



## **Communications and media manager**

**UKRI — NERC — BGS**

**Keyworth, Nottingham**

**£30 782 to £33 459 per annum (depending on qualifications and experience)**

**Full time: 37 hours a week (a range of flexible working options may be available)**

**Permanent appointment**

### **About us**

The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world leading geological survey that provides a core science mission to inform the public, government and stakeholders of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

BGS has an annual budget of approximately £60 million and employs 650 people. It has two main sites: a head office in Keyworth near Nottingham and the Lyell Centre, which is a joint collaboration with Heriot-Watt University, in Edinburgh. The BGS works with more than 150 private sector organisations as well as having close links with 40 universities, and sponsors approximately 100 PhD students each year.

We are seeking to appoint a highly motivated and experienced communications and media manager to be based at our headquarters in Keyworth in Nottingham.

### **About the role**

The communications and media manager will be part of the BGS's communications and engagement management team, within the communications and engagement directorate. This role reports to the head of communications and engagement and will also work closely with the Lyell Centre communications manager, based at our Edinburgh office on the Heriot-Watt University campus.

The purpose of the communications and engagement team is to demonstrate the value and impact of BGS capability and science. You will be heavily involved in promoting the BGS's profile and building awareness of the BGS's role in the environmental sciences and demonstrating its value to the educational research, science and business communities, Government and public stakeholders — all in line with the BGS's corporate strategy.

The communications and engagement team is also responsible for maintaining the reputation of the BGS through corporate communications and disseminating the findings and impacts from our research, our overseas development work and the geoscientific research conducted with industry, academia and the public.

Responsibilities of this post include:

- planning and leading communication campaigns
- involvement in external media relations
- Press Office duties (including being part of the out of hours on-call rota)
- generating web content for the BGS website and intranet
- supporting public and community engagement events
- internal communications
- dealing with reputation management issues

## About you

You will need to be educated to degree level in an appropriate subject and have at least three years' relevant postgraduate public relations work experience.

You should have the ability and confidence to approach and work with BGS scientists, proactively identify news, work to tight deadlines and be able to communicate science in an easily accessible manner.

Please also refer to the specific essential and desirable skills criteria for this post.

## What we offer

A generous benefits package is also offered, including a very competitive pension scheme, 30 days' annual leave plus bank holidays, free parking and access to flexi-time. For a salary at the top end of the advertised range, you will also need to meet the desirable criteria detailed on the TopCareer.jobs website.

We also offer the 'Bike to Work' scheme, free parking, health and wellbeing support, social clubs and on-site sports facilities.

Please note that any internal BGS staff applying for this post would, if successful, be appointed to new UKRI terms and conditions and pay.

## How to apply

Applicants are required to include a cover letter outlining their suitability for this role. We would stress the importance of this paperwork in our selection process. **A well thought through application addressing the advertised essential and desirable criteria for the post will be considered far more favourably than a generic covering letter and CV.**

Applications are being handled by UK Shared Business Services, to apply please visit our job board at [http://www.topcareer.jobs/Vacancy/irc249643\\_9481.aspx](http://www.topcareer.jobs/Vacancy/irc249643_9481.aspx)

Applicants who are unable to apply online should contact us by telephone on +44 (0)1793 867000.

**Closing date for receipt of applications is 16 June 2019.**

The BGS provides a range of flexible working options including flexible working patterns, compressed hours and home working, so if you have a need for flexibility, please raise this

in the recruitment process when your needs, balanced with the requirements of the role, will be fully considered.

We are committed to promoting equality and diversity across our organisation as well as across all areas of our science community. As such, we aim to have a workforce with employees from all backgrounds with people who are passionate about earth science and who share our commitment to work for the good of the environment and the benefit of society.

We will actively seek to avoid discrimination on the grounds of age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability, race (including colour, nationality, ethnic or national origin), sex or sexual orientation.

The British Geological Survey is an Investors in People organisation and has achieved Bronze status for Athena SWAN — a scheme that recognises an organisation’s commitment and progress in developing a diverse and inclusive workforce.



<b>Specific skills criteria</b>		
	<i>Essential</i>	<i>Desirable</i>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree or equivalent qualification and a minimum of three years’ relevant knowledge/experience in a communications role</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Minimum of three years’ relevant postgraduate PR experience</li> <li>Proven track record in communication planning, implementation and evaluation</li> <li>Experience of working in a busy press office</li> <li>Experience of working in media relations</li> <li>Experience of generating engaging communications content (press</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a science based organisation</li> </ul>

	<p>releases, internal communications and web content)</p> <ul style="list-style-type: none"> <li>• Experience of devising and implementing community engagement events</li> <li>• Experience of turning complex subject matter into easy-to-understand content</li> <li>• Experience of internal communications and finding innovative ways of communicating to the workforce</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Competent with Microsoft Office applications</li> <li>• Experience of working with online PR monitoring and distribution services</li> <li>• To play an active role across the whole BGS communications and engagement directorate</li> <li>• To be part of the on-call media team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding UK research and science research in particular</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Excellent presentation skills</li> <li>• Ability to work unsupervised</li> <li>• Very good attention to detail</li> <li>• Ability to prioritise work and meet tight deadlines</li> <li>• Flexible approach</li> <li>• Ability to adapt to changing priorities</li> <li>• Ability to emphasise with the needs of the business/your colleagues and relate this to your support role in the organisation</li> <li>• Ability and confidence to approach and work with BGS scientists, identify exciting news, often working to challenging timeframes</li> <li>• Ability to communicate science in an easily accessible manner</li> </ul>	<ul style="list-style-type: none"> <li>• To carry out other communications activities as required, e.g. assisting with the delivery of large public engagement events</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• The ability to form good working relationships with people at all levels</li> <li>• The ability to provide constructive feedback and say 'no' when required</li> <li>• Ability to prioritise and plan their workload, managing several tasks simultaneously</li> <li>• Demonstrates a flexible and proactive approach</li> </ul>	

	<ul style="list-style-type: none"> <li>• Enthusiastic and positive self-starter who works well as part of a team</li> <li>• Approachable</li> <li>• Manage internal and external stakeholders effectively</li> <li>• Able to travel off-site occasionally</li> <li>• Demonstrates an alignment to BGS core values</li> </ul>	
<p><b>MOTIVATION</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates an interest in the work of the BGS, NERC and UKRI</li> <li>• Displays an enthusiasm for their communications activities</li> <li>• Demonstrates an interest in their own continuing professional development</li> <li>• Demonstrates curiosity and a drive to resolve problems</li> <li>• Displays a desire to continuously improve BGS's communications performance and impact</li> </ul>	