

JOB DESCRIPTION

Post:	Communications Officer – Project ADDER		
Grade:	Band F		
Full/part-time	Full time: 37 hours per week. Temporary until end of March 2023		
District/department:	Office of the Police & Crime Commissioner - Norfolk		
Location:	OPCCN, Wymondham, Norfolk / home-working		
Reporting to:	Communications Manager	Job Evaluation Ref:	D1639

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To support the delivery of Project Adder through the development and delivery of communications strategy, campaigns, media management, marketing and public relations activity.

To provide communications advice and support to different project workstreams.

To provide communications advice and support to the Norfolk County Lines Delivery Group, including the development and delivery of the County Lines Communications Strategy.

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

- Providing communications advice and support to the Project Adder Board and project leads.
- Developing and implementing communications and marketing strategies for the Project Adder Programme and supporting projects.
- Co-ordinating communications activity across the project adder programme and working in partnership with participating organisations and services.
- Providing communications advice and support to the County Lines Strategic Group.
- Developing and implementing communications strategy for the County Lines Strategic Group.
- Researching, creating and managing communications for a range of channels for the Project Adder/County Lines Strategy Group and associated projects.
- Build/maintain relationships with key stakeholders and partners, to maximise reach of key communications messages and opportunities for collaborative working.
- Monitor and evaluate the impact of communications strategies 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:

- 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

Post Title:	Communication Officer – Project ADDER	Responsible To:	Communications Manager
Grade:	Band F	Salary Range:	£33,618 - £38,376
Location:	Based at the Office of the Police and Crime Commissioner for Norfolk (OPCCN), Building 1, Jubilee House, Falconers Chase, Wymondham In line with Covid restrictions all work is currently taking place remotely and long-term flexible/home working will be available, in line with business requirements.		

Specification Headings	Specification for this Job	Essential / Desirable
Qualifications:	Degree or equivalent qualification, or demonstrate equivalent experience.	E
Experience:	A minimum of two years' experience of:	
	Working in a multidisciplinary communications and marketing role in a public sector environment.	E
	Delivering a wide range of communications activity and clearly demonstrating ability to adapt style to suit different channels and audiences.	E

	Working in partnership across the public sector 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
Skills, Knowledge and Personal Qualities:	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 persuasion 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.	E
	Working knowledge of at least one of the following; criminal justice system, policing, community safety, local government, health or the wider public sector.	E
Other Factors (if any):	Ability and willingness to work outside normal office hours and be on call as required at evenings and weekends to handle media enquiries	