Environment



Job Description

Job title	Head of Strategic Communications (Maternity Cover)
Division	Social Sciences
Department	Smith School of Enterprise and the Environment (SSEE) and Environmental Change Institute (ECI), <i>within School of Geography and the Environment (SoGE)</i>
Location	South Parks Road, Oxford
Grade and salary	Grade 8: £41,526 – £49,553 p.a. with discretionary range to £54,131 per annum
Hours	Part-time (80% FTE / 30 hours per week)
Contract type	Fixed-term maternity cover (up to 12 months)
Reporting to	SSEE Chief Operating Officer and Associate Director
Vacancy reference	149094
Additional information	Applications are particularly welcome and encouraged from women candidates and black and minority ethnic candidates who are under-represented in academic posts in Oxford. SoGE is committed to equality and values diversity.

The role

The Environmental Change Institute (ECI) has a clear strategy and high-level communications expertise is now required to support its delivery by identifying high impact research and disseminating it to key target audiences. The ECI 30th anniversary in 2021 is an opportunity to refresh ECI's branding and assets, including strategic oversight of a comprehensive website update, in support of consistent, high-profile representation.

SSEE have developed a strategy for the next five years, a principal aim of which is to extend its brand recognition, influence and partnerships with enterprise by communicating its research authoritatively.

The Head of Strategic Communications will provide new capacity and capability to meet these pressing requirements. You will have an established track record as an experienced communications professional and will apply your knowledge and networks, speaking on behalf of the Directors and the centres.

The post holder will work closely with the SoGE Information and Communications team within SoGE, but will not duplicate their roles.



This post will enable us to leverage further funding: through profile raising and the dissemination of research, thus supporting our efforts to create new partnerships.

The post holder will work closely with SSEE leadership on development and engagement to transform SSEE's ability to create and sustain new links with enterprise, strengthening further the SSEE's financial position and as a result enabling us to continue to expand our research base.

We are seeking a high-calibre individual with extensive experience of media engagement.

Responsibilities

The Head of Strategic Communications will be a member of the senior management teams of ECI and of SSEE. You will transform the two organisations' capacity and impact in communications, positioning them to deliver their strategies effectively, engage influential audiences globally and maximise their research impact. Working across two distinct organisations within the School of Geography and the Environment, the Head of Strategic Communications will also identify opportunities for collaboration between the two in the area of communications.

Engagement

- Devise and implement communications strategies for ECI and SSEE that support the delivery of their respective missions and aims.
- Use sector experience and own existing and new networks to target opinion formers (media, enterprise, public sector), engaging them in the work of the two organisations and increasing the reach and impact of each.
- Support and promote the involvement of ECI, SSEE and relevant groups (e.g. Oxford Net Zero) in key international events including COP26, including identifying opportunities for efficiencies or collaboration.
- Offer strategic input and oversight to an SSEE public engagement event, showcasing the research of the School, reaching new audiences in enterprise and so influencing change.

Profile

- Based on the research of each organisation, help to raise the profile of ECI and SSEE and position each as a world leader in their respective areas.
- Increase the effectiveness of the two organisations in disseminating their work through the mainstream media and external partners.
- Increase the effectiveness of the two organisations in disseminating their work through multiple channels: annual reports, policy engagement, web presence, social media etc. This will include strategic input to the SoGE cross-departmental website redesign project to ensure the new sites support the aims of both SSEE and ECI.

- Form relationships with the staff in both organisations and proactively identify high- impact research and help design appropriate dissemination strategies (e.g., press- release, press-briefings).

Leadership

- Work as a member of the senior management teams of both organisations.
- Identify opportunities for collaboration on communications between both centres.
- Communicate authoritatively with stakeholders, partners and the media on behalf of both Directors.
- Establish effective working relationships with key partners in the School of Geography and the Environment, in particular the information and communications team, and the wider University.
- As part of relevant groups including the SoGE communications team and the SoGE anti-racism working group, work to ensure equality, diversity and representation are embedded within SSEE and ECI communications.

Line Management

- Line management of SSEE events function including responsibility for continued staff development and carrying out annual appraisals. This will include setting priorities for junior colleagues, managing workflow and ensuring projects are delivered to schedule.
- Line management and supervision of temporary staff when required.

Selection criteria

1. Hold a Bachelor's degree.
2. Track record as a high-level communications professional.
3. Highly developed skills in public relations, media management and outreach.
4. Experience producing targeted and relevant promotional material from concept to execution and dissemination.
5. Excellent writing skills, including the ability to produce clear, concise copy for online and offline publication and to summarise complex or scientific material clearly and succinctly for a range of audiences.
6. Ability to prioritise a busy workload, meet deadlines, work independently and as a part of a team, and successfully manage projects to their conclusion
7. Excellent interpersonal and oral communication skills.
8. Ability to work effectively alongside academic, research, administrative and support staff within the two organisations and beyond.

9. High-level IT/digital media skills.
10. Knowledge of the areas in which ECI and SSEE work.
11. Thorough understanding of standards and legislation applicable to information management and communications (e.g. relating to data protection, copyright, accessibility, freedom of information, etc.).

Pre-employment screening

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

School of Geography and the Environment

The School of Geography and the Environment (SoGE) is a dynamic, diverse, interdisciplinary academic department at the University of Oxford combining natural and social science interests and skills, underpinned by Geography's tradition of working across differing cultures. The School is internationally recognized for the quality of its teaching, research and wider engagement across the breadth of human and physical geography and environmental studies.

Based within the Social Sciences Division, the School incorporates three affiliated research centres: the Environmental Change Institute (ECI), the Smith School of Enterprise and

Environment (SSEE), and the Transport Studies Unit (TSU). The School is based within the Oxford University Centre for the Environment (OUCE) building – which has benefited from extensive refurbishment in recent years - in the heart of Oxford's Science Area. The School's physical location enables us to easily connect with many of the academic departments and organisations with whom we collaborate. The School has also been an active participant in fostering the [Oxford University Networks for the Environment](#) (ONE), which link up over 1000 individuals within the University on the themes of Biodiversity, Climate, Energy, Food and Water.

The **Smith School of Enterprise and the Environment** (SSEE) was established with a benefaction by the Smith family in 2008 to tackle urgent environmental challenges by bringing public and private enterprise together with world-leading teaching and research.

We seek to apply impactful research with enterprise to shape business practices, government policy and stakeholder engagement. We work with social enterprises, corporations and governments alike. Our goal is to offer innovative solutions to the challenges facing humanity over the coming decades.

SSEE applies expertise in economics, finance and business to tackle environmental and social challenges in six areas: water, climate, energy, biodiversity, food and extractive resources. It has a number of significant external research partnerships and Business Fellows, bringing to the University people from industry, consulting firms, and related enterprises who have an interest in promoting the goals and objectives of the School. SSEE offers a variety of open enrolment and custom Executive Education programmes that cater to participants from all over the world. We also provide independent research and advice on matters such as environmental strategy, corporate governance, and long-term innovation.

For more information on the SSEE please visit: <http://www.smithschool.ox.ac.uk>

The **School of Geography and the Environment** is an energetic and multi-dimensional hub of geographical and environmental research, teaching and wider engagement. The School's ambition is to play a leading role in shaping the international research agenda through 'world-class' research and teaching across the breadth of the discipline; employing the very best researchers and attracting excellent national and international students; encouraging national, international and interdisciplinary research collaborations; and engaging with others through policy, partnerships, business and social enterprise. The School's cross-cutting [research](#) portfolio totalled £61.9million across more than 80 projects in 2015/16, with projects and collaborations involving over 70 countries across the globe. The School's researchers actively engage in discussion on environment, energy, transport, urban, and rural policies; in advising local, national and international organisations; and in written and oral contributions to government consultations.

The School provides world-class, multidisciplinary teaching. Our [Undergraduate Honour School](#) provides undergraduate students with research-led teaching across the breadth of human and physical geography and environmental studies by internationally recognised academic staff. Two hundred and fifty graduate students from a range of nationalities make our [International Graduate School](#) one of the world's largest and most diverse in the discipline.

For more information the School please visit: <http://www.geog.ox.ac.uk>

The School of Geography and the Environment holds an Athena SWAN Bronze Award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women. Further information about Athena SWAN can be found at <http://www.geog.ox.ac.uk/about/equality-diversity/>.

Since 1973 the **Transport Studies Unit** has established an international research reputation in the fields of transport policy analysis, the development of new methodologies and behavioural studies. The TSU seeks to maintain and enhance this reputation for excellence in research and to extend it into teaching, leadership courses and international collaborative programmes of education and learning. To this end, it aims to be at the leading edge in national and international transport developments. Particular emphasis is placed on understanding the social, economic and environmental implications of transport and mobility over both time and space. The TSU's work ranges in geographic scale from the local to the global, and the full spectrum of quantitative and qualitative research techniques is deployed. The research conducted at the TSU addresses transport and mobility from different thematic and methodological perspectives. Four broad themes can be identified: Energy and Environment; Governance and Public Policy; Culture and Society; and Health and Wellbeing. Most TSU staff are full-time researchers working on specific externally funded projects within these research themes. In addition to the core staff, it also hosts a number of academic visitors working more independently on cross-cutting issues. There is also an active group of international DPhil students working with individual staff. The TSU often works directly with international agencies, transport policymakers, local authorities, businesses and industry, employers, non-governmental organisations, and localities.

For more information on the TSU please visit: <http://www.tsu.ox.ac.uk>

Formed in 1991 through benefaction, the **Environmental Change Institute** works alongside partners in business, academia and the community to understand environmental change and explore possible responses to the risks and opportunities it poses. With an annual research income of over £3.6 million in 2015/16, a portfolio of over 60 active projects, 108 academics and researchers working around the world, the ECI is an active and influential player in environmental change science. The ECI's research is interdisciplinary, both in outlook and approach. ECI has a well-established track record in relation to climate, energy and ecosystems and a growing expertise in relation to food and water. ECI is a leading player in number of large research activities, including: the UK Climate Impacts Programme (UKCIP) which develops new tools to link climate science with stakeholders in business and government in order to create innovative adaptations to the impacts of climate change; the world's largest citizen science climate ensemble with 350,000 individuals running climate simulations in order to better understand regional climate patterns; leaders of major EU consortium programmes including one on the impacts and risks of extreme climate change; and coordinators of a global ecological monitoring programme across remote forest locations in South America, Africa and Asia. The ECI's full portfolio of projects has led to academic papers and citations totalling over 45,000 since 2000. The ECI is also home to the MSc in Environmental Change and Management, the School's first taught postgraduate masters' programme, established in 1994. Through this MSc the ECI have successfully trained over 600 upcoming environmental leaders who comprise a lively and increasingly influential alumni community.

For more information on the ECI please visit: <http://www.eci.ox.ac.uk>

Social Science Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Sarah Whatmore, who is a member of the University's Council. The Social Sciences Division is a world-leading centre of research and

education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information please visit: <http://www.socsci.ox.ac.uk/>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>
There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>
The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.
For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.