Senior Communications and Engagement Officer

Job advert

28/07/2023

Do you believe in the power of data and think this power should be used to improve the lives of the people living in Scotland? Research Data Scotland needs you!

Are you a strong communicator with experience of developing content for multiple audiences and working with different stakeholders? We’re offering a brilliant opportunity to work at the cutting-edge of data research in Scotland. Working with Scottish Government, Scottish Centre for Administrative Data Research (SCADR) and Research Data Scotland (RDS) on the Administrative Data Research Scotland (ADR Scotland) programme, we’re seeking a communications and engagement professional who has experience of developing and delivering successful communications strategies, and an understanding of how to engage with relevant audiences from policymakers to researchers.

# About us

Research Data Scotland is a charity set up by the Scottish public sector and leading universities. We help researchers find and make use of data that can improve the lives of people in Scotland. Working in partnership, we do this by widening the range of data available, creating new data assets and providing a single point of contact for safe, secure and effective access to public data in a trustworthy manner.

Data is often locked away in lots of individual systems, across many different organisations, and isn’t in a format that makes access or integration easy. We can help researchers to unlock the potential of this data by giving them information and advice that speeds up and simplifies their work.

RDS aims to provide a step change in the service to researchers, whilst maintaining the high standards of information governance and data security already in place. We aim to work as openly as possible, maintaining standards in transparency and ethics. Our focus is on providing a streamlined service for researchers, as well as extending the range of data available through the service, particularly in the areas of Covid-19, NHS imaging, geospatial data, children and justice services.

Our partners include: Scottish Government, Public Health Scotland, National Records of Scotland (NRS), and the Universities of Aberdeen, Dundee, Edinburgh and Glasgow. We work closely with the national and regional safe havens. And we are in contact with other organisations in Scotland and across the UK in the data research sector, including public sector, research and commercial bodies.

# About the job

The Senior Communications Officer will lead and deliver the RDS elements of a cross cutting communications and engagement strategy for the ADR Scotland programme. Working in partnership with Scottish Government, SCADR and ADR UK, you’ll be sourcing and developing case studies to bring our work to life along with crafting external communications to communicate across multiple channels.

# About you

You are a self-starter, with experience of developing strong relationships with key stakeholders. You are very organised with a proven track record of creating creative communication strategies and products. You’ll have excellent verbal and written skills and a good understanding of the tools, practices and techniques to communicate brilliantly across a broad range of channels.

# Life at RDS

We are a small friendly and highly engaged team of people. We promote continuous learning and work hard to build an inclusive and supportive workplace culture. We live our values of; integrity, transparency, courage, collaboration and humility.

Our people typically work a 35-hour week, with hybrid working on offer from day one. You can choose to work flexibly from home or use one of our desks in the Bayes Centre in central Edinburgh. The whole RDS team meets one day per month in-person in Edinburgh or at an off-site away day in the Central Belt. Individual teams organise their own in-person days to collaborate, develop and socialise together.

We offer 33 days’ annual leave (including public holidays) and have no set closure days. We have a generous pension and enhanced pay for parental/adoption leave. This list of benefits is being added to as the organisation develops, and you can help shape it as part of the team. Our Culture Group helps us seek feedback from colleagues across the organisation to make RDS an even better place to work.

# Apply

We like to keep our application processes as simple and human-centred as we can.

To apply, we just need your CV and a cover letter outlining how your skills and experience match the job and person specification.

If you’re ready to apply, send your CV and covering letter to jobs@researchdata.scot Or email us for an informal chat about RDS and the role.

If we can make any adjustments to our standard application or selection process to make things easier for you, please let us know.

# Equal opportunities

Research Data Scotland is an Equal Opportunities employer that is committed to diversity and inclusion in the workplace. All our hiring decisions are based on merit, qualifications and business needs. We’d really appreciate you sending a completed [equalities monitoring form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_a1f635f43bf24b619bd55ea959af7e83.docx&wdOrigin=BROWSELINK) with your application, so we can ensure we are meeting our commitments.

# Other information

[Skills for Success](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_ff9d527d8ee34d0db0d6fa40aa59adb3.doc&wdOrigin=BROWSELINK) and [Candidate Privacy Notice](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_5185eb9161334891ba8fca98f32e9e59.docx&wdOrigin=BROWSELINK).

# Job description and person specification

Role Senior Communications Officer

Pay B2: £ £35,068 - £41,374. RDS employees start at the first point on the scale. For roles where there are recognised recruitment difficulties or under other exceptional circumstances, a level of flexibility may be considered.

Hours 35 per week

Employment type 2 year fixed term contract. We are happy to discuss a secondment from similarly minded organisations providing you have prior agreement from your department director or line manager.

Closing date 18 August 2023

Reports to Communications Manager

Direct reports Not applicable

## Responsibilities

* Deliver and lead the RDS elements of a cross-cutting communications and engagement strategy for the ADR Scotland programme, working with Scottish Government, SCADR, and ADR UK
* Build strong relationships with key stakeholders internally and externally including communications and engagement professionals within the ADR Scotland programme, RDS and wider.
* Provide support and advice to colleagues across the programme, acting as counsel to them for key messaging and crafting external communications to key audiences.
* Source and develop case studies to bring our work to life for target audiences.
* Source and develop a regular drumbeat of stories, being creative in packaging content so it lands well with relevant audiences.
* Ensure ADR Scotland work is disseminated across multiple channels both internally and externally and contribute to and help develop RDS channels (website, social media, newsletters) further.
* Work with members of the data team to develop information for researchers on the quality and utility of the ADR Scotland datasets.
* Develop a plan in conjunction with colleagues to promote the ADR Scotland datasets across researchers with a view to increasing their use.
* Develop web content and promotional materials around synthetic data tools.
* Working with RDS and SCADR colleagues to engage with members of the public on ADR Scotland activities and findings, such as creating presentations and other materials for the joint public panel.
* Collaborative working with multiple partners will be key to this role.

## Person specification

### Knowledge, skills and experience

Essential

* Experience of producing effective and creative communication strategies and related communication products.
* Knowledge and understanding of communication practices, tools and techniques, including social media.
* Experience of working in an environment that attracts heavy public scrutiny.
* The ability to manage reactive work; prioritising and working to tight deadlines.
* Excellent written and verbal communications skills
* Proficient IT skills - Microsoft suite etc.

Desirable

* Degree or other relevant qualification in communications, public relations, marketing or related field or equivalent professional experience

### Key competencies

* Communication and Engagement
* Analysis and use of evidence
* People Management