

# **Recruitment pack:**

# **Communication Officer**



Dear Applicant,

26<sup>th</sup> January 2018

**Communications Officer**

Thank you for your interest in this position. You will find enclosed the information needed to help you apply for the role.

To apply please:

- Provide an up-to-date CV that shows your full career history with any breaks explained – we recommend that this is no longer than three pages.
- Write a supporting statement detailing how you are a good candidate for this post, clearly addressing the essential and desirable criteria in the person specification – we recommend that this should be a maximum of two pages.
- Confirm your eligibility to work in the UK.
- Indicate if you are not available on the interview date: 27<sup>th</sup> February 2018
- Please download and complete the equal opportunities document and return it with your application.

**Please ensure your full name is on all documents.**

*SHORTLISTING: In accordance with best practice within recruitment, following the closing date, your application will be shortlisted against the person specification contained in this recruitment pack. The person specification illustrates the minimum essential and desirable criteria required to be considered for the post and you should therefore ensure that these are clearly shown and evidenced in either your CV or supporting statement.*

Applications should be e-mailed to [recruitment@cornerpiecesolutions.co.uk](mailto:recruitment@cornerpiecesolutions.co.uk)

**Applications must be received by midday on Thursday 15<sup>th</sup> February 2018**

The Academy is committed to providing equality of opportunity in all staff matters, whether in recruitment and selection, promotion or training and development.

We look forward to hearing from you.

Yours sincerely,

**Recruitment Team  
Royal Academy of Engineering**



## **About the Queen Elizabeth Prize for Engineering**

The Queen Elizabeth Prize for Engineering is a global £1 million prize that celebrates a ground-breaking innovation in engineering. The prize rewards an individual or team of engineers whose work has had a major impact on humanity.

While doing so, the prize also celebrates engineering as a discipline and career choice, shining light on the excitement and importance of engineering and inspiring young people to get involved in the subject.

The fruits of engineering range from nano-scale devices that get medicines to where they are needed in the body to the world's biggest – and greenest – buildings; from the pinpoint accuracy of surgical robots to the growth and development of the world wide web. From hi-tech fabrics that make the smart clothes of the future to clean, green energy sources that power the world.

The QEPrize celebrates stories of these engineering successes, raising the profile of engineering and inspiring new generations of engineers to take up the challenges of the future.

The QEPrize is by donations from the following international companies:

BAE Systems  
BP  
GSK  
Hitachi Ltd  
Jaguar Land Rover  
National Grid  
Nissan Motor Corporation  
Shell  
Siemens UK  
Sony  
Tata Consultancy Services  
Tata Steel  
Toshiba

<http://qeprize.org>



## **About the Royal Academy of Engineering**

As the UK's national academy for engineering, we bring together the most successful and talented engineers for a shared purpose: to advance and promote excellence in engineering.

We provide analysis and policy support to promote the UK's role as a great place to do business. We take a lead on engineering education and we invest in the UK's world-class research base to underpin innovation. We work to improve public awareness and understanding of engineering.

We are a national academy with a global outlook and use our international partnerships to ensure that the UK benefits from international networks, expertise and investment.

We have four strategic objectives, each of which provides a key contribution to a strong and vibrant engineering sector and to the health and wealth of society.

### **Make the UK the leading nation for engineering innovation**

Supporting the development of successful engineering innovation and businesses in the UK in order to create wealth, employment and benefit for the nation.

### **Address the engineering skills crisis**

Meeting the UK's needs by inspiring a generation of young people from all backgrounds and equipping them with the high quality skills they need for a rewarding career in engineering.

### **Position engineering at the heart of society**

Improving public awareness and recognition of the crucial role of engineers everywhere.

### **Lead the profession**

Harnessing the expertise, energy and capacity of the profession to provide strategic direction for engineering and collaborate on solutions to engineering grand challenges.

[www.raeng.org.uk](http://www.raeng.org.uk)



## Role profile

<b>Job Title</b>	Communications Officer
<b>Directorate:</b>	Queen Elizabeth Prize for Engineering
<b>Reports to:</b>	Head of Operations

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### Overall Aim

To manage and deliver the communications strategy for the QEPrize with stakeholders and the public, ensuring the successful realisation of the QEPrize objectives: to celebrate and reward engineers for a ground-breaking innovation in engineering that has been of global benefit to humanity and to raise the public profile of engineering, particularly with young people

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### Key Responsibilities

1. Managing an international communications campaign to raise the global profile of the QEPrize, working in close collaboration with external PR agencies.
  2. To manage the structure and content of the public areas of the QEPrize website, including sourcing and commissioning news stories, case studies and blogs
  3. To Build and maintain strong relationships with content providers and foster cross departmental working within the Academy
  4. Develop and manage an external communications strategy to maintain relationships with key stakeholders including donor companies, the Engineering Ambassador Network and the public
  5. Produce and distribute the monthly QEPrize newsletter and regular updates to stakeholders and subscribers.
  6. Press relations and evaluation, including press releases, liaison with media and discrete communications projects (all in association with the PR agency and the Communications Team of the RAEng)
  7. To work alongside the RAEng and support internal communications, including producing QEPrize copy for the quarterly newsletter
  8. To ensure that all communications activities are consistent with the QEPrize brand and run to time and within budget
  9. Managing the relationship with PR agencies and all other external communications stakeholders.
  10. Produce copy for communications and marketing materials to raise the public and international profile of the QEPrize to targeted or specific audiences.
  11. Work with the Programmes Manager to engage Engineering Ambassadors in QEPrize related activities, including contributions to blogs, video content and events.
  12. Work with the Programmes Manager and Digital Communications Officer to facilitate additional digital content for the QEPrize, including video content and infographics.
  13. Build relationships with key communications teams including those of the QEPrize winner/s, donor companies, Buckingham Palace, government departments and engineering institutions and specialist media organisations.
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## **Key Results**

1. The public profile of the QEPrize grows and is consistent with the brand and agreed communications strategy
2. The QEPrize digital profile is current, consistent, active and substantially growing
3. QEPrize communications projects are delivered on brand, on time, within budget



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate with 1 year experience in Communications</li> <li>• Experience in engaging the public with a focus on younger audiences</li> <li>• Project and budget management</li> <li>• Experience of working effectively and sensitively with senior stakeholders</li> <li>• Running communications campaigns</li> <li>• Experience with digital media</li> <li>• Awareness of the need for tailored messages for varying international contexts</li> </ul>	<ul style="list-style-type: none"> <li>• Web Design Client management</li> <li>• Events management</li> <li>• Brand stewardship</li> <li>• Experience with international communications campaigns</li> <li>• Press / PR experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to deliver effective international communications</li> <li>• Awareness of issues and challenges in engineering and STEM, particularly relating to diversity</li> <li>• Knowledge of current trends in communications</li> <li>• International perspective of the engineering sector</li> </ul>	<ul style="list-style-type: none"> <li>• Public engagement in science and engineering in the UK</li> <li>• Some understanding of engineering and/or science</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Ability to tailor complex messages succinctly to individual audiences</li> <li>• Creative and resourceful; versatile and adaptable</li> <li>• Highly numerate and literate</li> <li>• Clear thinking and calm under pressure</li> <li>• Self-starting and able to work on own initiative</li> </ul>	
<b>Personal style and behaviour</b>	<ul style="list-style-type: none"> <li>• Calm, confident, articulate &amp; professional approach to work</li> <li>• Attention to detail and an organised approach to undertaking work</li> <li>• Self starter; flexible and approachable</li> <li>• Personal commitment to the corporate values, vision and objectives of the Academy</li> <li>• Keen to grow expertise and experience</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Personal commitment to the values, vision and objectives of the QEPrize</li> <li>• Collaborative and inclusive</li> <li>• Able to engage with a wide variety of personalities</li> <li>• Respectful, diplomatic and mindful of the perspective and interest of all stakeholders</li> </ul>	



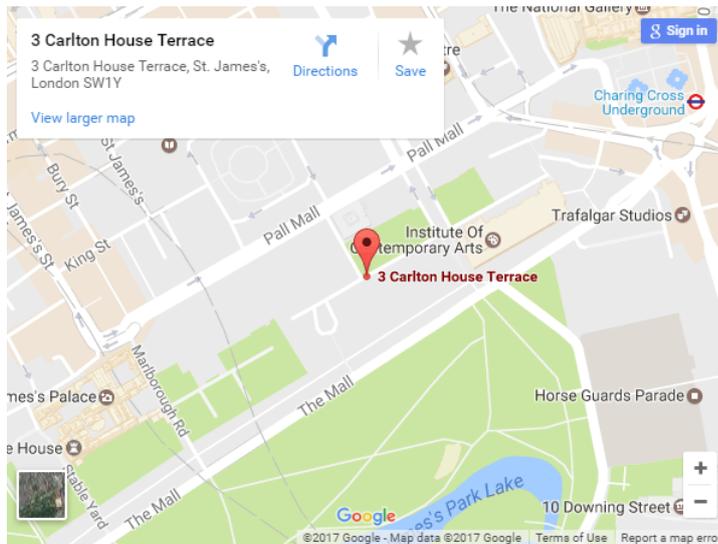
## Terms and conditions of employment

### Position

Communications Officer  
Full time (36.25 hours)

### Location

[3 Carlton House Terrace, London, SW1Y 5DG](#)



### Remuneration

Up to £29,000 per annum

### Hours of work

9.15 am to 5.30 pm

### Flexible working hours

The Academy operates a flexitime system that does not include clocking on and off at the beginning and end of each working day. However, timesheets are required to be completed.

Provided that the core hours of 10.00am to 4.00pm are worked, flexibility is available in respect of the start and finish times. This flexibility is subject to the following conditions:

A minimum of 7.25 hours per day must be worked. Flexible hours must be mutually agreed between the employee and the line manager. Flexible hours may be subject to review at any time.





**BENEFITS**

<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
<b>Annual Leave</b>	25 days per annum increasing by 1 day each year up to a maximum of 5 days	Immediate
<b>Pension</b>	The Academy makes a 10% contribution. Staff may make voluntary contributions	Immediate
<b>Sick pay</b>	Sick pay entitlement is eight weeks' full pay followed by 18 weeks at half pay, paid <i>pro rata</i> for part-time staff	Immediate
<b>Subsidised restaurant facilities</b>	Available at the Royal Society's premises in Carlton House Terrace	Immediate
<b>Season ticket loan</b>	An interest-free loan is available	After six months' service
<b>Private medical insurance</b>	The Academy will pay for your individual membership. You may also choose to pay for additional family members.	After one years' service
<b>Health benefit cash plan</b>	This benefit includes payment for dental, optical and chiropody	After six months' service
<b>Death in service Scheme - group life assurance</b>	In the event of the death of a member of staff the scheme will pay an amount equivalent to four times annual salary to a nominated next of kin	Immediate
<b>Group permanent health insurance</b>	If you are medically unfit and unable to return to work after 26 weeks, at the Academy's discretion, the Academy's income protection scheme will pay an amount equivalent to 75% of gross salary	After six months' service
<b>Childcare vouchers</b>	Childcare voucher scheme that enables you to save tax and national insurance by purchasing vouchers through a salary sacrifice scheme	Immediate
<b>Cycle to work scheme</b>	This enables you to save tax and national insurance by purchasing a bicycle through a salary sacrifice scheme	After six months' service
<b>Employee assistance programme</b>	A free confidential assistance programme that is provided to help you deal with everyday challenges in your home and working lives.	Immediate





Closing Date for applications	Midday Thursday 15 <sup>th</sup> February 2018
First Interview	27 <sup>th</sup> February 2018
Second Interview	tba

