

Job Description and Person Specification



Job Description

Job Title	Assistant Communications Officer (Coventry HDRC)
Grade	5
Service	Public Health
Reports to	HDRC Public Involvement Officer
Location	One Friargate
Job Evaluation Code	P1189D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.



About the Service your team will provide

The Coventry Health Determinants Research Collaboration (HDRC) is a part of a national programme funded until 2027 by the National Institute for Health and Care Research (NIHR). It aims to increase the use of research in councils, so services are better and fairer and can help people have better life chances.

The multiskilled HDRC team is based in the Public Health Department of the council. The team is responsible for developing and managing the work programme of the HDRC, working with the Coventry University, the University of Warwick, as well as other partners from the community and voluntary sectors, NHS, other councils and universities. Importantly also engagement and involvement with members of the public.

This is an exciting and time to work in the Coventry HDRC, as it's a brand-new programme and we are developing new ways of working in the council, new research projects, and importantly looking to involve local people in research. If you are an individual that is committed to achieving the best outcomes for people across Coventry, our team can help you make a difference through high-quality professional support, supervision, and excellent learning and development opportunities. [You can learn more about the programme here.](#)

Main Duties & Key Accountabilities

The Coventry HDRC communications and engagement plan aims to support development of the HDRC research infrastructure and culture change by ensuring that all stakeholders are fully informed of the rationale, progress and intended benefits of the HDRC. So that the HDRC effectively develops, meets required milestones, and enables evidence-based practice and research to improve health and reduce health inequalities. Effective engagement of local communities and involvement of member of the public is key to the success of the communications and engagement plan and the HDRC.

The post will operate within the Council's HDRC team and will work closely with and have professional support from the Council's Communication team. The post will operate under the direction of the Director and Head of Coventry HDRC and line management from the HDRC Public Involvement Officer. They will work closely with the HDRC Programme Officer and other members of the HDRC team and collaboration. This post will require flexibility and the ability to work across all functions of the HDRC collaboration and communication partners.

1. Maintain and develop the Coventry HDRC communications and engagement plan.
2. To undertake key tasks which support the efficient delivery of initiatives and events connected with HDRC work.
3. To support the HDRC general communications objectives.

4. Support the effective development, implementation and delivery of HDRC communication and engagement campaigns and initiatives.
5. Deal with media enquiries, write and distribute news releases, write for HDRC social media channels, the website, intranet, leaflets, brochures and internal and external publications.
6. Work with internal and external suppliers of services, e.g. design agencies, printers, local media, caterers etc. to help with the work of the HDRC and the Communications team.
7. To support the HDRC community engagement activity including developing engagement materials and approaches, supporting, organising and promoting community engagement activities, and developing relationships with community groups.
8. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External University Hospital Coventry & Warwickshire University of Warwick Coventry University Voluntary Sector Organisations National HDRC Communications Team Other HDRC Communication leads Community Groups Members of the Public Contributing to the HDRC External communications agencies	Internal HDRC Public Involvement Officer HDRC Programme Officer Head of Coventry HDRC Director of Coventry HDRC HDRC team Public Health Team CCC Communications team Other services areas within the Council HDRC Communications Consultant
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
Ability to deal with a wide range of people, including senior managers, councillors and the media	
An understanding of and interest in marketing, communications, media relations and effective targeting of communications tools	
An interest in, and knowledge of, issues connected with research and wider determinants	
A commitment to ensuring equality of opportunity in service delivery	
A good understanding of first-class customer service	
An understanding of politics	
Skills and Abilities	
Effective communicator, in writing, on the telephone and in person.	
Demonstrates good organisational skills.	
Tact and diplomacy in all interpersonal relationships with the public and colleagues	
Self-confidence and willingness to deal with difficult situations	
Sets own high standards of performance	
Demonstrates good IT literacy with the ability to learn new software packages	
Willingness to learn and develop new skills	
Ability to recommend innovative solutions to problems to maximise the Council's communications objectives	
Experience	
Experience of developing and/or delivering marketing and communications plans and initiatives	
Working and delivering to tight deadline	
Experience of using different communications channels to target a wide audience	
Qualifications	

Good general standard of education
Special Requirements
Some working outside of normal office hours may be required.

Date Created	12/4/24	Date Reviewed	12/4/24
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