Further particulars for the post of Communications Officer (Freedom of Information and Data Protection)
Requirement

St John’s College wishes to appoint a Communications Officer (Freedom of Information and Data Protection) on a permanent basis.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College’s statutory aims are the advancement of education, religion, learning and research.

Department Aims: To provide a cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenues generation in order to enable the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title: Communications Officer (Freedom of Information and Data Protection)

Department: Communications Office

Responsible to: Head of Communications

Job Purpose: The principal purposes of this post are to provide the Head of Communications with support in responding to and managing requests made to the College under current Freedom of Information (FoI) legislation, and to ensure that established processes designed to comply with current FoI and Data Protection legislation work smoothly across the College. The Communications Officer (Freedom of Information and Data Protection) will also be expected to support the delivery of a range of communications activities including, but not limited to, the writing of press releases and other briefing materials, researching, writing and uploading web stories, and multi-media digital communications and communications administration.

Principal Responsibilities

a. In order to ensure the efficient, accurate and sensitive processing of enquiries made to the College under FoI legislation, the post-holder will manage the FoI mailbox, ensure that information is sought in a timely fashion from the relevant College departments, draft responses for consideration by the Head of Communications, ensure that all statutory deadlines are met, maintain a record of responses to such enquiries, and draft reports on the subject for the Head of Communications to take to the Communications Committee and to the Council.
b. In order to ensure the currency of information on the processing of personal data across the College, in compliance with current data protection legislation, the post-holder will conduct an annual survey to establish the extent and the nature of such processing in College departments, and will where necessary update the Data Protection Statements and Data Privacy Statements, and other documentation published on the Website and elsewhere.

c. In order to ensure the efficient, accurate and sensitive processing of enquiries and reports of breaches made to the College under Data Protection legislation, the post-holder will manage the Data Protection mailbox, ensure that information is conveyed and sought in a timely fashion to/from the relevant College departments, draft responses for consideration by the Head of Information Services and Systems as the College’s Data Protection Lead and/or the Archivist as their deputy, ensure that all statutory deadlines are met, liaise where necessary with the Colleges’ Data Protection Officer, maintain a record of response to such enquiries, and draft reports on the subject for the Head of Information Services and Systems and/or Archivist to take to the Council and its Committees.

d. The post-holder will work with the Head of Communications and with the Head of Information Services and Systems to ensure that current College staff are briefed appropriately on their obligations under current FoI and data protection legislation, sourcing and booking training where it is deemed appropriate.

e. The post-holder will contribute to the development, implementation and review of effective internal and external communications strategies, ensuring integration across all relevant channels. S/he will be expected to establish strong relationships with academics, students and staff to proactively seek out stories/communications opportunities. The post-holder may be expected to write creative and effective copy for the media, subject to experience and under the guidance of the Head of Communications, and for the College website that furthers the objectives of the Communications department.

f. The post-holder will support the production of digital communications campaigns within an established framework to implement the operational and strategic objectives of the Communications Office. In practice, this means working on everything from producing and editing videos/photography posts for the College’s website and social media channels, to raising online awareness of the many varied outreach events and activities of St John’s College.

g. The post-holder is be expected to support the maintenance of our intranet and website, termly internal magazine, and annual staff briefing events to ensure the comprehensive and coherent delivery of our internal communications strategy.

h. In order to ensure an efficient and prompt service, and to meet the Communications Office’s departmental and strategic aims, the post-holder is expected to undertake such other reasonable and appropriate duties as the Head of Communications shall from time to time require.

**Person specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

**Qualifications, Knowledge and Experience:**
The Communications Officer (FoI and Data Protection) will possess a BA degree or equivalent in an appropriate subject, and will have relevant experience of working across departments in a business or institution. S/he will ideally have knowledge and experience of current FoI and data protection legislation, though appropriate training will where necessary be provided by the College in these areas. The holder of this post must have or be willing to acquire swiftly a knowledge of the history and current aims and membership of St John’s College, and some understanding of the structure and operations of the College and the University of Cambridge.

**Skills, Abilities and Competencies:**

The Communications Officer (FoI and Data Protection) will require a flexible attitude to work and an aptitude for dealing with colleagues in the College and University. S/he must be an excellent communicator at all levels, and must demonstrate a capacity to organise data. An ability to write fluently, concisely and coherently, and to proof read work to high standards, are both essential. S/he must possess a reasonable level of word-processing skills and should be familiar with a range of DTP-related computer applications.

**Terms and Conditions**

Length of post: Permanent
Salary: The salary for the post will be between £10,806 - £12,045 p.a. (depending on experience)
Hours of work: 18.75 per week (flexible working hours offered)
Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays and pro rata for those not working a 5-day week)

Other benefits include:

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit and dependent on working hours).
- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.
Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than 9am on Monday 17 February 2020. Interviews are expected to take place during the week commencing 24 February 2020.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.