

One Ocean Hub - Communications Assistant

School	Law (www.strath.ac.uk/humanities/lawschool/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	Reference No	504301
Reports To	One Ocean Hub Creative Content and Communications Manager	Grade:	5
Salary Range:	£24,285 - £27,131 pro rata	Contract Type:	Fixed Term (Until 31 March 2024)
FTE	0.4 (14 hours/week)	Closing Date	12/03/2023

Job Advert

One Ocean Hub

This is an exciting opportunity to join the UKRI GCRF One Ocean Hub, a 5-year research for development programme which seeks to address intractable challenges faced by developing countries in relation to ocean management.

Led by the University of Strathclyde the Hub's research focuses on the specific challenges of South Africa, Namibia, and Ghana in realising the economic, socio-cultural and environmental benefits from the ocean. The Hub is weaving learning from the ocean, ranging from the traditional knowledge of the peoples who rely upon it to marine sciences, innovative legal approaches and artistic methods. Our aim is to bridge the disconnections in law, science and society across all levels from the local to the international. We aim to empower vulnerable communities, woman and youth to shape and benefit from sustainable blue economies through inclusive and integrated governance approaches required to ensure a healthy ocean and flourishing economies.

The Role

One Ocean Hub is looking to appoint a part-time Communications Assistant for a fixed period until 31 March 2024, reporting to the new Creative Content and Communications Manager, to provide communications support across the Hub's exciting portfolio of communication and advocacy campaigns and web presence.

The post will include assisting the Creative Content and Communications Manager in daily communications tasks, in addition to creating graphic designs and managing / updating the website and social media. It will also involve assisting in collating the Hub newsletter and other publications, helping to build the Hub's international profile on various media platforms. A good understanding of the principles of communications - including different channels and audiences, is necessary for the role.

The successful candidate will possess outstanding communication skills, energy, and a passion for creating content that stands out. They will also have a good visual eye and the skills to design and develop graphic design materials. Experience in producing high-quality and engaging audio and visual content, as well as accessible written copy, is required for this post, as is experience working in the responsive nature of digital communications. It would be advantageous if this experience was in an international context, and with a research or development focus.

You will be an excellent communicator with strong interpersonal skills, able to work effectively as part of the Hub's international team, as well as working independently on your own initiative. You will have excellent organisational skills, as well as the ability to prioritise a demanding workload in a fast-paced environment.

Job Description

Brief Outline of Job:

Reporting to the One Ocean Hub Creative Content and Communications Manager, the postholder will provide communications support across the Hub's exciting portfolio of communication and advocacy campaigns and web presence.

The postholder will work closely with Hub team members to ensure key capabilities and 'case study' projects are captured and presented internally and externally in order to keep existing partners and co-investigators up-to-date with current findings and to generate new opportunities for the Hub.

This will include the co-ordination of key marketing channels, such as the website, social media platforms, as well as the One Ocean Hub Newsletter.

Main Activities/Responsibilities:

1.	Work closely with the Creative Content and Communications Manager to offer communications support across the Hub and create content for various outward facing channels
2.	Assist in the day-to-day management of the Hub's various social media platforms, planning and producing high-quality, engaging content to engage key audiences and stakeholders
3.	Develop new and creative visual approaches for social media, i.e. innovative infographics and event promotion materials
4.	Monitor social media channels and website through analytics/other evaluation tools and suggest ways to increase reach and impact
5.	Assist in updating the website, ensuring website content is up to date, accessible, user-focused and on brand.
6.	Assist in compiling the One Ocean Hub's monthly newsletter on Mailchimp, seeking ways to make the newsletter more engaging
7.	Develop graphic design materials, including policy briefs and other publications, following the Hub's brand guidelines, and ensuring consistency and professional standards in all materials and reports
8.	Working with the Knowledge Exchange Associates, provide communication support to public-facing One Ocean Hub events
9.	Produce and prepare assets for digital use including photographic images, design graphics, audio and video recordings, and ensure assets are appropriately tagged, captioned, recorded and compliant with copyright regulations, GDPR and permissions.
10.	Build relationships with digital peers in the sector as a way of learning, sharing knowledge and tackling shared challenges

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 HNC qualification or equivalent, or significant relevant work experience

Experience

E2 Track record of delivering communication plans, and accessible written copy

E3 Experience in producing high-quality and engaging audio and visual content

E4 Proven experience of working in the responsive nature of digital communications

D1 Experience of having previously successfully worked as part of diverse multicultural team or in an international context (with a research or development focus)

Job Related Skills and Achievements

E5 Extensive knowledge of Microsoft Office, including Outlook, Word and Powerpoint

E6 Excellent working knowledge of a range of communication tools (eg Adobe Creative Suite or similar)

E7 Track record of social media content management
E8 Demonstrable ability to prioritise and manage a busy workload, planning and prioritising tasks, and managing time effectively
D2 Experience of website management
Personal Attributes
E9 Excellent interpersonal skills (including written and oral communication skills)
E10 Ability to think creatively and develop new ways of engaging a range of audience
D3 Able to work independently on own initiative
Other Relevant Factors
D4 Ability and willingness to work flexible hours on occasion

Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Laura Merilainen, Creative Content and Communications Manager (laura.merilainen@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join the Local Government Pension Scheme (LGPS) in Scotland. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal Interviews for this post will be held in mid/late March 2023.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



Conditions of Employment

Administrative and Professional Services Staff Grades 3 to 5



1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises UNISON as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 3 to 5. Such terms and conditions may be varied by the University Court after negotiation and consultation with UNISON.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers. Members of staff may not accept outside paid work including personal consultancies without the permission of the University, which will not be unreasonably withheld.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 6 months. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 August each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

4. HOLIDAYS

Annual leave entitlement is 27 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, annual leave entitlement will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the

general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

At the start of their appointment, new members of staff aged under 75 will automatically be admitted to membership of the Local Government Pension Scheme (LGPS). If you are already in receipt of a pension from LGPS and your benefits relate to service prior to 01/04/2015 then you are required to notify the scheme of your new position regardless of whether you decide to remain a member of the scheme at the University of Strathclyde.

LGPS requires a contribution from the member and a contribution, as a percentage of pensionable pay, is made by the University. The contribution rates that currently apply can be viewed here: - <https://www.spfo.org.uk/index.aspx?articleid=14879>.

If your post is located out with the UK in an EU member state, then pension rules do not permit us to enrol you to the scheme.

New members of staff may opt out of LGPS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. Any member of staff choosing to withdraw from LGPS during their employment with the University, and who is withdrawing after three months' membership but with less than two years' membership, may be entitled to a refund of contributions (less any statutory deductions). Staff withdrawing from the Scheme with more than two years' membership are entitled to a deferred pension benefit. Any member of staff who wishes to opt out should contact the Pensions Team, Finance, in the first instance (pensions@strath.ac.uk).

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding LGPS can be found on the LGPS website – www.spfo.org.uk/index.aspx?articleid=14440

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

9. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least one month's notice, in writing, on either side, except during the probationary period when the notice period is one week. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.