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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Senior Communications Officer** MBS-076-21 |
| **Member of the Senedd:** | **Dr Altaf Hussain MS**  |
| **Pay Band:**  | **1** |
| **Salary Range: (pro rata)** | **£26,650 - £37,612** *All new staff are expected to enter on the scale minimum of the appropriate pay band. Individual staff will, subject to satisfactory performance, move up the incremental scale one point at a time on the anniversary of their commencement of employment until they reach the scale maximum for their band.* |
| **Working Hours:** | **11.1 hours**  |
| **Appointment Type:** | **Permanent**  |
| **Location:**  | **Regional Office in Gorseinon/Home**  |
| **Purpose of Job** |
| To manage press and media related work as required for the Member of the Senedd ensuring that standards of confidentiality are maintained. |
| **Main Duties** |
| 1. Establish and develop robust relations within the press, broadcast and online media in order to promote the work of Member of the Senedd
2. Manage press office systems and monitor media outlets effectively, covering print, broadcast and online in order to ensure the effective co-ordination within group.
3. Plan and develop strategy and organisation of media campaigns
4. Liaise with the Members of the Senedd / Office Managers and identify any aspects of their work which may be of interest to the media
5. Research, prepare and write press releases and statements to the media
6. Identify forthcoming events which may provide potential media opportunities
7. Represent Members in professional and effective manner in dealing with media, constituents and outside bodies.
8. Organise interviews for the Member of the Senedd and support them in dealing effectively with such requests.
9. Organise press conferences on behalf of the Member of the Senedd
10. Produce regular reports, print and online informing the public and party members of the work undertaken by the Member of the Senedd
11. Work proactively anticipating Members and Group press requirements.
12. Look for all opportunities to promote the aims of the Member of the Senedd and enhance its public image
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| **Person Specification (please refer to the ‘essential’ criterion below when completing the *‘Information in support of your application’* section of the application form.** |
| **Essential Knowledge and Experience*** Substantial experience of working effectively within the written press, broadcast or online industry, or public relations sector ideally within a political or similar environment;
* Experience of developing and implementing communications strategy and organising media campaigns
* Knowledge and understanding of media handling techniques including formulating press releases;
* Experience or understanding of media law;
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life

**Essential Qualifications*** Degree or equivalent in a relevant subject or;
* Formal Qualification eg NVQ level 4 or equivalent in media or communications

**Essential Skills and Behaviours*** Understanding of the media lawEvidence of co-ordinating work of team to ensure that work is produced to tight deadlines;
* Effective interpersonal skills and the ability to build relationships across professional boundaries with members of the press and media;
* Excellent communication skills – with the ability to write and speak clearly & concisely and produce briefings/press notices using a variety of IT packages including Microsoft Word, Outlook and Excel;
* Effective organisation, planning and presentational skills with the ability to work flexibly and juggle a range of tasks;
* Work proactively with minimum supervision
* Ability to use initiative, generate ideas and communicate news items effectively;
* Ability to demonstrate sensitivity, confidentiality and an understanding of the need to reflect the views of the Party in a manner which reflects equal opportunity and is not inflammatory, insensitive, libellous, slanderous or defamatory;
* A good understanding of current affairs and issues of relevance to Wales.

*Desirable** An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system
* The ability to work in both Welsh and English
* Sympathetic to the aims and values of the Party
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| **Additional Information** |
| Please note appointment will be subject to references and a security check.*\* Should the Member of the Senedd resign or following an election, not be returned, this position will be made redundant.  For positions within the Party Group should there be a change in the Party Leader, or in the number of Group Members, this position may be made redundant*  |
| **Application Process** |
| **Closing Date:** | 20 October 2021 |
| **Interviews:** | tbc |
| **Contact:** | Sandra.Morgan@senedd.wales |
| I am an equal opportunities employer and welcome applications from all suitable persons including people from the following protected characteristics (race, sex, disability, religion/belief, sexual orientation, gender identity, marriage / civil partnership, pregnancy / maternity or age). |