

## Role Profile

**Job Title:** Science Information Officer

**Reports to:** Senior Press Manager

**Responsible for:** Interns

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### Overall Aim:

Overall responsibility for developing and maintaining the SMC's database of experts and the SMC website. Line management of the intern programme.

Providing support to the SMC press officers by producing factsheets for journalists in response to breaking stories, and responsible for production of 'Briefing Notes' for journalists on key SMC topic areas. Support for Chief Executive and other staff in submissions to committees and inquiries, and other external engagements.

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### Key Responsibilities

1. Overall responsibility for maintenance and development of the Centre's expert database, restructuring and improving the database where necessary.
2. Overall responsibility managing the long-term development of the SMC's website, and for maintaining and updating the site.
3. Shared responsibility for the SMC's internship programme by line managing interns on placements at the SMC.
4. Creating factsheets and glossaries for journalists on breaking news stories, and producing 'Briefing Notes' on key SMC topic areas.
5. Daily monitoring of the UK national newspapers, including informing other members of the SMC of stories in the news, or supervising volunteers to do so.
6. Responsibility for monitoring the wider science news media – blogs, magazines, etc. – and highlighting areas of interest to SMC staff. Monitoring influential voices in the media.
7. Assisting with recruitment of scientists and keeping the SMC informed and up-to-date on new additions to the database.
8. Research support for the Chief Executive, and the rest of the team where appropriate.
9. Assisting in the maintenance and development of IT systems.
10. Creation of PowerPoint presentations for the Chief Executive and SMC team when required, including maintaining and developing the SMC's library of slide sets and press cuttings.

11. Responsible for monitoring and posting to Twitter on behalf of the SMC.
12. Horizon scanning areas that may hit the news and briefing the SMC team.
13. Monitoring mentions of and comments on the SMC in the media and social media and in wider science news media.
14. Taking a lead on monitoring developments in the scientific community's use of new media, and monitoring developments in mainstream media which will impact on the SMC.
15. Monitoring any parliamentary, select committee, science advisory committee or other official inquiries, and supporting SMC staff in official submissions.
16. Participating in out-of-hours media work as and when required, to support the press office team.

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Please also be aware of and follow the Science Media Centre's policies and procedures, with particular attention to health and safety, equality and diversity and client service excellence.

To further your development and knowledge you will be expected to attend training as necessary.

The Science Media Centre reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the job.

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## Role Experience, Knowledge and Skills Profile

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Database and web development experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a science press office environment</li> </ul>
<b>Knowledge &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• An undergraduate degree in a relevant subject</li> <li>• Proven interest in science and the media</li> <li>• Interest and understanding of a broad range of topical issues in science</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant postgraduate qualification</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent IT skills, including database and web development</li> <li>• Excellent writing skills</li> <li>• Ability to work under pressure in an extremely busy environment</li> <li>• Excellent time management skills and ability to work on a number of projects at the same time</li> <li>• Ability to work on own initiative</li> </ul>	
<b>Personal style and behaviour</b>	<ul style="list-style-type: none"> <li>• Personal commitment to the values, vision and objectives of the Science Media Centre</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to quality and best practice in all aspects of the Science Media Centre's operations</li> <li>• Evidenced commitment to equality and diversity</li> </ul>	