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**Professional Services**

**Marketing and Communications**

**Internal Communications Officer**

**ZZ600490-1**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £27,924 - £30,497 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Internal Communications Officer |
| **Grade:** | 5 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:**  **Location:** | Marketing, Advancement and Communications  Mercantile House |
| **Position Reference No:** | ZZ600490-1 |
| **Responsible to:** | Internal Communications Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2021 |

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| **Context of Job:** |
| The Marketing, Advancement and Communications Department offers a complete in-house service to promote the University to its various stakeholders. The Department’s activities cover a wide range of marketing communications disciplines, dealing with media and communications, advancement, printing services, recruitment and outreach and market research. |

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| **Purpose of Job:** |
| As part of the work of the Internal Communications team, the role delivers communications for staff and students using a range of channels including news articles, web pages, social media, print and in-house events. |

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| **Key Responsibilities:** |
| **1.0 Production and delivery**  Delivering day-to-day updates and news to staff and students through different communication channels and activities, including:   * using web content to produce the Weekly Staff Update and Weekly Student Update * drafting and distributing all staff and all student emails * drafting and publishing internal news stories online * drafting and publishing social media photographs and messages, particularly for the UoP Students Facebook Group * publishing the monthly VC Bulletin online, and assisting in the promotion of Vice-Chancellor Q&A and Video messages when required * monitoring corporate staff and student inboxes, responding to or sign-posting queries   Working with members of the department to draft, copy edit and coordinate the production of web pages, marketing materials and publications for students and staff.  To provide a proofreading service to the team. |
| **2.0 Advice and planning**  Working with the Internal Communications Manager, to advise and support faculties and professional services with the delivery of a variety of internal engagement activities including:   * student and staff events * internal promotions, campaigns and surveys * online and print materials for students and staff   To support work planning activities within the Internal Communications team. |
| **3.0 Events and incidents**  Working with the Internal Communications and Events teams, to support the delivery of events for students and/or staff, especially events requested by the Vice-Chancellor's Office.  To assist the Internal Communications Manager in any serious incident communication or other related internal or external events impacting the University. |
| **4.0 Performance measurements**  Monitoring and evaluating internal communications activities, using web statistics, event attendance, survey response rates and feedback forms.  Working with the team, to use these measures to improve the activities and impact of internal communications. |
| **5.0 Departmental**  To provide information, advice and a signposting service to internal enquiries about the University’s services.  In all communications activities to ensure the University's visual identity is employed consistently and to ensure appropriate use of brand values.  To be a member of specific marketing and communication projects as determined by the Director of Marketing and Communications, Head of Brand Strategy and Corporate Communications or Internal Communications Manager.  Other such duties as may be reasonably required by the Internal Communications Manager.  **Occasional evening or weekend work will be required for which prior notice will be given.** |

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| **Working Relationships:** |
| * Internal Communications Manager * Marketing, Advancement and Communications colleagues * University colleagues and occasionally students * External groups such as University of Portsmouth Students’ Union, Portsmouth City Council and Hampshire Constabulary. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Understanding of the principles of internal communication in large complex organisations. | E | AF, S |
| 1.2 | Supporting the development and delivering of awareness campaigns, engagement activities and communication plans. | E | AF, S |
| 1.3 | Experience of copywriting, copyediting and proofreading for a variety of media. | E | AF, S |
| 1.4 | Good organisational skills and the ability to prioritise to meet deadlines and deal with the pressure of juggling projects in a busy team. | E | AF, S |
| 1.5 | Experience of recommending and selecting appropriate channels and activities for different communication needs. | E | AF, S |
| 1.6 | Knowledge of the higher education sector. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Confident face-to-face communicator and ability to collaborate with teams. | E | AF, S |
| 2.2 | Experience of writing engaging copy for various print, web and social media channels for different audiences. | E | AF, S |
| 2.3 | Experience proofreading marketing and/or corporate information, materials and publications. | E | AF, S |
| 2.4 | Experience proofreading marketing and/or corporate information, materials and publications. | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | GCSE Grade C or equivalent in Maths and English. | E | AF, S |
| 3.2 | Relevant experience in a communications role (editorial, marketing, copywriting, journalist, events, PR or internal communication role) or similar with demonstrable transferable skills. | E | AF, S |
| 3.3 | Evidence of formal professional training e.g. full or part recognised media or communications qualifications, NCTJ, CIM, IoIC or CIPR qualification. | E | AF, S |
| 3.4 | One or more A Levels, or equivalent, in English, Media Studies, Marketing or Communications. | D | AF, S |
| 3.5 | Degree or equivalent in any subject. | D | AF, S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Commitment to providing excellent customer service. | E | AF, S |
| 4.2 | Strong team player. | E | AF, S |
| 4.3 | Excellent communication skills. | E | AF, S |
| 4.4 | Empathy with students. | E | AF, S |

**Legend**

Rating of attribute: E = Essential; D = Desirable

Source of evidence: AF = Application Form; S = Selection Programme (Including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [Job Hazard Information](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working  (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and/or lead | | 22. Nanomaterials | |
| 11. Driving on University business:  mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role, etc.) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Sion Donovan |
| **Date** | 29/09/2021 |
| **Extension number** | 3707 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.