

The Oxford Science Park Strategic Communications Manager

(Reference number: OSP23003)

The Oxford Science Park (“TOSP” or “the Park”) is one of Europe’s leading locations for research-led life science and technology companies. With 600,000 sq ft of office and laboratory space and a further 650,000 under development, the Park is home to over 70 companies ranging from early-stage spin-outs to major international businesses.

Located on the southern edge of Oxford in a 70-acre landscaped grounds, it is ideally located for access to the world’s number one university with its key strengths in medical science, (bio)chemistry and computer science. The Park has excellent connectivity to London and Heathrow, which will be further improved by a new railway station which is expected to open in 2026.

TOSP is also the new Oxford home for the Ellison Institute of Technology, a major international research and development organisation which seeks to accelerate innovation in medical science and healthcare, food security and sustainable agriculture, clean energy and climate change, and government policy and economics.

The Park is looking to engage a Strategic Communications Manager to help drive the next phase of its growth and raise its international profile. The successful candidate will work closely with the senior management team of TOSP to develop and implement a marketing and communications strategy focused on its position as the location of choice for fast-growing and innovative businesses.

The key elements of the role will include:

- Crafting high level messages that encapsulate the powerful ecosystem and strategic direction of the Park and the contribution it makes to global health, well-being and sustainability challenges;
- Working with TOSP’s marketing agencies to develop campaigns and promotional materials including brochures, videos, press releases and websites;
- Liaising with occupiers to ensure appropriate coverage of news events and highlighting the role of the Park in their success;
- Managing the Park’s social media accounts to ensure that it remains visible, relevant and engaged in topical discussions;
- Ensuring the main TOSP website is up-to-date with relevant and engaging content such that it presents a professional and high-quality face to the outside world;
- Supporting business development initiatives, building relationships with prospective occupiers and key figures in the life science and technology sectors as well as academia;
- Helping to organise a range of events for existing and potential occupiers, real estate agents, academics, media and trade associations, as well as partners and other stakeholders;

- Monitoring media to identify, circulate and, if appropriate, respond to stories relating to the Park, its occupiers and competitors, as well as wider relevant issues.

The successful candidate is likely to have at least 5 years in a senior communications and/or marketing role, with a track record of leading campaigns and managing external service providers. TOSP is a small team and this individual will need to be strategic, taking the initiative to develop messages and relationships, as well as hands-on, creating and distributing content. Experience and technical understanding of the life science and/or technology sectors is essential and a strong academic background, ideally a post-graduate degree in a relevant subject, is highly desirable. Familiarity with the property sector would be an advantage.

The role is initially likely to require 2-3 days a week and, whilst based at the Park, there is scope for flexible working. Salary will depend on the time commitment agreed as well as the seniority and experience of the successful candidate but is likely to be in the range of £50-70k full-time equivalent.

Hours of Work

The hours of work will be part-time, full-time equivalent 37.5 hours per week.

Location of Work

This role is based at the Magdalen Centre, The Oxford Science Park, Oxford, OX4 4GA and requires a daily presence on site.

Holiday

The holiday entitlement is 25 days per annum plus bank holidays (pro-rata). Some bank holidays may be regarded as normal working days and may need to be taken at a later date. Some set days' holiday must be taken when the office is closed.

Other Benefits

- Membership of contributory pension scheme (NEST)
- Free lunch will be provided (when Magdalen Centre kitchens are open)
- Optional contributory Healthcare Scheme
- Bus pass purchase scheme
- Cycle to work scheme
- Car parking may be available

Applications

Please complete the application form and send it, together with the recruitment monitoring form, to either human.resources@magd.ox.ac.uk or Human Resources, Magdalen College, Oxford, OX1 4AU, clearly marked Strategic Communications Manager. If you do not wish the Park to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Thursday 30 November 2023. Should you have any questions about the application procedure please call 01865 276033. Late or incomplete applications will not be accepted.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the Park's Data Protection Policy, which can be found at <https://www.magd.ox.ac.uk/other-policies/data-protection/>.