

Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Faculty of Science & Engineering
Job Title:	Marketing, Communications & Data Management Officer – Centre for Integrative Semiconductor Materials
Department/Subject:	Physics – Centre for Integrative Semiconductor Materials
Salary:	Grade 7: £34,610 to £38,784 per annum together with USS pension benefits
Hours of work:	Full time 35 hours per week
Number of positions:	1
Contract:	This is a fixed term position for 18 months duration
Location:	This position will be based at the Bay Campus

Main Purpose of Post

Swansea University has embarked upon a major expansion of its efforts in Semiconductor Science and Engineering spearheaded through the Centre for Integrative Semiconductor Materials (CISM) – a £90M decadal vision including a bespoke new £55M industry-focused RD&I facility. CISM is the first of its kind to fully integrate materials-and-device-level fabrication, analysis and testing across mainstream and emerging semiconductor platforms and is a direct response to the needs of the rapidly expanding regional semiconductor industry, and our shared vision of a thriving and modern manufacturing-intensive Welsh Economy.

The CISM portfolio, currently worth >£80M, spans a diverse range of funding including Welsh Government, industry, and multiple components of private and public sources including the Industry Strategy Challenge Fund, EPSRC, Innovate UK, The Wolfson Foundation, and The Henry Royce Institute. This portfolio focuses on the key CISM priority areas of i) Sensors and Optoelectronics; ii) Efficient, Low Loss Power and Micro Electronics; iii) Semiconductors for Space Technology and iv) a new effort in THz Communications. In particular, CISM is a partner in the Strength in Places Fund Wave 1 Project 'CS Connected' (SIPF), the South Wales Compound Semiconductor Place Based Impact Accelerator program alongside Cardiff University, and the newly launched EPSRC CDT in UK Semiconductor Industry Future Skills (UK-SIFS); an exciting £18.5M initiative in Postgraduate research with the University of Leeds and 25 industrials partners. CISM also generates substantial income from commercial sources offering a range of services from SME incubation through to training provision, bespoke research and development and even small batch manufacturing.

The CISM Marketing, Communication and & Data Management Officer will be responsible for the collation and management of multiple data sets and outputs, translating those into communication channels such as reports, presentations and marketing material, including for presentation to funding agencies. The role holder will ensure accuracy, completeness and integrity of CISM's data by delivering data quality processes, validations, and issue resolution working across the CISM portfolio.

Main Responsibilities:

1. Co-ordinate the recording and validation of all CISM Data including KPI's, publication records, financial information and multiple facility performance data sets.
2. Work across the portfolio to ensure regular collation of data with accuracy, integrity, and compliance of data protection regulations where relevant.
3. Perform regular data cleansing and monitor data quality metrics, implementing improvements where necessary.

	- With an oversight of the data, develop and implement marketing communications plans and campaigns for the CISM brand. - Co-ordinate marketing activity across multiple channels including social media, sector specific channels and the CISM website (currently under development). - Support the planning and delivery of visits, events, exhibitions, webinars, conference attendance and any other promotional activities. - Track the effectiveness of campaigns and identify opportunities for improvement. - Produce reports and performance summaries to record and capture the achievements of CISM for both internal and external audiences, including for presentation to funding agencies.
General Duties	- To fully engage with the University's Performance Enabling and Welsh language policies. - To promote equality and diversity in working practices and to maintain positive working relationships. - To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. - Any other duties as agreed by the Faculty / Directorate / Service Area. - To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University's Risk Management Policy.
Professional Services Values	All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone can demonstrate a commitment to these values from the point of application through to the day-to-day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. We are Professional We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality. We Work Together We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers. We Care We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.
Person Specification	Essential Criteria: Values: - Demonstrable evidence of taking pride in delivering professional services and solutions - Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. - Demonstrable evidence of providing a caring approach to all your customers ensuring a personalised and positive experience Qualification:

	- Educated to degree level (or equivalent), or equivalent experience. Experience: - Experience of collating, recording and managing data accurately and efficiently. - Experience of preparing reports and summarising findings on qualitative and quantitative data. - Experience of working in collaboration with internal and external stakeholders to deliver successful outcomes. - Experience supporting the development and delivery of marketings and communications campaigns. - Experience creating and editing content for a range of channels including websites, social media and printed material. - Experience coordinating events, promotional activities or public engagement initiatives. Knowledge and Skills: - Proven ability to maintain a high degree of accuracy and attention to detail. - Good organisational skills, the ability to manage a variety of administrative tasks simultaneously, and to organise and prioritise own work and that of others to meet milestones. - Excellent communication skills with the ability to communicate complex ideas succinctly and effectively to a range of audiences through different media. - High level of computer literacy with a thorough knowledge of Microsoft Office software. <u>Desirable Criteria:</u> - Experience in the Higher Education Sector, and an understanding of the metrics by which HE research and innovation is measured. - Experience of content management systems (CMS) and of building and managing web-based systems. - Understanding of peer reviewed publication metrics. - Experience with commonly available AI tools. - Knowledge of the semiconductor industry within Wales, the UK and globally.
Welsh Language Level	Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course. For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.
Additional Information	Informal enquiries: Rhian Jones (Rhian.C.Jones@swansea.ac.uk) This position is funded by the EPSRC South Wales Compound Semiconductor Place Based Impact Accelerator programme (SW CS PB-IAA).

