

Job description & person specification

Last updated: June 2024

JOB DESCRIPTION

Post title:	Communications and Legacy Impact Manager		
Academic Unit/Service:	Faculty Operating Service		
Faculty:	Faculty of Engineering and Physical Sciences		
Career pathway:	Management, Specialist and Administrative (MSA)	Level:	4
Posts responsible to:	Head of Operations		
Posts responsible for:	N/A		
Post base:	Office-based and remote		

Job purpose	
<ul style="list-style-type: none"> • Manage and implement the £16M TAS Hub Research Programme communications strategy, including the impact and legacy messaging, the communication of research and enterprise activities to promote TAS nationally and internationally. • Manage and author copy for a wide range of communication channels including social media, SharePoint pages, websites, and newsletters. Work in close collaboration with TAS stakeholders and develop media network. • Lead on a number of TAS-based initiatives as required, working as an integral part of the TAS team to support the research, commercial and social ambitions of the Hub. 	
Key accountabilities/primary responsibilities	% Time
1. Communications Strategy, Implementation and Operation <ul style="list-style-type: none"> • Establish strategies and manage operations of communications, promoting stakeholders' engagement • Creating and delivering key time-specific communications to support TAS objectives, including promotional materials and articles • Management, maintenance and ongoing strategic development of TAS new website and SharePoint pages • Responsible for the production of regular reports, newsletters and spotlights on key achievements 	30
2. Research and Enterprise Promotion <ul style="list-style-type: none"> • Lead the planning and coordination for promotion of research and enterprise activities using specialist knowledge to assess, analyse and recommend appropriate solutions. 	25

<ul style="list-style-type: none"> • Define the deliverables, tasks, resource requirements and development of relevant communication plans in consultation with the appropriate colleagues and stakeholders • Create relevant content to externally promote research and enterprise activities • Maintain social media accounts and identify media opportunities, provide content and ensure effective distribution • Monitor and report on progress, including any problems/solutions, implementing and managing changes to achieve marketing and communications goals. • Support colleagues identifying exploitable knowledge to transfer technology to the commercial sector, raise awareness and champion recognition of TAS distinctive commercial activities in the media. 	
<p>3. Legacy Impact Communications</p> <ul style="list-style-type: none"> • Develop, proactively gather and maintain promotional material on legacy impact activities aimed at internal and external audiences, including schools and colleges, policy-makers and research communities • Coordinate legacy impact working groups, ensuring key projects are kept on track to achieve TAS objectives • Work closely with relevant groups and appropriate colleagues, coordinate legacy impact events • Gather, analyse, manipulate and interpret complex information to support the preparation of reports and data sets 	20
<p>4. TAS PR and Reputation</p> <ul style="list-style-type: none"> • Preparation of presentations and briefing papers to support internal and external stakeholder management • Contribute to TAS web presence, working with stakeholders to ensure promotion of quality and reputation • Develop promotional collaterals, working, as appropriate, with relevant professional services colleagues, academic colleagues, and other stakeholders. • Manage a suite of website pages, including creating and monitoring contributions, establishment and management of relevant processes, collaboration with systems, technical staff and content users, providing training as appropriate • Manage copy writing for TAS, including gathering information, writing content on TAS news, events and announcements for a range of channels including press releases and external publications • Work closely with Head of Operations to provide support for strategic events and initiatives 	10
<p>5. Project Management</p> <ul style="list-style-type: none"> • Contribute to projects or priorities to support TAS planning activities, using strong leadership, influencing and project management skills to manage relevant projects using specialist knowledge and robust analytical skills • Lead on strategic communications-focused projects, including background analysis and research, assessment of issues and how they may be mitigated; testing out potential solutions; presenting findings and recommendations to facilitate informed decision-making • Develop project objectives and related timelines; appropriate resource requirements, detailed delivery plans and success factors, monitor progress, risks and, at project completion, provide a final assessment of the project 	10

<p>6. Additional Duties</p> <ul style="list-style-type: none"> • Work collegially as part of the TAS community and contribute to the development of a customer-focused, professional team culture • Take an active part in TAS working groups, as appropriate • Support TAS RRI and EDI agendas by promoting key messages and adherence to governance • Any other duties that fall within the scope of the job, as allocated by the Head of Operations 	5
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Internal and external relationships
<p>Internal & External Relationships: (nature & purpose of relationships)</p> <ul style="list-style-type: none"> • Head of Operations and TAS Directors • UoS academic colleagues and professional services • UoS and external staff involved in the TAS Hub, wider TAS community • Funding bodies, businesses, business networks and other organisations as appropriate, to promote the University's multi-disciplinary research and industry sector agenda externally

Special Requirements
<ul style="list-style-type: none"> • Willingness to work non-standard hours, sometimes locally off University campus, and travel on business as required.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<ul style="list-style-type: none"> • Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification in media, communications, or journalism. • Substantial relevant experience in similar work at a high level in a complex environment, particularly in project management. • Knowledge of HE structures, University processes and regulations. 	Project management qualification and/or relevant experience.	Application/ Interview
Planning and organising	<ul style="list-style-type: none"> • Experience of independently organising activities, planning work, setting objectives and implementing regular reviews to evaluate progress. • Experience in efficiently planning, supporting and executing projects in line with strategic and management plans • Able to efficiently and systematically organise and store office data and use management information and records appropriately • Ability to multi-task and prioritise a conflicting workload. 		Application/ Interview
Problem solving & initiative	<ul style="list-style-type: none"> • Ability to provide constructive advice, analyse and interpret complex and/or specialist issues and translate these into efficient management measures and actions with respect to the relevant tasks. • Ability to use own initiative and suggest innovative, practical and effective solutions, acting on behalf of the Head of Operations. 		Application/ Interview
Teamwork	<ul style="list-style-type: none"> • Able to proactively and collaboratively work with other individuals and teams, including external bodies and post holders to achieve outcomes. • Excellent time management, working with conflicting deadlines to manage priorities and workload across a team, ability to work independently on specialised projects. • Evidence of ability to supervise and oversee requests to ensure completion of deliverables in a timely way 		Application/ Interview
Communicating & influencing	<ul style="list-style-type: none"> • Ability to communicate effectively and appropriately at all times to influence successful delivery of planned objectives. 		Application/ Interview

	<ul style="list-style-type: none"> • Able to clearly and effectively communicate requirements, processes, recommendations and findings verbally and in writing • Ability to show adequate preparation so that presentations are focussed, accurate and meet objectives • Evidence of ability to manage secretariat for operational and executive meetings 		
Other skills & behaviours	<ul style="list-style-type: none"> • Evidence of using WordPress • Ability to interface with relevant professional service departments in the University, colleagues within TAS, and external stakeholders. An essential requirement will be the ability to develop good relationships and networking skills. • Evidence of excellent interpersonal skills. • Ability to track devolved work and maintain schedules, secure outcomes and manage events and meetings. 		Application/ Interview
Special requirements	<ul style="list-style-type: none"> • Expertise in relevant software systems, WordPress, PhotoShop, Adobe, Hootsuite or equivalent etc. • Able to work flexible hours as required by the work activities and timelines and as directed. • Able to demonstrate excellent attention to detail, record keeping skills, interpersonal skills, anticipation and planning and customer service skills. 	Knowledge of PR tools such as Vuelio or Meltwater	Application/ Interview

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			