



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Communications Officer, Centre for Observation and Modelling of Earthquakes, Volcanoes and Tectonics, Faculty of Environment



Salary: Grade 6 (£31,396 – £37,099 p.a. depending on experience)

Reporting to: Charlotte Royle

Reference: ENVEE1764

Part time (0.5 FTE – ongoing)

Location: University of Leeds (with scope for hybrid working)

We are open to discussing flexible working arrangements.

Overview of the Role

The Centre for Observation and Modelling of Earthquakes, Volcanoes and Tectonics (COMET) is seeking a Communications Officer to join our active and ambitious research teams.

Since 2002, COMET has provided the UK with strategic, long-term national capability science by using satellite measurements alongside ground-based observations and geophysical models to study earthquakes and volcanoes, and to help understand the hazards they pose.

A national-scale community with considerable size and impact, COMET brings together world-leading scientists across the British Geological Survey (BGS) and 14 UK universities: Bristol, Cambridge, Cardiff, East Anglia, Edinburgh, Exeter, Imperial, Leeds, Manchester, Newcastle, Oxford, Plymouth, Portsmouth and Sheffield. We work closely with the Natural Environment Research Council (NERC), National Centre for Earth Observation (NCEO) and European Space Agency (ESA), as well as many other national and international partners.

The COMET Directorate is split across the School of Earth and Environment, University of Leeds, and the School of Earth Sciences, University of Bristol. The postholder would be an employee at the University of Leeds but would work closely with Directorate members at both universities.

The postholder will help build the Centre's reputation by creating integrated internal and external communications campaigns and activity. This will involve developing strong relationships with centre members across 15 institutions and maintaining a network of external contacts. The particular focus of this role is to communicate COMET activities to key stakeholders, the wider scientific community, and national and international policymakers.

Main duties and responsibilities

- Leading the planning, delivery and continuous evaluation of a coordinated cross-platform internal and external communications plan, based on the Centre's strategic objectives, to raise the profile and reputation of the Centre, and increase the impact of Centre research;



- Leading the update of the new Centre website before it is launched, working with Centre members and other members of the Directorate team to ensure the website is maintained and kept up to date;
- Identifying opportunities within the Centre's research portfolio for proactive research communication, ensuring that Centre outputs are disseminated and promoted to academic and public audiences;
- Writing high-quality, varied, and compelling content, including briefing documents, news articles, social media posts, videos, infographics, and engagement resources, ensuring that it is appropriate for different audiences and stakeholders - particularly policymakers, key stakeholders, and the scientific community - to achieve strategic goals;
- Working with the Centre Manager to develop materials and processes for increased engagement with policymakers;
- Leading on the development and implementation of outreach and Equity, Diversity and Inclusion (EDI) initiatives, for example develop and implement a plan to expand awareness and use of the COMET Fieldwork Guidelines;
- Working with relevant centre members to to evaluate, monitor and increase use of our datasets and products;
- Managing the compilation, design, publication and distribution of Centre annual scientific reports and contributing to additional reports on centre activities, as required;
- Developing strong working relationships with Centre researchers across institutions, keep up to date with their research, outputs, activities, collaborations, and successes for effective communication internally and externally, as well as supporting, encouraging and influencing them to work with us to promote their research;
- Attending appropriate local, regional, and national events, promoting COMET activities and opportunities for collaboration.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



Qualifications and skills

Essential

- Proven experience of planning, delivering and evaluating effective and creative communication campaigns to support strategic objectives and increase reach and impact within organisations and externally;
- Ability to communicate complex ideas to different audiences and the ability to explain complex/technical information in a responsible, accurate, accessible way;
- Excellent interpersonal and influencing skills to build credibility and rapport with a range of people at all levels, taking into account competing priorities to negotiate agreed objectives and outcomes;
- Experience of website content management and producing and publishing digital content to engage a range of audiences;
- Experience of using data and examples of using insight to inform, devise, plan and implement objective-driven communications;
- Excellent written and presentation skills, along with an ability to edit written and visual output;
- Outstanding initiative with proactive, self-motivated and flexible attitude. Able to work independently, taking ideas from conception to delivery in a clear and structured way, along with an ability to work as part of a team across multiple locations and undertake occasional UK travel for meetings and events;
- Strong IT skills, including Microsoft Office and Outlook. Experience of editing and optimising content on digital channels and experience of editing images and video (Photoshop/Adobe Premiere Pro or equivalent) and using web/cloud based tools such as OneDrive.

Desirable

- Research experience in Earth or Environmental science or equivalent experience.
- A marketing or communications related qualification.

Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are



an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information please visit: www.gov.uk/skilled-worker-visa

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

Find out more about the [Faculty of Environment](#).

Find out more about the [School of Earth and Environment](#).

Find out more about Find out more about [Equality in the Faculty](#)

Find out more about our Faculty initiatives <https://environment.leeds.ac.uk/institute-applied-geoscience>

Our University

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements



of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

