



Board Paper

HEPTech Communications Officer reduced hours

#HEPTech/BP/ 2023-06/09

Date: 9th June 2023

Name: Elizabeth Bain
Institution: STFC, UK
Email: elizabeth.bain@stfc.ac.uk

BOARD PAPER

Reference Number: HEPTech/BP/2023-06/09

Agenda Item: Vote 09th June **Bain STFC**

Draft Resolution: Request for approval;

- a change of the HEPTech role of Communications officer to reduced hours and duties,
 - the Job Description “HEPTech Communications and administrator“ Annex 1
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Proposal:

Last year we extended the Communications Officer role for a year and increased the salary (€14.900 for 60 hours/days per annum). Due to budgetary constraints and an uptake in in-kind contributions on the Heptrepreneurs function from GSI, it is proposed to reduce the hours and redefine the scope to more accurately describe the work currently undertaken in the role.

It is recognised that there is still a requirement for communications and administrative support, however it was assessed that it is possible to reduce the scope of the role by 50% therein the salary by 50%. This will result in a new role at €7.500 for 2.5 days per month. The tasks under the new scope will include:

- To support the information and communication activities of the HEPTech Network.
- To coordinate and prepare board papers and to support the preparation of the annual activity reports of the Network;
- To support the Chair in preparing the HEPTech Board meetings, including the respective agenda and papers to be discussed, creation and management of the event management (Indico) webpage, drafting and circulating communication emails, send out invitations and follow up on attendance;
- Support the Chair in publishing information about the Network through the website and LinkedIn, to promote the network;

It is expected that there will be continuity by having a new HEPTech Chair take up the position over the next number of months. Valentina has been consulted about this change. She has indicated that her business is taking off and next year has some key engagements which mean she will be able to spend as much time with HEPTech. Thus, she has offered to continue in the role on a 50% basis if the network required her services.

A reduced scope job description has been outlined in ANNEX 1.

The decision for the board to make is do we:

1. Extend Valentina’s contract for a further year to ensure continuity. At the moment there is only the chair in post, so opportunities for training new staff is limited.
2. Advertise the post and recruit a new Communications(?) and Administrator(?) to the post.
3. Discontinue the position and seek an in-kind contribution until such time as we have sufficient funds to warrant a communications officer.

Signing of Board Paper

Elizabeth Bain

Elizabeth Bain

Chair

Author

ANNEX 1

Communications and administrative (P/T) for the HEPTech Network

HEPTech (<https://www.heptech.eu/>) is seeking an Executive Assistant to support the organisation to carry out the administration, communication, and event organization activities. HEPTech is the High Energy Physics Technology Transfer Network (TTN), Bringing together leading European high energy physics research institutions, it provides academics and industry with a single point of unrivalled access to the unique skills, capabilities, technologies and R&D opportunities of the high energy physics community in a highly collaborative open-science environment.

HEPTech is looking for a candidate with who has excellent interpersonal skills and will be comfortable in dealing with a wide variety of individuals at all levels. First-rate organizational skills are key to this role, and a good eye for detail as well proactive approach are essential. Excellent written communication skills are vital, and the ideal candidate will have experience of minute-taking for board-level meetings.

Personal Skills, Experience and Attributes:

Essential Criteria

- Highly organised with a proactive 'can do' attitude;
- Experience of working and a willingness to travel internationally;
- Excellent MS Office skills;
- Outstanding written and verbal communication and interpersonal skills;
- Working autonomously and making decisions under pressure;

Desirable Criteria

- Previous experience working as an Executive Assistant or PA to senior staff;
- Good understanding of management of Social Media campaigns;
- Knowledge about the HEPTech network and the profile of its members;
- Knowledge and experience in web content management;
- English as a mother tongue or equivalent (e.g., certified by a diploma or knowledge of the language at a proficient level).
- Knowledge of INDECO Systems

Responsibilities of Role:

- To support the information and communication activities of the HEPTech Network.
- To coordinate and prepare board papers and to support the preparation of the annual activity reports of the Network;
- To support the Chair in preparing the HEPTech Board meetings, including the respective agenda and papers to be discussed, creation and management of the event management (Indico) webpage, drafting and circulating communication emails, sending out invitations and following up on attendance;
- To support the Chair in publishing information about the Network through the website and LinkedIn, to promote the network to the HEP community, industry and general public at national and international level;
- Various other tasks related to the promotion and growth of the network.

Conditions:

Maximum annual reimbursement amount for this position: 7,500 Euros per year

Part-Time (P/T): 30 days per year (i.e., approximately 2.5 days per month)

Starting Date – 01.01.2024 Duration – Fixed Term of 1 year (prolongation possible)

How to Apply:

Please submit a cover letter of not more than one page stating why you are a good fit for the role and CV (maximum two pages in a legible font size) to Elizabeth Bain at Elizabeth.bain@stfc.ac.uk