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| Last updated: | Oct2021 |

**JOB DESCRIPTION**

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| Post title: | **Parliamentary and Communication Officer**  |
| School/Department: | Public Policy|Southampton |
| Faculty: | Research & Innovation Services |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| Posts responsible to: | Yaryna Basystyuk (L4), Policy Engagement Manager at Public Policy|Southampton |
| Posts responsible for: | Digital Communication Officer(s) - (students) |
| Post base: | Office-based/ (see job hazard analysis) |

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| Job purpose |
| PPS’ mission is to ‘enhance the local, sub-national, national and international public policy impact of research conducted at the University of Southampton’. This role will oversee the relationship building and communications with the UK Parliament, including HoC, HoL, POST, and Parliamentary Libraries. The role will also contribute to the successful delivery of PPS mission in four domains: (1) engagement with Parliament; (2) communications, including events, and (4) PPS membership. 1. Engagement with the UK Parliament includes supporting UoS academics with building relationships with members and staff of the UK Parliament, Scottish Parliament and Senedd; organisation of meetings and events; coordination of parliamentary inquiries submissions and government consultations; collaboration with Sense about Science on the Evidence Week.
2. Communications include co-producing (with Policy Engagement Manager) the PPS communications strategy **which will align to the UoS Comms Strategy** (including social media outputs and campaigns, updates to the PPS website, PPS video series, PPS podcasts, communication analytics and evaluations)
3. PPS membership includes engaging with our internal membership network of <700 academics, including through organisation of events and sharing of regular opportunities to work with Government and Parliament

Through provision of comprehensive, effective and efficient support to PPS, Research and Innovation Service colleagues and the wider University community this role will enable timely and accessible knowledge exchange with policy makers.   |

| Key accountabilities/primary responsibilities | % Time |
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|  | Engagement with the UK Parliament - supporting UoS academics with building relationships with members and staff of the UK Parliament; organisation of meetings and events; coordination of parliamentary inquiries; collaboration with Sense about Science on the Evidence Week.  | 40 % |
|  | Communications – co-producing PPS Communications strategy, ensuring the provision of comprehensive, effective and efficient communication with internal and external stakeholders; working closely with the PPS Digital Communication Officers (students casual workers) to deliver key PPS communication outputs. | 35 % |
|  | PPS Membership - managing day to day needs of PPS Membership network of <700 academics, including regularly sharing opportunities, organising networking events and growing the network  | 10 % |
|  | To supervise the work of the Digital Communication Officers (students)  | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Internal* Staff at all levels across the University, in particular researchers with policy-related research
* Central and Faculty based Communication Officers, Research and Enterprise Managers
* The wider RIS team, including PERu
* The Head and other team members of PP|S
* RIS Finance and HR colleagues

External* Contacts at UK Parliament, Senedd, Scottish Parliament and Uk, DA Government
* Local and regional politicians and officials, Contacts at policy institutes in other UK universities (especially via Universities Policy Engagement Network)
* Work with UK think tanks, including Sense About Science
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| Special Requirements |
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| Some flexibility in hours of work is required since some policy events may take place off site and outside normal working hours (e.g. evening events in London). Depending on the candidate, there may be opportunities for some overseas travel, but this is not a requirement. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.Personal or professional interest in policy engagement and/or advocacyUnderstanding of the ‘Impact Agenda’ in the Higher Education sectorAble to apply PPS Communication Plan in line with the PPS Communication Strategy and consider future adaptation of the PlanAble to make effective use of standard office computer systems including word-processing and spreadsheets. | Relevant degree (or equivalent qualification or experience). Experience of supporting academics to engage with policymakers Experience of developing digital content for external audiences | ApplicationInterview/ApplicationInterviewInterview/Application Interview |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.Able to successfully plan and deliver administrative projects over a period of several months.(e.g. to co-ordinate an event) |  | ApplicationApplication |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods. |  | Interview /Application |
| Management and teamwork | Able to solicit ideas and opinions to help form specific work plans.Able to positively influence the way a team works together.Able to ensure staff are clear about changing work priorities and service expectations.Able to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required.  | Successful supervisory experience. | Application/ InterviewInterview ApplicationApplication/ Interview |
| Communicating and influencing | Excellent interpersonal skills with a wide range of people of different backgrounds, from within and outside the university, including at senior levels in GovernmentProven persuading and influencing skillsAble to deal with sensitive information in a confidential manner. | Ability to deliver specialist training to a group of people | Application/ InterviewInterview ApplicationApplication/ Interview |
| Other skills and behaviours |  | An interest and understanding of the evidence-informed policy making | Interview |
| Special requirements | Able to work flexible hours as required by the work activities and timelines and as directed *(There may be a requirement to work out of hours and travel overnight on occasions)* |  | Application/Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [ ]  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. |
| [ ]  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.

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| **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  |  |  |  |