



Job Title: Communications Officer
Grade: 5
Salary: £22,417 to £26,715 per annum pro rata
Department: NIHR Research Design Service East Midlands, Department of Health Sciences
Hours/Contract: Part-time negotiable hours between 0.4FTE (14 hours per week) and 0.5FTE (17.5 hours per week)
Contract: Fixed term contract until to 30 September 2023
Reference: 2031

Role Purpose

Working for the National Institute for Health Research (NIHR) Research Design Service East Midlands you will help to develop effective communications, plan well-attended and interesting events, and monitor service performance and client satisfaction. In this role you will strengthen our team and tell the story of our work with a compelling, positive and authentic voice. We want our stories to resonate as part of the wider national RDS and be a well-regarded voice within the health and social care research national communities. You will drive the development of new communications plans and create engaging content for RDS East Midlands across a variety of digital platforms.

You will be managed by the RDS East Midlands Business Manager.

Main Duties and Responsibilities

Publicity, Information, Marketing and Monitoring:

- Help to shape and implement the RDS East Midlands communications strategy
- Contribute to the design of publicity documents, flyers, posters and presentations
- Create suitable infographics and videos to promote the service offer of the RDS
- Assist in producing ebulletins and newsletters relating to the service
- Support the development of our social media content around Twitter, LinkedIn, YouTube and explore new platforms to add value to the work for RDS East Midlands
- Represent the East Midlands in the National Communication and Information Management Community

Maintain and develop the RDS East Midlands web presence:

- Maintain an informative and accessible web presence for RDS East Midlands
- Research, maintain and update website content with interesting narrative and news items

Support the evaluation of RDS East Midlands services, activities and events:

- Send project exit surveys to RDS clients and collate responses
- Help to collate workshop evaluations
- Monitor and collate satisfaction data of service users
- Produce summary evaluations of workshops/seminars in line with agreed templates.

Support RDS East Midlands events:





- Manage venue and catering bookings for RDS East Midlands events
- Manage events bookings with others
- Communicate with delegates with reminders, event information and evaluation material
- Organise handouts for the events
- Support with event set-up

Other areas of support:

- Help to maintain and develop the RDS East Midlands project database
- Explore new technologies and systems to enhance the service
- Ensure NIHR branding and accessibility guidelines are followed across RDS East Midlands
- Provide support to RDS East Midlands staff in communications and technology as required

Internal and External Relationships

- Liaise as necessary with staff across RDS East Midlands, the RDSEM Public Contributors group, stakeholders of the service and with people involved in value capture across the RDS nationally
- Liaise as needed with Webfuel who provide our website, database and RDSanswers platforms
- Contribute to activities which support the work of RDS National Office

Planning and Organising

- Contribute to the planning and delivery of the RDS East Midlands communication strategy

Qualifications, Knowledge and Experience

Essential

- Educated to A-Level or equivalent*
- Experience of developing marketing/communication materials (printed and online)*
- Knowledge of social media platforms

Desirable

- Qualified to degree level*
- Qualifications in marketing or related areas*
- Experience of using infographic and video editing software*
- Experience of website content management systems*

Skills, Abilities and Competencies

Essential

- Exceptional and proven presentation skills*
- Exceptional and proven written communication skills and high literacy*





- Exceptional ability to explain complex information clearly*
- Proven ability to produce clear graphs, charts and illustrations*
- Proven ability to quickly learn and understand complex topics*
- Ability to prioritise tasks within agreed work schedules
- Ability to work on own initiative
- Ability to work effectively as part of a team
- Good IT skills and ability to use Microsoft Office and applications
- Ability to work flexibly as required and to cope with change

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:

Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

