

JOB DESCRIPTION

Job Title: Communications Officer (Events and Publications)

Grade: 5 (£23,023.00 - £31,649.00 per year)

Location: Golden Jubilee National Hospital, Clydebank

Hours: Full time (35 hrs)

Length: 1 year fixed term

Purpose

To support delivery of the communications strategy for both [NHS Research Scotland \(NRS\)](#) and [Scottish Health Innovations \(SHIL\)](#); and provide communication support for national Innovation and Test Bed activity. Specifically this role will develop and deliver non-digital communications projects with a focus on an extensive portfolio of events, publications and stakeholder engagement; whilst working closely with other team members to ensure strong, impactful and consistent communication outputs.

Background

Scottish Health Innovations Ltd (SHIL) works in partnership with NHS Scotland to identify, protect, develop and commercialise healthcare innovations to improve patient care. NHS Research Scotland (NRS) is a partnership involving Scottish NHS Boards and the Chief Scientist Office (CSO) of the Scottish Government, ensuring NHS Scotland provides the best environment to support clinical research.

Both SHIL and NRS Central Management Team, managed under contract by SHIL, are funded via a grant from the Chief Scientist Office (CSO) of Scottish Government. Communications forms a centralised function supporting both organisations. This post will operate flexibly across the portfolio and report to the Communications Manager.

Role overview

The Communications Officer is responsible for the day-to-day management, ownership and development of non-digital communications, including publications, events and stakeholder engagement. The successful candidate will also work closely with the Communications Manager on the strategic development and implementation of the offline aspects of NRS and SHIL activity to ensure a consistent and compelling message is delivered. Candidates should have an appropriate degree in marketing/communications alongside excellent writing skills, experience of delivering high profile events and exhibitions and an ability to build strong relationships across a diverse portfolio of internal and external stakeholders. Strong interpersonal and good team-working skills are also essential.

Main activities

- Write, produce and disseminate engaging high profile communications, including corporate publications, posters, leaflets, presentations, magazine articles and newsletters
- Identify and develop positive PR opportunities and campaigns
- Promote appropriate use of brand guidelines and alignment with relevant communication messages
- Pursue and write stories for use across multiple channels, including arranging photographs

- Support the planning, management and delivery of conferences, events and exhibitions with a wide range of stakeholders
- Build relationships and work effectively with colleagues and stakeholders to develop a strong suite of appropriate marketing materials and amplify communication efforts
- Proactively maintain a master calendar of significant events, campaigns and relevant awareness days
- Measure and evaluate the effectiveness of non-digital communications activity, identifying areas for improvement and development
- Develop and maintain a regular and effective training schedule for all aspects of non-digital activity
- Work closely with other members of the Communications team to align online and offline activity
- Any other relevant duties as required

Experience and Skills:

Minimum Required:

- HND in communications/marketing or related discipline
- Experience of working in a communications role
- Experience of producing, editing and disseminating high quality marketing materials
- Significant event, conference and exhibition experience
- Strong editorial judgement
- Proficient in MSOffice
- Strong verbal and written communications skills
- Strong attention to detail
- Ability to establish and maintain good working relationships with a wide range of colleagues
- Ability to work across multiple projects and deadlines

Desired:

- Professional marketing/communications qualification
- Experience of working with the media
- Creative flair and an eye for good design
- Knowledge, experience or interest in health research and innovation

To apply for this position please send your CV along with a covering letter to: Lyndsey.wilson@shil.co.uk

Closing date: 18 September 2019

Only successful candidates will be contacted.