Digital Communications Officer

# Please read our Role Pack before completing this form

# About you

#### We ask for your name and contact details so we can contact you about your application for the roles.

#### We also ask for details of your right to work in the UK (we can only take applicants with current rights to work in UK)

## 1.Your first name

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## 2.Your surname

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## 3.Your title

#### Please enter the title we should address you by

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## 4.Your email address

#### We need your email address to be able to contact you about this application

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## 5.Your address including postcode

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## 6.Your mobile telephone number

#### This enables us to contact you by an alternative means (if email fails) and also provides a means for sending secure information separate to email (text)

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## 7.Your right to work in the UK

#### You must have the right to work in the UK.

#### Please tell us if you are: a UK citizen, a citizen of a member state of the EU or the other basis of your right to work in the UK

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# About your education

#### We want to know about your educational background. We are especially interested in learning about the mathematical, technical and scientific subjects that you have studied and also where you studied these (the name of the school, college and University)

## 8.What level of academic qualification do you have (please tick all that apply)

#### \*or an equivalent level of academic qualification

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## 9.About your University education

#### Please tell us: the name of the Universit(ies) you attended, the name of the subject, during what years and the grade you were awarded

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## 10.About your A Levels (or equivalent)

#### Please tell us: the name of the school(s) or college(s) that you attended, during what years, the subjects that you studied and the grades you were awarded

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## 11.About your GCSEs (or equivalent)

#### Please tell us: the name of the school(s) or college(s) that you attended, during what years, the subjects that you studied and the grades you were awarded

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## 12.About your ongoing professional development

#### Please tell us: details of any further professional development that you have undertaken that you think is relevant to this application

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# About your employment and experience

#### We would like to learn about your life experience that makes you suitable for this role.

#### Please fill in all sections, so that there is a complete chronological record.

#### If there are employment gaps, such as time to raise a family or care for someone, please add these in stating the activity instead of an employer

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## 13.What is the name of your current (or last) employer, plus their address

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## 14.What date did you start working there ?

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## 15.What date did you leave ?

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## 16.What is (or was) your job title ?

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## 17.What is (or was) your reason for leaving ?

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## 18.What are (or were) your main duties and responsibilities in this role

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## 19.What is (or was) your salary ?

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## 20.What is your notice period ?

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## 21.Do you have a previous employment to this one that you would like to tell us about ?

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# Previous employment (1)

## 22.What is the name of your current (or last) employer, plus their address

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## 23.What is (or was) your job title ?

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## 24.What are (or were) your main duties and responsibilities in this role

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## 25.What is (or was) your reason for leaving ?

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## 26.What date did you start working there ?

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## 27.What date did you leave ?

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## 28.What is (or was) your salary ?

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## 29.Do you have a previous employment to this one that you would like to tell us about ?

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please repeat this section as required

# About your fit for our role

#### This section is for you to describe how you meet each of our role and person requirements.

#### For each item, please give us real life examples that demonstrate how closely you fit the description. We are interested in hearing how your experience will add value to this role. It would be unusual if anyone's fit to the description of any new role was perfect; please indicate where this may not be exact but you think your experience is relevant and you would be keen to train into the exact description.

#### There are 12 questions in this section. You can type as much as you like (expand the white space) but we suggest a limit of 4 paragraphs per section.

## 46.Organised, able to plan work and deliver to plan on time

#### We work with over 100 hospitals across the UK, and our upcoming Campaign will mean a great deal of well-timed and delivered messages. Being organised with a planning- and delivery- mindset will be essential for success here. Please indicate with examples to demonstrate your abilities in this area

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## 47.Methodical, organised and accurate, with attention to detail

#### We work in a regulated area (health data) and we have to keep an organised record of the work that we do, with version control and standard ways to work. Being accurate and having attention to detail (right first time) is important. As a communications officer, this is equally important, as wrong or non-compliant messaging could cause reputational damage. Please indicate with examples to demonstrate your experience in this area

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## 48.Excellent written and verbal communications skills

#### We need all our staff to have strong abilities in both written and spoken English. This role requires these skills to be excellent, which will be demonstrable in well-written content, insightful key messaging and compelling narrative generally. Please indicate with examples that demonstrate that you have these skills

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## 49.Innovative and pro-active problem-solver

#### We are a young and fast-growing organisation, taking on new projects and undertaking new developments, and for all of these we continuously are striving to find better ways to do get work done. There will be work that we have never done before, and we are looking for problem solvers. Please indicate with examples that demonstrate that you have this ability

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## 50.Confident with using technology throughout our work

#### We are looking for someone who looks for a fast and effective way to work by best use of modern technologies in all aspects of our work, including finance, operations and compliance. These have included use of: collaborative working using MS Teams and Sharepoint, Visual Basic macros to complete manual editing tasks, Excel functions and formatting including pivot tables to undertake everyday data analysis. Strong competence in Word and Excel is a must. Please indicate with examples to demonstrate your level of skill with productivity technologies and how you have used them to solve and speed up work problems

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## 51.Experience of working in the health or pharmaceutical sector

#### We work with clinical teams, with the pharmaceutical industry, with academic researchers. These are specialist areas and we have found that successful applicants tend to have a background in these areas, or a relevant understanding that they can be translated into health and health data. Please indicate to us the level of your experience and understanding of these sectors, and the relevance of your experience to our needs

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## 52.Experience or understanding of inflammatory bowel disease

#### All our work is focused on this specialist disease area, and successful applicants generally have other experience or some other understanding of the disease and how it impacts people. We are very much looking for people who want more than 'just a job' and want to make a difference to the lives of people with IBD. Please indicate to us how much you know about IBD and why this role is important to you.

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## 54.Demonstrable experience in digital communications design

#### Confident and advanced competence in digital communications design, especially infographics and innovative presentation media for communicating data-driven results. Tell us with examples about your relevant experience in this

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## 56.Demonstrable experience in digital communications tools and technologies

#### Experience and competence in digital communications tools and technologies, especially WordPress, MailChimp and Canva, HTML. Tell us with examples about your relevant experience in these

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## 57. Demonstrable understanding of the principles of digital communications

#### Tell us with examples about your relevant experience in this

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## 58.How closely overall do you think you fit our role ?

#### We are interested to see your self-assessment of how well you fit our role. We believe in training and supporting our staff to grow, and this indicates to us the level of support that may be required

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Very closely** | **Somewhat closely** | **Neither fit or not** | **Somewhat distant** | **Very distant** |
| **Attitude - pro-active, can-do, gets the job done** |  |  |  |  |  |
| **Communications - good written work and good team working skills** |  |  |  |  |  |
| **Sector knowledge as described** |  |  |  |  |  |
| **IBD knowledge or awareness** |  |  |  |  |  |
| **Self-organisation- methodical, attention to detail, accurate** |  |  |  |  |  |
| **Digital communications content and design** |  |  |  |  |  |
| **Digital tools and technologies** |  |  |  |  |  |
| **Principles of digital communications** |  |  |  |  |  |

# Confirmations and next steps

## 59.I understand that any appointment is subject to the information on this form being correct and I declare this to be the case. If any statement given is false or misleading, I understand this will lead to dismissal.

## 60.I confirm that I will be able to provide details of two referees

#### All offers of employment are subject to two references satisfactory to the IBD Registry.

#### Please give the details below of two referees one must be your present employer and the other should be a previous employer (or academic supervisor). If this is not possible then please detail someone in a position of responsibility who has known you professionally or personally for more than one year.

#### Please note that references will not be applied for until an offer of employment has been issued and conditionally accepted (subject to references). We will ask you for contact details; please be sure that you have these.

## 61.Referee Details 1

#### Please give: Name of referee and the capacity they know you in (i.e. most recent manager or academic supervisor)

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## 62.Referee Details 2

#### Please give: Name of referee and the capacity they know you in (i.e. previous line manager or academic supervisor)

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## 63.I consent to the above information to be used to process my application for this role, including contacting me for this purpose

#### For full details of how we use and store the data on the form, please see our Privacy Policy for Jobseekers

#### The information on this form and associated forms will be used as follows:

#### • Copied to Interviewing Panel and accessed by relevant Senior Management, HR Support and if required our HR Legal Advice Team

#### • In the case of a non-appointment will be retained for a period of 3 months.

#### • If appointed the information obtained on this form will be placed in the HR Records section and will be accessed by Senior Management, HR/Finance and if required our HR Legal Advice Team. It will then be retained for periods as set out in the IBD Registry policy

#### • By signing this form, you are agreeing to these arrangements. You also will have given explicit consent to IBD Registry Ltd to retain any personal and sensitive information you have chosen to disclose (e.g. physical health).

Signed:

Name:

Date: