Grade 9   Job Profile   Communications Business Adviser

About the job: This post will manage and lead the communications work for major infrastructure projects. They will matrix manage those working on the projects to ensure all work is completed to deadline. Working to the Assistant Head of Communications this post is responsible for developing and leading on major infrastructure projects. This will involve overseeing or working with an account group of communications professionals and working across the communications team or the council to support and resource communications activities.

This is what we need you to do...

- Provide strategic advice on internal and external communications to senior officers and portfolio leads and make recommendations for improvements.

- Contribute to the development and delivery of the council's communications plans.

- Understand the strategic outcomes and requirements of individual services or external clients and translate into communications plans and delivery programmes.

- Jointly with the other communications business advisers, set standards and introduce content guidelines to ensure the communications team and the council are clear on how they should communicate with residents, customers, employees, partners, businesses and Government.

- Explore and implement new channels of communications and ensuring we are Digital First

- Evaluate and report on the effectiveness of the council's communications and produce regular reports for senior officers.

- Supervise the work of the professional communications employees in your account group and feed into/attend the function's senior management team meetings when required.

- Plan, create and deliver your own programme of communications work.

- Champion and support the One Team approach and work collaboratively with colleagues across the team.

- Deputise for the Strategic Communications Business Partners, including attending management meetings and high-level briefings, if appropriate

Special Conditions

Under the provisions of the Local Government Housing Act 1999, this post is deemed to be politically restricted.

You will be required to participate in an out of hours communications rota (including responding to social media and urgent media requests)

The ideal candidate will have...

Experience

- Significant experience of leading on successful internal and external campaigns and projects linked to your organisation's strategic aims and priorities.

- Experience of finding successful and positive solutions to complex communications challenges using the latest best practice.

- Experience of developing, implementing, measuring and evaluating high-level strategies and detailed communications plans.

- Experience of managing or supervising employees, setting standards and encouraging excellent performance.

- Experience of setting and managing campaign budgets and ensuring measurable return on investment.

Knowledge, Skills and Understanding

- The ability to communicate clearly, whether orally or in writing.

- Ability to take the lead on projects involving council colleagues at all levels.

- Ability to develop productive working relationships with people at all levels and influence senior decision makers.

- Excellent communication skills and attention to detail.

- Knowledge and understanding of local government policies and the role of politicians.

Behavioural attributes

- Able to cope and function effectively when working in a demanding environment.

- Committed to improving the level of service to all council customers, residents and partners.

- Emotionally resilient.

- Flexible, creative, self-starter, focused.

- Organised and able to meet tight deadlines.

- Able to respond to a changing pattern of demand at work which can be unpredictable and unplanned requiring constant shifts of priority

Education & Qualifications

Essential

Educated to Degree level or equivalent communications qualification/experience e.g. CIPR diploma (or at least 3 years' experience at a senior level advising managers and politicians on communications)