

## **JOB DESCRIPTION**

<b>Post:</b>	Communications Officer – Norfolk County Community Safety Partnership	<b>Job Evaluation Ref:</b>	D1639
<b>Grade:</b>	Band F		
<b>District/Department:</b>	Office of the Police & Crime Commissioner - Norfolk (OPCCN)		
<b>Location:</b>	OPCCN, Wymondham, Norfolk/ Remote Working		
<b>Reporting to:</b>	Head of Communications		

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

To raise the profile of the Norfolk County Community Safety Partnership (NCCSP) and develop greater public awareness and understanding of its role.

To provide communications and marketing advice and support to the Norfolk County Community Safety Partnership (NCCSP) leadership and thematic delivery groups.

To lead on the development and delivery of a communications strategy, multi-channel campaigns, media management and public relations activity for the NCCSP in line with its priority delivery areas.

To co-ordinate communications across different community safety and safeguarding partnerships and their members across Norfolk.

### **2. Main activities of the role (*This list is not exhaustive*)**

- Developing and implementing communications and marketing strategies for the NCCSP and thematic delivery groups.
- Researching, creating and delivering communications and marketing activity across a range of channels for the NCCSP in its priority delivery areas.
- Co-ordinating communications activity across the NCCSP and working in partnership with participating organisations and services
- Providing communications advice and support to the Chair of the NCCSP on all aspects of Domestic Homicide Reviews.

- Build/maintain relationships with key stakeholders and partners, to maximise reach of key messages and opportunities for collaborative working.
- Monitoring and evaluation of the impact of communications and marketing strategies, outputs and specific projects.
- Any other duties that are commensurate with the role and grade as may be requested by management.

### 3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within the Norfolk OPCC as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) This post is politically restricted.

In summary, the restrictions imposed on the post holder include:

- a)
  - Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly of Wales, of the European Parliament or of the House of Commons, or Police and Crime Commissioner;
  - Announcing or allowing others to announce, one's candidature for one of the aforementioned offices;
  - Holding office in a political party;
  - Canvassing at elections; and
  - Speaking or writing publicly on matters of party-political controversy.
- d) The postholder is required to have a full driving licence and their own transport.
- e) The role holder may also be permitted to work remotely on occasion, this will be when mutually agreed between both parties.

## Person Specification

<b>Post Title:</b>	Communication Officer – Community Safety	<b>Responsible To:</b>	Head of Communications
<b>Grade:</b>	Band F	<b>Salary Range:</b>	£33,618 - £38,376
<b>Location:</b>	OPCCN, Wymondham, Norfolk / Remote working		

<b>Specification Headings</b>	<b>Specification for this Job</b>	<b>Essential / Desirable</b>
<b>Qualifications:</b>	Degree or equivalent qualification, or demonstrate equivalent experience.	E
<b>Experience:</b>	A minimum of two years' experience of:	
	Working in a multidisciplinary communications and marketing role in a complex and varied organisation.	E
	Delivering a wide range of communications activity and clearly demonstrating ability to adapt style to suit different channels and audiences.	E
	Developing and delivering communications and marketing campaigns across a range of channels	E
	Working with internal and external partners and stakeholders to design and deliver joint communications and marketing strategies, plans and activity	E
	Evaluating, measuring and reporting on the impact of activity across a range of channels.	E
<b>Skills, Knowledge and Personal Qualities:</b>	Exceptional written and oral communication skills with an ability to adapt style to suit different audiences.	E
	Ability to work on own initiative and as part of a team, with the ability to be flexible, respond positively to change, and work effectively under pressure and deal with conflicting priorities.	E
	Influencing and negotiation skills.	E
	IT skills, including MS Office applications.	E
	Political and organisational awareness/acumen.	E
	National, regional and local government structures, including departments and responsibilities.	D
	Working knowledge of at least one of the following; criminal justice system, policing, community safety, local government, health or the wider public sector.	D
<b>Other Factors (if any):</b>	Ability and willingness to work outside normal office hours and be on call as required at evenings and weekends to handle media enquiries	E