

Advertisement

Post Title: Communications Manager

School/department: University of Sussex Business School/ Energy Demand Research Centre

Hours: Part-time hours considered up to a maximum of 0.8 FTE.

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: fixed term until 30 June 2028

Reference: 21227

Salary: starting at £37,099 to £44,263 per annum, pro rata if part-time.

Placed on: 17 July 2023

Closing date: 14 August 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed.

Expected start date: To be confirmed.

An exciting opportunity has arisen at the University of Sussex for an enthusiastic communications professional to lead the communications of a new Energy Demand Research Centre – an ambitious and dynamic research centre supported by a £15 million grant from UK Research Innovation, the Engineering and Physical Sciences Research Council and the Economic and Social Research Council.

As the Communications Manager, you will have a key role in developing and managing the Centre's internal and external communications. Your key tasks will include developing communications strategy, developing content, managing internal and external communications, and producing key communications products and outputs. You will know the difference between hashtags and handles, and see the value in using different visual tools to get key messages to the right audiences. We are looking for someone who has enthusiasm for energy demand and climate change communication, and who sees the value of reaching out to audiences who may not have engaged with energy demand research before but are relevant stakeholders.

This is a central role involving communication across the 12 universities of the Centre, as well as external project partners and wider stakeholders. You will work within a team of professional, research and academic staff, who are all working to achieve impact through the Centre's research.

For further information or to discuss the role please contact the Centre Director Professor Mari Martiskainen: m.martiskainen@sussex.ac.uk or the SPRU Research Manager: ryan.giddings@sussex.ac.uk

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students. We welcome applicants from all backgrounds but particularly encourage people from underrepresented groups to apply.

Please note: The University requires that work undertaken for the University is performed from the UK.

1. The School / Centre

As the Communications Manager, you will support activities across the Energy Demand Research Centre and will be based in the University of Sussex Business School.

The School

The [University of Sussex Business School](#) was formed in 2009 and comprises five departments: Management, Accounting & Finance, Strategy & Marketing, Economics, and the Science Policy Research Unit (SPRU). With its home in the Jubilee Building, a modern academic building at the heart of the campus, the Business School is a vibrant, ambitious and dynamic School with a strong research focus.

The School and SPRU are also home to the [Sussex Energy Group](#) (SEG), which aims to understand and foster transitions towards sustainable, low-carbon energy systems through academically rigorous, world-leading research relevant to contemporary policy challenges.

The Business School's work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, to transform our world and your future. The School draws on many of Sussex's intellectual traditions, including a critical perspective on contemporary business, political, economic and social issues and a belief that major societal challenges need expertise across many academic disciplines.

The School's vision is to be a School that collaborates across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people. Its mission to achieve this vision is to:

- carry out high-quality research and develop innovative policy
- develop current and aspiring leaders who will champion critical and original thinking
- work internationally with businesses, governments, and others to deliver innovative
- approaches to management.

Please find further information about the School here: <https://www.sussex.ac.uk/business-school>

Energy Demand Research Centre

The UK has a legal duty to become a Net Zero society by 2050, requiring a change in the way energy is used across different sectors of industry, businesses, transport and buildings. Without a significant reduction in energy demand, the UK is unlikely to meet these ambitions. Many UK homes and businesses have also faced high energy prices in the last year, bringing greater public attention to issues such as energy affordability and security. These challenges provide an opportunity for energy demand reduction to bring benefits via improved energy efficiency and broader societal changes to reduce emissions, secure prosperity, reduce inequality and improve quality of life.

As the UKRI's flagship £15 million investment in energy demand research, the Energy Demand Research Centre has a key role in providing evidence on actionable solutions for energy demand reduction across different sectors. The Centre is interdisciplinary, covering expertise in technological, social, economic, business and policy aspects.

Our overarching vision for the Centre is to inform and inspire energy demand reductions that support an affordable, comfortable and secure Net Zero society. Our five main research themes are:

- Futures: to understand the underlying conditions needed to deliver a low energy future in the UK to contribute to rapid greenhouse gas (GHG) emission reductions.
- Flexibility: to assess the needs, impacts and implications of demand-side flexibility – i.e. the capacity to use energy in different locations at different times of the day or the year – and to explore solutions that enable effective and equitable deployment of demand-side flexibility.
- Place: to build a new approach to place-based approaches and policy making which provides actionable insights, tools and processes which enable an acceleration of the Net Zero transition.
- Governance: to develop a research and action programme that contributes to the Centre's delivery of short-term impact and identifies feasible models, policies and pathways to overall energy demand reductions and decarbonization.
- Equity: to generate rigorous, interdisciplinary and actionable evidence and knowledge on how different energy demand solutions can deliver an affordable, clean and more equitable Net Zero energy system.

Our team comprises of 45 people from different academic backgrounds and disciplines, located across 12 different universities. We are committed to the principles of Equality, Diversity and Inclusion (EDI) and our core values are:

- Fair to people and the planet
- Transparent in our approach
- Bold in our thoughts and actions
- Open to different points of view
- Impactful towards the future of energy demand.

As a 5-year Centre, we have a strong focus on engagement with key stakeholders in academia, industry, policy, NGOs and the media, in order to achieve high impact for our research.

You can read more about how Prof Mari Martiskainen (University of Sussex) and Prof Sara Walker (Newcastle University), as the UKRI Energy Demand Research Champions, developed plans for the Centre via a three-stage stakeholder engagement process:

<https://www.ncl.ac.uk/energy/partnerships-funding/edrc/>

Official announcement of the Centre is available at

<https://www.sussex.ac.uk/news/university?id=61382> and a related blog

<https://blogs.sussex.ac.uk/sussexenergygroup/2023/07/13/new-funding-announced-for-energy-demand-research/>

2. Job Description

Job Description for the post of: **Communications Manager, Energy Demand Research Centre**

Section/Unit/School: University of Sussex Business School

Location: Jubilee Building

Grade: 7

Responsible to: Operations Manager

As Communications Manager, you will lead the development and delivery of the Centre's communications strategy. You will have a central role in promoting the Centre's work both internally and externally, working closely with the Centre's Directors, Theme Leads, Co-investigators, researchers, project partners and stakeholders. You will be responsible for brand management, creating digital content, and wider communications (including written, visual and recorded). You will also be responsible for administrating outputs to the Centre's website, networks and social media platforms. Your role will include wide engagement with a variety of audiences, including academia, policy, industry, NGOs and the general public.

As Communications Manager, you key responsibilities include the following:

You will have previous experience of working in a communications role ideally within a research setting. You will have proficient design and communications skills, including excellent writing and presentation skills. You will also understand the importance of developing accessible key messages from research findings and targeting them to the right audiences.

Strategy

1. Develop the Centre communications strategy including identification of key audiences, messages and communications channels.
2. Inform the Centre team of the strategy and how it will be implemented across the Centre.

Branding and products

3. Prepare and edit outputs and documents, including news articles, blogs, reports and newsletters according to branding guidelines.
4. Manage and update the Centre website, blog, mailing list and social media channels, with assistance from the Senior Administrator.
5. Ensure branding guidelines are followed across the Centre.
6. Translate research findings into key messages, tailored for each audience.

Communications and networks

7. Lead internal communications within the Centre.
8. Lead external communications, ensuring that the Centre communicates effectively with a wide range of audiences and networks.
9. Establish relationships with key media contacts.

Monitoring and reporting

10. Monitor and update the Communications Strategy.
11. Monitor media and policy narratives related to energy demand.

3. Person Specification

Communications Manager, Energy Demand Research Centre

Essential criteria for this post:

Qualifications

- Educated to degree level, or equivalent professional experience.

Knowledge

- An understanding of some of the issues related to the energy demand research.
- An understanding of applied research in relation to evidence-based media engagement.
- Knowledge of the UK higher education sector.
- Knowledge of energy and climate change communications, and the wider UK media landscape.

Skills/Abilities/Attributes

- Enthusiasm about research communications and influencing different audiences.
- Excellent oral, written and visual communication skills, with expertise in communicating in an accessible way to different audiences.
- Highly developed interpersonal skills with effective contribution to team working to build and develop working relationships.
- Analytical skills with the ability to generate effective solutions and make effective decisions.
- Excellent planning, organisational and time management skills, including project management with the ability to delegate to team members where appropriate.
- Excellent IT skills to include Word, Excel, Outlook, OneNote, MS Teams, social media platforms, web content management tools, Zoom, mailing software and design software (e.g. Adobe Creative Suite InDesign).
- Expertise of different communications platforms including traditional and social media.
- Commitment to equality, diversity and inclusion, ensuring fair treatment and opportunity for all.

Experience

- Undergraduate or postgraduate degree.
- At least 3 years expertise in a communications role.
- Experience of developing communications strategy and key messages to different audiences.
- Expertise of developing accessible communications products to different audiences.
- Experience of working with different media platforms.

- Expertise of design software and IT skills.

Personal Attributes and Circumstances

- Flexible and responsive, including a willingness to work flexible hours as necessary to meet deadlines, respond to media requests and to travel to project meetings or workshops on occasion.

Desirable criteria

- Established relationships with editors of key energy and climate communications outlets.