

Job title	Communications Manager (Part-time)
Grade	Grade 8
Salary range	£34,956 - £46,924 (pro-rata)
Staff Group	Unestablished, Academic-related
Department / Institution	The Sainsbury Laboratory

Role-specific information

Role Summary

This role will work closely with the senior management, events team, support staff, group leaders and researchers to develop and provide an overarching communications strategy and framework for the Institute, develop systems and content and inform and engage a wide range of audiences. The role involves coordinating communications across a variety of channels.

The role holder will develop and drive the internal communications strategy to transform and support the way we promote internal communication and develop a conversational organisation. It will facilitate the timely and efficient distribution of information throughout the Institute and develop an interactive platform where people have the possibility to fully engage in the Institute's affairs.

Key Responsibilities

1. Strategy and Planning	20%
<ul style="list-style-type: none"> Develop and implement an internal communications strategy to reflect and support the vision, core aims and objectives of the Institute, for both the short and long term. Set realistic and actionable communication objectives from the strategy. Liaise with senior management, staff and students across all areas of the Institute (and within the wider university), developing good working relationships in order to understand and facilitate a range of (sometimes conflicting) needs. Undertake complex problem-solving. Prioritise aims and objectives whilst in consideration of reasonable anticipation of future developments, strengths, weaknesses and potential problems. Ensure that all internal audiences are informed of key initiatives to drive involvement and engagement leading to the achievement of the institute objectives, specifically research results. 	
2. Leadership and Team Development	25%
<ul style="list-style-type: none"> Provide leadership and direction to all members and teams within the institute without direct managerial influence. Create a team of 'internal communications champions' (whether formal or informal), and harness their support to increase skills and confidence of institute members more widely. 	

<ul style="list-style-type: none"> Lead, motivate and provide direction for all aspects of internal communication, promoting the importance of good communication and the adherence to the internal communication strategy. 	
<p>3. Systems Design and Technical SharePoint Deployment</p>	<p>40%</p>
<p>Once the internal communications strategy has been developed, the role holder will lead on its deployment, including responsibility for the design, development, deployment and maintenance of a SharePoint intranet platform:</p> <ul style="list-style-type: none"> Design an intranet to increase user engagement, even in cases where the information is potentially 'uninteresting' to the user (such as health and safety requirements). Develop and manage the SharePoint intranet, including application enhancements, bespoke development, features and functionality along with user support. Provide long-range architectural design, web parts development, management and troubleshooting. Deliver SharePoint solutions to support institutional requirements (out of the box and custom development where required, accessing further support or training where appropriate). Supervise and update the structure of the Management Board Intranet site and assist with format and content as needed. Develop and maintain the SharePoint intranet brand and promote it across the Institute. Manage and own the SharePoint development requests across the whole Institute, liaising with stakeholders to set and meet delivery expectations, from idea inception through to release and delivery. Balance building complex solutions with maintaining a user's ability to understand, maintain, and support the solutions going forward Liaise with and coordinate 3rd party developers as needed. Liaise with the IT support provider (CSCS) to resolve IT related issues Supervise the management and update of the Institute active directory, including "people search" and thumbnail photos functions. 	
<p>4. Training and Documentation</p>	<p>10%</p>
<p>The post holder will be responsible for writing documentation and guidance on use of the intranet site as it is developed, to allow users across all areas of the institute to use it successfully:</p> <ul style="list-style-type: none"> Create written guidance for use of the intranet, evaluating its success and making improvements where necessary. Provide individual training sessions and group training as appropriate, to <ul style="list-style-type: none"> Train and support all institute members to be able to use the intranet at its most basic level. Train and support 'power users' to update content and construct simple solutions in SharePoint. 	
<p>5. Analysis and Review</p>	<p><5%</p>
<p>The post holder will need to evaluate the success of the communication strategy and adapt it regularly as needed:</p> <ul style="list-style-type: none"> Develop key performance indicators (KPIs) in collaboration with senior management, and conduct annual reviews of Internal Communication performance. Collect data about number of visitors to the intranet using SharePoint 'popularity trends' functionality. Analyse and report on 'popularity trends' data. Using this data, monitor SLCU staff and student engagement with the intranet. Use the data analysis to set (and then work towards) appropriate engagement targets. 	

6. Others	<5%
On occasions the role holder will be asked to undertake other tasks relevant to the role and grade of the post.	

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	Educated to degree level, preferably with a postgraduate qualification in order to successfully communicate with researchers at the forefront of their field.
Specialist knowledge & skills	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Ability to work at a strategic level and write policy-level documents • Excellent IT skills including extensive experience with Microsoft Office • Training and experience with SharePoint2013 or similar platforms • Ability to learn new technologies <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience in project planning, project management and administration • Experience in developing and working to aims and objectives for a complex project • Experience with social media in a professional environment • Experience with Falcon software
Interpersonal & communication skills	<ul style="list-style-type: none"> • Ability to influence large groups and introduce new ideas • Excellent written and oral communication skills, including ability to understand and translate complex scientific topics into language for both a lay audience and researchers working at the highest level within their field • Ability to recognise and write at a standard acceptable for research publication • Proven ability to communicate with people from a variety of backgrounds and at all levels of seniority • Good team worker • Ability to explain SharePoint features to end users and train them with utilising SharePoint features and functions • Ability to motivate and enthuse others to work on communication tasks – development of good working relationships • Must be able to work on parallel projects and to manage own workload
Relevant experience	<ul style="list-style-type: none"> • Development and configuration of SharePoint 2007, 2010, and/or 2013, including depth in at least one of these versions • Experience of writing for a range of audiences • Experience of providing training to groups and individuals • Experience of influencing large groups
Additional requirements	<ul style="list-style-type: none"> • Ability to work with a high degree of autonomy and to show initiative • Ability to identify opportunities for developing collaborative communications projects • Able to work under pressure in a fast paced environment whilst maintaining accuracy • Organisation skills • Creative problem solver

Terms and Conditions

Location	The Sainsbury Laboratory, Cambridge
Working pattern	Part-time (0.6 FTE)
Hours of work	Your employment is part-time. Your exact working pattern will be discussed with your line manager. There are no formal conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.
Length of appointment	Fixed-term: The funds for this post are available for 1 year to undertake a specific project of finite duration.
Probation period	3 months
Annual leave	Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days), plus public holidays; pro-rata for part-time employees.
Pension eligibility	Universities Superannuation Scheme (USS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for unestablished academic-related staff.

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

Please ensure that you upload your Curriculum Vitae (CV), a covering letter highlighting your suitability for the position and contact information of three referees in the Upload section of the online application. If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.

The closing date for applications is Tuesday 06 December 2016. Interviews will be held during the week commencing 12 December 2016. If you have any questions about this vacancy or the application process, please contact enquiries@slcu.cam.ac.uk

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

The Sainsbury Laboratory

The Sainsbury Laboratory Cambridge University (SLCU) is a new research institute funded by the [Gatsby Foundation](#). The aim of the Laboratory is to elucidate the regulatory systems underlying plant growth and development. SLCU will ultimately house approximately 12 research groups each consisting of around 12 researchers. The laboratory runs a range of centrally managed facilities and services including plant growth facilities, microscopy, tissue culture rooms, level 2 containment facility and a seed store.

Further information about the Sainsbury Laboratory is available at: <http://www.slcu.cam.ac.uk/>
Information about two projects of the Gatsby Plant Science Education programme can be found at <http://www.slcu.cam.ac.uk/outreach/gatsbyplants> and www.saps.org.uk

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
 - A wide-range of training courses and online learning packages.
 - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
 - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
 - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
 - Reduced staff fees for University of Cambridge graduate courses.
 - The opportunity to attend lectures and seminars held by University departments and institutions.
 - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact, Amy Coussell (Senior HR Coordinator), who is responsible for recruitment to this position, on 01223 761115 or by email on Amy.Coussell@slcu.cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.