



Helpdesk Report: Communications Officer

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Communications Officer

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Communications Officer.

2.1.1. Official earnings data

The data provided below is based on the Government’s latest Annual Survey of Hours and Earnings (ASHE), for November 2018. This survey, conducted by the Office for National Statistics, provides a snapshot of earnings each April and is based on a 1% sample of National Insurance numbers. ASHE is considered a reliable source of official earnings data.

The following table details the median and average UK gross annual pay for full time employees in the closest-matched occupational category. It also provides information on the annual percentage change which can be an indicator of labour market pressures.

Annual pay - Gross (£)¹ - For full-time employee jobs: United Kingdom, 2018

| Description | Code | No. of jobs (000s) | Median £ | Annual percentage change % | Average £ | Annual percentage change % |
|-------------------------|------|--------------------|----------|----------------------------|-----------|----------------------------|
| Communication operators | 7214 | 11 | 27,231 | -6.1 | 29,377 | 2.4 |

Source: Table 14.7a, ASHE 2018.

2.1.2. Recruitment data

The data in this section is based on analysis of recruitment salaries for a similar role(s). It is a guide to starting pay for these roles, and in some cases also provides a guide to the maximum that might be achieved.

Internal/External Communications Officer

| | Range £pa | Typical £pa |
|-----------------|-----------------|-------------|
| East of England | £25,000-£30,000 | £28,000 |

Source: Hay Salary and Recruiting Guide 2018.

2.1.3. NHS data

In this section we provide information on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff is the largest employer in the UK and as such plays a key role in influencing market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Communications Specialists in the NHS are typically employed on Band 6 and the current salary range is between £30,401 and £37,267 a year.

¹ Gross pay excludes bonuses but includes basic pay, shift premium payments, overtime pay, paid leave, maternity pay, sick pay and other pay.

2.1.4. IDR data

The following tables contain data from IDR Pay Benchmarker, our internal database of salary information. This data has been collected by IDR directly from employers and employee bodies through surveys and data collection for the IDR Pay Benchmarker service.

PR/Communications Officer, whole economy, job level 6²

| Job level | Company count | Average |
|-----------|---------------|---------|
| Level 6 | 3 | £32,766 |

Source: IDR Pay Benchmarker.

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

3.1. Data and summary

Communications Officer, higher education – advertised positions summary

| | Minimum | Maximum |
|---------|---------|---------|
| Average | £31,806 | 35,451 |

Sub Librarian - job advertisements

| Reference ID | Organisation | Job title | Min | Max | Hours | Location |
|--------------|--|-----------------------------------|---------|---------|-----------|---------------|
| AC766 | The Open University | Communications Officer | £33,199 | £39,609 | Full Time | Milton Keynes |
| AC376 | London School of Economics and Political Science | Events and Communications Officer | £28,721 | £33,244 | Full Time | London |
| AC767 | Oxford University | Communications Officer | £33,499 | £33,499 | Full Time | Oxford |

3.2. Job advertisements

The following pages present the job advertisements for the above vacancies.

² Refers to the IDR Job Level. These typically cover the following: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior director/chief executive.



The Open University

50 YEARS

Communications Officer

The Open University - Faculty of Wellbeing, Education and Language Studies

| | | | |
|-----------------------|---------------------|-------------------|-----------------|
| Location: | Milton Keynes | Placed On: | 25th March 2019 |
| Salary: | £33,199 to £39,609 | Closes: | 23rd April 2019 |
| Hours: | Full Time | Job Ref: | 15831 |
| Contract Type: | Fixed-Term/Contract | | |



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[Apply](#)

Salary: £33,199 to £39,609

Ref 15831

Fixed Term Contract for 6 to 12 months

Based in Milton Keynes

An exciting opportunity for an experienced Communications Officer to assist with the development and implementation and content strategy. To contribute creative ideas and the latest sector thinking to shape the direction of communication for the programme and the projects, recommending the right media channels, productions solutions and creative expression to achieve the best results against the brief.

The post holder will manage the delivery of projects on brief, on budget and on time, effectively reporting on project progress, issues and options at agreed interval with channel owners and communication project sponsors.

Do you have a flair for writing, together with the skills and determination to play a key role in supporting the Enhanced Employability and Career Progression strategic ambitions?

The role is ideally suited to someone who has excellent communication skills, including the ability to write accurately and persuasively. You will be a highly organised team player with an eye for detail, who enjoys working in a fast paced and dynamic environment. A post holder would have a minimum of a second class honours degree or equivalent.

The full summary of duties and person specification can be found within the Job Related Information [here](http://www.open.ac.uk/about/employment/sites/www.open.ac.uk/about/employment/files/Job%20Related%20Information%2015831.pdf) (<http://www.open.ac.uk/about/employment/sites/www.open.ac.uk/about/employment/files/Job%20Related%20Information%2015831.pdf>)

Closing date for electronic applications: 12 noon Tuesday 23rd April 2019

Interview date: Thursday 16th May 2019



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Events and Communications Officer

London School of Economics and Political Science - Department of Statistics

| | | | |
|-----------------------|---------------------|-------------------|------------------|
| Location: | London | Placed On: | 15th August 2018 |
| Salary: | £28,721 to £33,244 | Closes: | 27th August 2018 |
| Hours: | Part Time | | |
| Contract Type: | Fixed-Term/Contract | | |

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LSE is committed to building a diverse, equitable and truly inclusive university

(Maternity cover)

Salary from £28,721 to £33,244 pa inclusive with potential to progress to £35,768 pa inclusive of London allowance (pro rata)

This is a fixed term appointment for 11 months is part time for 17.5 hours per week with flexibility over working days and hours

The Department of Statistics enjoys a vibrant research environment and offers a comprehensive programme of undergraduate and postgraduate degrees in Statistics.

We are seeking a highly motivated and experienced Events and Communications Officer to manage the Department's busy student events programme and oversee our social media channels and website. The post holder will be responsible for managing the Department's social media presence, including developing initiatives on promoting the Department's activities and events to internal and external audiences. They will also oversee the Department's events programmes, including alumni events and the annual Risk and Stochastics conference.

Candidates should be educated to degree standard or higher, or have the equivalent in experience. They should be able to demonstrate experience of using a range of social media to communicate and connect with internal and external audiences, such as Twitter, Facebook and website editing skills. They should also have experience of organizing, promoting and managing large events.

This role will be offered as a secondment opportunity to enable existing employees to broaden their knowledge, experience and skills by transferring to a different team/department. Existing employees wishing to apply for this role as a secondment opportunity should discuss the role and seek agreement from their substantive manager in advance of their application.

We offer an occupational pension scheme, generous annual leave and excellent training and development opportunities.

For further information about the post, please see the how to apply document, job description and the person specification.

To apply for this post, please go to www.lse.ac.uk/LSEJobs. If you have any technical queries with applying on the online system, please use the "contact us" links at the bottom of the LSE Jobs page. Should you have any queries about the role, please email Imelda Noble-Andolfo at I.Noble-Andolfo@lse.ac.uk.

The closing date for receipt of applications is 27th August 2018 (23.59 UK time). Regrettably, we are unable to accept any late applications.

Advert information

Type / Role:

Professional or Managerial

Subject Area(s):

Hospitality, Retail, Conferences & Events

PR, Marketing, Sales & Communication

Location(s):

London



St Anne's College
University of Oxford



Communications Officer

St. Anne's College, Oxford

| | | | |
|-----------------------|-------------------|-------------------|-----------------|
| Location: | Oxford | Placed On: | 28th March 2019 |
| Salary: | £33,499 per annum | Closes: | 23rd April 2019 |
| Hours: | Full Time | | |
| Contract Type: | Permanent | | |

[Apply](#)

One of the largest Colleges in the University of Oxford, with around 770 students, St Anne's is known for being down-to earth, ambitious, outward-facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Examples of how we keep in touch with alumnae and friends via a variety of media and events include a magazine (The Ship) and the Annual Review, which are mailed annually. We also have a vibrant online community with a regular e-newsletter, and an active presence across social media. The Development Office runs a busy and popular events programme, including subject and year-group reunions and events for current students' parents, as well as events in London and elsewhere. There is also an annual Gaudy and Alumni Weekend, to which all alumnae are invited. The core of the office's administration is its relationship management database – DARS – which contains information on all alumnae, friends, parents and current students.

Reporting to the Development Director and working closely with the Principal, the Communications Officer will be responsible for developing and delivering the communications strategy including publications, social media, the website, email newsletters, etc. They will provide an oversight and support role for other departments such as the Academic Office and Conferences, advising on best practice and supporting their marketing activities. The post holder will also be the brand guardian for the College. The College is due to launch a new website in June 2019 and a new brand identity. Part of the role will be to ensure implementation of this across all communications in the College and continuing to update templates, style, etc. as needed. They will also be responsible for reviewing and updating the communications strategy.

The successful candidate will have effective communication skills and confidence dealing with people at all levels. With proven organisational and administrative abilities, they will have experience of publishing and the production of design and print, and an understanding of social media and PR. A thorough knowledge of Windows and Microsoft applications and a friendly, confident and enthusiastic approach are essential.