Job Title: Web and Communications Officer

Department/Division/Faculty: Computing/Faculty of Engineering

Campus location: South Kensington, London

Job Family/Level: Professional Services Family/Level 3a

Responsible to: Director of Research
Department Operations Manager

Key Working Relationships (internal): Directors of Studies, teaching staff, Computer Support Group, students and other members of departmental, Faculty and College staff, as appropriate

Contract type: Full-time, open-ended

Purpose of the Post

The overall function of this post is to ensure the timely and efficient provision of all necessary support for web and outreach within the Department of Computing. As well as maintaining the Department’s website and media presence, you will be expected to assume responsibility for the accurate completion of a wide range of tasks, thus acquiring both a level of practical expertise and the ability to advise on web-related matters, ensuring continuity in the Department when any changes occur to academic and administrative roles.

Key Responsibilities

Web Management
- Responsible for maintaining and producing departmental web pages and ensuring that our website always look professional.
- Responsible for updating web calendars, event feeds and writing news stories for the website.
- Responsible for the overall structure and design of the departmental web presence.
- Responsible for designing and delivering the Department's social media strategy, including its Twitter and Facebook presence.
- Assigning permissions to relevant staff who wish to contribute to the departmental website.
- Uploading departmental notes and minutes to the internal website as directed.
- Representing the Department on relevant College working groups.
- Working with technical web development staff to offer new web content and services.

Communication and Outreach
- Providing support for the Directors of Research, Teaching, and Outreach on any initiatives and activities.
- Providing support for our interactions with schools.
- Acting as a departmental contact for communications, outreach and web activities.
- Participate in regular Teaching and Research administrative meetings with the aim of keeping up-to-date with changes in the Department and reflecting them on the web.

Administration
- Supporting academic staff in uploading papers to our College repository.
- Maintaining a technical report series.
- Responsible for updating college publications with respect to all departmental information.
Candidates/post holders will be expected to demonstrate the following:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential (E)/ Desirable (D)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education</strong></td>
<td></td>
</tr>
<tr>
<td>Educated to degree level or equivalent professional experience</td>
<td>E</td>
</tr>
<tr>
<td><strong>Experience and Knowledge</strong></td>
<td></td>
</tr>
<tr>
<td>Experience in web technologies, including content management systems, HTML, Javascript, Dreamweaver, Linux and web services</td>
<td>E</td>
</tr>
<tr>
<td>Experience of working to deadlines and under pressure</td>
<td>E</td>
</tr>
<tr>
<td>Experience in writing for and maintaining websites</td>
<td>E</td>
</tr>
<tr>
<td>Experience of working in an academic environment</td>
<td>D</td>
</tr>
<tr>
<td><strong>Skills &amp; Abilities</strong></td>
<td></td>
</tr>
<tr>
<td>Strong IT skills, including a working knowledge of Microsoft Office and databases</td>
<td>E</td>
</tr>
<tr>
<td>Excellent written and oral communication skills, including the ability to produce concise written and website-based material for a range of audiences</td>
<td>E</td>
</tr>
<tr>
<td>Good negotiation and presentation skills</td>
<td>D</td>
</tr>
<tr>
<td>Excellent time management skills including the ability to prioritise a heavy and diverse workload with potentially conflicting requests</td>
<td>E</td>
</tr>
<tr>
<td>Proven numerical skills, excellent accuracy and attention to detail</td>
<td>E</td>
</tr>
<tr>
<td>Ability to work effectively as part of a team</td>
<td>E</td>
</tr>
<tr>
<td>Self-motivated and able to work on own initiative, seeking advice from appropriate members of staff where necessary</td>
<td>E</td>
</tr>
</tbody>
</table>

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the 7 Imperial Expectations detailed below:

1) Champion a positive approach to change and opportunity
2) Encourage inclusive participation and eliminate discrimination
3) Communicate regularly and effectively within and across teams
4) Consider the thoughts and expectations of others
5) Deliver positive outcomes
6) Develop and grow skills and expertise
7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Private Engagements and Register of Interests
- Smoking
- Private Engagements and Register of Interests
- Health and Safety
- Information Technology
- Smoking
- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Private Engagements and Register of Interests
- Smoking
- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Private Engagements and Register of Interests
- Smoking

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the College Website Health and Safety Structure and Responsibilities page.

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.