

Job application pack

Communications Assistant

COMMUNICATIONS ASSISTANT INFORMATION FOR APPLICANTS

Thank you for your interest in applying for this post. Included in this pack you will find information about the job, the application process and the PHG Foundation. More can be found on our website at www.phgfoundation.org

We welcome informal approaches from potential candidates who want to find out more about the role before submitting an application. Please contact Rebecca Bazeley, email: rebecca.bazeley@phgfoundation.org or 01223 761900

The deadline for applications is 14 January 2019

Interviews are to be held on 25 January 2019 at the Foundation's offices. Please let us know if you will not be available that day (we can sometimes make alternative arrangements, but cannot guarantee it).

About the Foundation

The PHG Foundation is an independent health policy think tank; a linked exempt charity of the University of Cambridge. We have a special focus on how genomics and other emerging health technologies can provide more effective, personalised healthcare and deliver improvements in health for patients and citizens. We describe the opportunities presented by emerging biomedical advances and offer solutions to the operational and societal challenges that inhibit their adoption in healthcare. We help governments, policy makers and health professionals to tackle barriers to progress and implement strategic change within health systems. Everything we do involves using multidisciplinary expertise in making science work for health, but the focus of each project is unique

We work closely with the NHS and have professional and academic connections with experts in the UK, Europe, North America, the Far East and Australasia. Locally we have strong links with the University of Cambridge and the Foundation is a member of the Cambridge Institute of Public Health and Cambridge University Health Partners. Our offices are co-located with the University's Department of Public Health and Primary Care and we enjoy access to the University's library and other facilities.

Pay and benefits

Starting salary will be within the range advertised. In addition the Foundation offers:

- A contributory pension scheme (with generous employer contributions)
- A stimulating, multidisciplinary working environment
- Pleasant surroundings, flexible working and family friendly leave schemes
- Facilities for CPD
- Group Life Assurance

How to apply

Please supply a copy of your current CV together with a supporting statement showing how your skills and experience meet the requirements of the role. You'll find a copy of the job description / person specification in this pack.

Please email your CV, statement, completed Pre-Employment Checks form and Equal Opportunities Monitoring form to recruitment@phgfoundation.org

References

Please provide the names and contact details of two people (not relatives) who are able to provide a reference. One referee should be from your current or most recent employment. Your referees must be able to provide direct knowledge of your work performance and attendance record. *Please note, it is our usual practise to contact referees if you are called for an interview unless you ask us not to.*

Pre-employment checks

If you are offered a position it will be conditional upon you providing proof of your entitlement to work in the UK. To enable us to check this we ask all applicants *to complete and return the pre-employment checks form*.

Prior to starting work for us you will need to show an original document or a combination of original documents which we will copy and return to you (the Pre-Employment Checks Form has details of acceptable documents).

Equality and Diversity

The Foundation is committed to equality of opportunity. We seek to ensure that no job applicant or employee receives less favourable treatment because of their race, colour, nationality, ethnic or national origin, or on the grounds of their gender, marital status, disability, age, sexual orientation or religion; or is disadvantaged by conditions or requirements which are not justified by the job to be done. This policy concerns all aspects of employment for existing staff and potential employees.

We can only monitor our progress in this respect if you *complete the equal opportunities monitoring form* and return it with your application. This form is removed from your application when it arrives and kept strictly confidential. It will not be seen by anyone involved in the shortlisting or interview process.

What happens next?

If you have supplied an email address, we will acknowledge receipt of your application.

If you are shortlisted for interview, we will contact you as soon as possible after the closing date. At this time, we will usually contact your referees.

We will also notify all unsuccessful applicants of the outcome of their application.

Once again, the closing date is **14 January 2019**

Personal information

Please see note below which advises you how we will hold and use personal information you provide as part of the recruitment process.

PHG FOUNDATION

JOB DESCRIPTION: COMMUNICATIONS ASSISTANT

Reports to: Marketing and Communications Manager

Salary range: £18 -22k

Hours: Full time 1 year contract *with potential for extension*

JOB PURPOSE

Assist the Marketing and Communications Manager in delivering an effective and timely marketing plan. Support the Marketing and Communications Manager in ensuring communications activities are maintained. Providing general marketing and communications support to all teams and the Executive.

MAIN RESPONSIBILITIES

- | | |
|-------------------------------------|---|
| <i>Marketing and Communications</i> | <ul style="list-style-type: none">• Supporting the Marketing and Communications Manager in communications and development activities and outreach using a range of digital and print media• Contribute to the writing and editing of articles, briefings, news pieces, blogs <i>etc.</i> for publication in both hard copy and via website / social media channels• Ensuring the website is accurate and up to date including, uploading new content, checking and drafting content for webpages, editing text and images• Assisting with social media activity across all channels as agreed with the Marketing and Communications Manager• Assisting with development and delivery of communications plans for the Foundation's programme outputs and corporate affairs |
| <i>Production</i> | <ul style="list-style-type: none">• Proofreading text and checking images for print and digital dissemination• Design and layout of publications and other products (digital and print)• Sourcing information and images to support marketing and communications activities |
| <i>Events</i> | <ul style="list-style-type: none">• Providing communications support for meetings and events including production and dissemination of materials, attending events to support communications efforts on the day and photography |
| <i>Generative</i> | <ul style="list-style-type: none">• Contributing ideas and feedback for the development of new marketing and communications projects and activities |
| <i>Administrative</i> | <ul style="list-style-type: none">• Ensuring that stocks of specialised communications materials (paper, events and membership products) are maintained to meet anticipated demand• Liaising with colleagues across the organisation to assist with the design, proofreading and printing of materials within required time scales• Developing and ensuring systems are in place for the effective storage and retrieval of information and other resources <i>e.g.</i> images and articles |

Contribution to values and mission

- With other communications staff, support good relations with the Foundation’s audiences, donors and supporters
- Representing the Foundation at external events as required
- Protecting the good name and financial interests of the Foundation in all interactions with external contacts
- Assisting colleagues in meeting their objectives and deadlines
- Contributing to team meetings where appropriate

GENERAL

Other duties (consistent with the level of the post) may be assigned from time to time to achieve the team’s objectives, either on a temporary basis or following mutually agreed changes to this job description

The job holder will need to be flexible (within the bounds of working time regulations) in their approach as to when their hours are worked - for example to accommodate short term peaks in workload or to represent the Foundation at meetings out of normal office hours.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Education/qualifications		
Educated to degree level or equivalent	✓	
Demonstrable experience		
Office and administration systems	✓	
Digital media in a corporate/organisational context		✓
Either writing across a range of media and to a variety of audiences OR graphic design		✓
Experience of supporting small professional events		✓
Knowledge and skills		
Excellent written and spoken English	✓	
Strong proofreading, with a good grasp of grammar and spelling and an eye for detail (these will be tested)	✓	
Well organised with an ability to plan, prioritise and manage deadlines	✓	
A basic understanding of good practice in marketing communications		✓
Ability to work effectively with professional staff	✓	
Proficient in MS Office programmes: Word, Excel and Powerpoint	✓	
Conversant with the Adobe programme InDesign		✓
Familiar with content management systems		✓
Personal qualities		
Ability to work as part of a team	✓	
Self-motivated	✓	
Willingness to travel and work unsociable hours (occasional)	✓	

PHG Foundation
Equal opportunities monitoring form

The PHG Foundation is committed to equal opportunities. We want to ensure that no job applicant or employee receives less favourable treatment because of their race, colour, nationality, ethnic or national origin, or on the grounds of their gender, marital status, disability, age, sexual orientation or religion; or is disadvantaged by conditions or requirements which are not justified by the job to be done. This policy concerns all aspects of employment for existing staff and potential employees.

We can only monitor our progress in this respect if you complete this monitoring form and send it with your application. The form is removed from your application when it arrives and kept strictly confidential. It will not be seen by anyone involved in the shortlisting or interview process.

Are you:	
Married	Male
Single	Female
Divorced	Prefer not to say
Separated	
Other	
Date of birth:	Nationality:
Prefer not to say:	
Do you consider you have a disability? Yes No Prefer not to say	
If yes, if there are any special adaptations or adjustments you require during the recruitment process please advise us.	
How would you describe your ethnic group?	
<i>White</i>	<i>Asian or British Asian</i>
A White British	H Indian
B White Irish	J Pakistani
C Other white background	K Bangladeshi
	L Any other Asian background
<i>Mixed</i>	
D White and Black Caribbean	<i>Black or Black British</i>
E White and Black African	M Caribbean
F White and Asian	N African
G Any other Mixed background	P Any other Black background
<i>Other ethnic background</i>	
R Chinese	Prefer not to say
S Any other ethnic category	
Please state how you heard about this vacancy:	

On 29 February 2008, the UK Government introduced changes to the law aimed at preventing illegal working. All applicants for employment with the Foundation are required to complete this form as part of the standard recruitment process. If you are offered a position with the Foundation it will be conditional upon you providing proof of your entitlement to work in the United Kingdom. Prior to starting work for us you will be required to show an original document or a combination of original documents from either list A or B below. The document (s) will be checked, copied and returned to you.

Please indicate below which document(s) you intend to provide as evidence of your entitlement to work in the UK. You should **not** provide these documents now, you will be asked to produce them later if you are offered a job.

If you believe you have an ongoing (unlimited) entitlement to work in the UK, use List A.

If you believe you have restricted entitlement to work in the UK, use List B.

Choose only ONE option from either List A or List B and sign and date the form over-leaf.

LIST A

A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.	
A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.	
A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the UK Border Agency to a national of a European Economic Area country or Switzerland.	
A permanent residence card or document issued by the Home Office or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.	
A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.	
An Immigration Status Document issued by the Home Office or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	

A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
A letter issued by the Home Office or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	

If you cannot produce any one of the above documents (or combination of documents) you must show one of the following (or combination of) original documents:

LIST B

A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.	
A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.	
A work permit or other approval to take employment issued by the Home Office or UK Border Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or UK Border Agency to the holder or the employer or prospective employer confirming the same.	
A certificate of application issued by the Home Office or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old (we are required to have these documents checked by the UK Border Agency Employer Checking Service).	
A residence card or document issued by the Home Office or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.	
An Application Registration Card issued by the Home Office or the UK Border Agency stating that the holder is permitted to take employment (we are required to have this document checked by the UK Border Agency Employer Checking Service).	
An Immigration Status Document issued by the Home Office or UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
A letter issued by the Home Office or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	

Signed:

Date:

Your name:

Nationality:

Post applied for: Policy Analyst (Biomedical Science)

Your Personal Information – Notice for Job Applicants

This note provides information about the use of personal information provided by job applicants to the PHG Foundation (Foundation for Genomics and Population Health)

What is 'personal information'?

'Personal information' means any information which relates to or identifies you as an individual.

Who will process my personal information?

The information provided here applies to the use, sharing and disclosure of your personal information by the PHG Foundation

What personal information will be processed?

The Foundation will use the details you provide in your application, together with the supporting documents requested and additional details provided by any referees and recorded following any interview process.

We may use this information if you are required to undergo certain additional recruitment checks or procedures as part of the job application and offer process (e.g. visa application procedures).

What is the purpose and legal basis of the processing?

We will process the personal information provided in your application and the other information referred to above for the purposes of identifying you, processing your application, verifying the information provided and assessing your suitability for the role (including any relevant right to work checks), deciding whether to offer you a job, and communicating that outcome (together with any feedback).

We may also use or disclose the information provided for the following statutory or public interest purposes:

- To prevent or detect fraud.
- For equal opportunities monitoring.
- To help us to make reasonable adjustments for any disability, as requested by you.
- To provide statutory returns required by applicable legislation.
- For research and statistical purposes, but no information which could identify you will be published.

If you are a current employee, then we may use the information (including equalities information) you provide in any application you submit to update the employment records we already hold on you.

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application for employment with us), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. non-statutory reporting or research). We require you to provide us with the information we ask for during the application process in order to assess your application properly except where its supply is marked as optional. Applications decisions are not automated.

With whom will my personal information be shared?

As well as circulating your application and related materials to the appropriate staff at the Foundation, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Where relevant and as required, the Disclosure and Barring Service or UK Visas and Immigration in order to administer relevant recruitment checks and procedures.
- Companies or organisations providing specific services to, or on behalf of, the Foundation.

How is my personal information used if I become a member of staff?

If you are accepted, we will use your personal information for the purposes described in our Notice to Team Members as updated from time to time.

How can I access my personal information?

You have the right to access the personal information that is held about you by the Foundation.

You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

How long is my information kept?

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your staff record for the duration of your employment. If you are unsuccessful, your information will be normally kept for one year after the completion of the application process (except if the person appointed to the post is sponsored under the UK's points-based immigration system, when we are required to retain the applications of all candidates shortlisted for final interview for one year or until a Home Office compliance officer has examined and approved them, whichever is the longer period).

Who can I contact?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact the Business and Operations Manager either by post to the Foundations's offices or by email to recruitment@phgfoundation.org

How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).