**Job and person specification**

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| **Job title:** | **Communications Officer**  |
| **Reference:** | *MBS-017-25* |
| **Office of:** | *James Evans MS*  |
| **Pay band:** | **3** |
| **Salary range:****(pro-rata)** | **£25,167 - £33,706**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:** | **22.2 hours per week** |
| **Appointment type\*:** | **Fixed Term for 11 months** |
| **Location:** | *Ty Hywel, Cardiff*  |

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| **Additional information:** |
| \*Appointment type: Should the Member 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. |
| Please note that this position may be subject to evaluation. The role, its responsibilities, and associated pay may be reviewed and adjusted to ensure alignment with the Member's goals and objectives. Candidates should be prepared for potential changes based on business needs of the Member. |
| 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). |
| Please note that appointment will be subject to references and a security check. |

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| **Purpose of the job** |
| To undertake research/press and media related work as required for the Member of the Senedd ensuring that standards of confidentiality are maintained. |

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| **Main duties** |
| 1. Liaise with a broad range of contacts within the press, broadcast and online media in order to promote the work of the Member of the Senedd2. Research, prepare and write press releases, statements to the media3. Liaise with the Member of the Senedd / Office Manager and identify any aspects of their work which may be of interest to the media4. Establish a social media presence and publicise events, surgeries etc. and follow up on social media queries and comments5. Ensure the smooth running of the press office systems and establish an effective media monitoring system, covering print, broadcast and online media6. Organise interviews and press conferences on behalf of the Member of the Senedd and accompany them on request.7. Develop e-communications with constituents and groups campaigning on local issues across the region8. Produce regular reports, print and online informing the public and party members of the work undertaken by the Member of the Senedd9. Ensure information on media coverage is available at all times10. Provide other such duties as requested by the Member of the Senedd |

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| **Person specification** |
| Please refer to the essential criteria below when completing the ‘Information in support of your application’ section of the application form.**Essential knowledge and experience** * Experience of working effectively within the written press, broadcast or online industry, or public relations sector
* Knowledge and understanding of media handling techniques including designing a communications plan
* Understanding of the need to reflect the views of the MS in a manner which reflects equal opportunity and is not inflammatory, insensitive, libelous, slanderous or defamatory
* 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 3 or 4 or equivalent in media or communications.

**Essential skills and behaviours** * Effective interpersonal skills and the ability to build relationships across professional boundaries with members of the press and media
* Ability to generate ideas for news items which reflect the work of the MS
* Excellent written and ability to produce briefings and press notices
* Ability to understand and effectively communicate the work and policies of the Member of the Senedd
* Effective organisation, planning and presentational skills
* Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks
* Effective IT Skills particularly using Microsoft packages such as Word, Outlook and Excel.
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld

**Desirable criteria** * 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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