

Private & Confidential**HESA Employment Application Form**

The information on this form will be used solely for recruitment purposes.

Please complete form online, boxes will expand as you type.



Position applied for
Job Title Communications Officer (Data Futures)
How did you hear of this job? HESA website

1. Your details		
Title	Surname	First name(s)
Mrs	Rambridge	Catherine
Your home address		
2 Harp Hill Villas, Harp Hill		
Cheltenham		
GL52 6PX		
Your contact information		
Home phone number 01242 579 676		
Mobile phone number 07810 302 182		
Email address cath.rambridge@gmail.com		

Education (school, further and higher education and training)		
School/institution/training courses attended	Dates	Qualifications
The London School of Economics	October 1999 – July 2002	BSc Government (2:1)
The Ridings High School, Winterbourne, Bristol	September 1992 – July 1999	A-levels: Government and Politics (Grade A) Economics (A) Mathematics (B) General Studies (A) GCSEs: Mathematics (A) English Language (A) History (A) German (A) English Literature (B) Double Award Science (B) Geography (B) Music (C)

Professional qualifications		
Professional body	Dates	Qualifications
None		

Employment history		
Current/last employer		
Employers name Lexington Communications		
Address 198 High Holborn, London, WC1V 7BD		
Job title Associate Director	From May 2011	To September 2014
<p>Description of duties (use a continuation sheet if necessary).</p> <p>In this role with the UK's largest independent political communications agency I provided communications support to clients including multinationals, charities and trade associations. I provided creative solutions to respond to clients' requirements, building relationships with clients at all levels of seniority. A key element of my role involved developing communications materials for clients including web copy, tweets and press releases as well as managing and promoting stakeholder events. In this role I developed a good understanding of various communications channels, and became skilled in advising clients when to use formal, informal or unofficial channels.</p> <p>I was also responsible for developing an income stream from political monitoring and research products for Lexington's existing clients and new business contacts. My main achievement in the role was to conceive and oversee the development of an innovative political monitoring application, Intelx (www.intelxintel.co.uk), which provides extensive coverage of political developments alongside tailored political analysis. This helped me to develop a good understanding of digital media as well as providing me with an opportunity to develop my project management skills.</p> <p>I left Lexington in September 2014 when I relocated with my family to Cheltenham.</p>		
Salary £53,000	Reason for leaving Relocating to Cheltenham with my family	

Previous employment		
Employers name BBC		
Job title Researcher / Producer	From October 2009	To May 2011
<p>Description of duties (use a continuation sheet if necessary).</p> <p>I joined the BBC's election team in the run-up to the 2010 General Election and in this wide-ranging and demanding role I was responsible for managing data driving the BBC's election output online and for the high profile election night broadcast on BBC One. This role required excellent levels of accuracy and helped me to develop a very strong eye for detail. I responded to research requests from across the BBC for information relating to the electoral data and the role required me to liaise with political parties, local authorities and candidates on a daily basis. I produced the data for the complex set of elections that took place in May 2011 which included elections to the devolved assemblies, English local elections and the referendum on the change to the electoral system.</p> <p>Between June 2010 and January 2011 I was seconded to the BBC Weather Centre to manage the implementation stage of the BBC's new contract with the Met Office. I used my commercial experience to build a clear project plan to manage the communications around the delivery of extensive data improvements provided for in the new contract, working with stakeholders within the BBC and the Met Office. As the new contract was going to bring about considerable changes to ways of working communicating these changes to staff in an open, positive and effective manner was essential to ensure the success of the new contract.</p>		
Salary £35,000	Reason for leaving I wanted to gain more senior experience in a communications role	

Previous employment (continued)		
Employers name	Dates from/to and reason for leaving	Job title and responsibilities
BBC	June 2008 – October 2009 (left to take up position on the BBC's election team).	Managing public affairs and related policy activity for BBC Learning, I worked across a range of policy issues including competition policy, media content issues and education standards. I researched education policy issues and trends, including legislative developments, and compiled briefings ahead of meetings with government Ministers and senior civil servants. I also managed a series of events for political audiences.

Supporting statement

Provide further explanation of the relevance of your experience and any other information in support of your application with direct reference to the advertisement and role profile.

I would be grateful if I could be considered for the position of Communications Officer, working on the Data Futures project. I understand how important this project is for HESA and I believe I have the skills and experience to succeed in this role. I have enjoyed a career break since October 2014 during which time my family and I relocated to Cheltenham and I have looked after my two young children. I am now looking forward to returning to the workplace and the Communications Officer position with HESA greatly appeals.

Experience in Communications

I have over ten years of experience in communications roles. In my most recent role as Associate Director of a leading political communications consultancy I liaised directly with clients, often at a senior level, providing advice on political and communications strategy, and briefed the media on behalf of clients. Skilled at identifying the key points from complicated information and summarising information in an engaging format, in this role I led the production of research papers for non-specialist political audiences, including helping to draft a report on the implications of the UK's position on GM foods. I am confident in my ability to use Powerpoint and MS Office to produce engaging presentations and documents but I also enjoy finding new ways of presenting information, particularly using info-graphics and video where appropriate.

As part of my role with the consultancy I led the research team and I developed a communications plan to strengthen the profile of the research and monitoring offer provided by the consultancy with existing and potential clients. I developed a theme for our communications activity - "Information Overload" - which we launched with a roundtable event with senior journalists and politicians. We also established a well-read blog and Twitter feed, as well as organising internal events. This activity led to a greater profile for our team and helped to build a following for our new political monitoring service, Intellex.

In a previous role on the BBC Elections team, as the Data Researcher, I liaised on a daily basis with BBC journalists, providing complex electoral data in a digestible and useful format. This role in particular required a high level of accuracy and attention to detail. While at the BBC I was seconded to the BBC Weather Centre to work on the communications around the implementation of a new contract with the Met Office. This involved working with the senior management team of the BBC Weather Centre to build a plan to identify key stakeholders and implement a communications plan.

Interest in higher education and technology-driven organisations

I have long had an interest in education policy and I enjoyed working for the BBC's education department for a period before joining the BBC's election team. I am particularly interested in higher education policy and developed my knowledge of the sector in my previous consultancy role where I led on a new business brief for a higher education institution. With greater competition in the sector and a focus on efficiency, I appreciate the higher education sector is under increased scrutiny. HESA clearly has a vital role in providing accurate data to support the work of UK governments and funding bodies, as well as providing a vital information resource for students and other key stakeholders.

I am very attracted by the prospect of working in a technology driven organisation. Conceiving and project managing the development of a new political monitoring tool, Intellex, in my previous role gave me a valuable insight into the challenges of successfully delivering an IT programme and an opportunity to develop my digital skills. I gained a particularly valuable insight into the importance of timely, accurate and digestible communications with stakeholders about the progress of the project. I appreciate the HESA Data Futures programme is on a much larger scale but I do feel my experience provides me with the empathy and experience to successfully raise awareness and work effectively with those directly affected by the programme.

Other information
Please provide information about voluntary work or outside interests.
In my spare time I enjoy pilates and swimming. I am very interested in politics and developments in technology.

Other information continued	
Are there any restrictions regarding your right to work in the UK?	No
How much notice are you required to give your current employer?	N/a
Do you have any unspent criminal convictions?	No

References	
Referee 1 - Current/last employment referee	
Name Ian Kennedy	Position Partner
Company Lexington Communications	Relationship Line manager
Address 198 High Holborn, London	
Postcode WC1V 7BD	Telephone 020 7025 2300
Email ian.kennedy@lexcomm.co.uk	
May the referee be contacted before interview? Yes	
Referee 2	
Name Lizz Loxam	Position Elections Results Editor
Company BBC	Relationship Line manager
Address BBC Broadcasting House, Portland Place	
Postcode W1A 1AA	Telephone n/a
Email lizz.loxam@gmail.com	
May the referee be contacted before interview? Yes (preferably by email)	

I confirm that the information provided on this form is true and complete. I understand that, if this information is found to be false, or should I be employed by HESA and it transpires that I have omitted information from this application that could reasonably be expected to influence a recruitment decision, this may be cause for my dismissal.

Signed	Date
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