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JOB DESCRIPTION

JOB TITLE: Head of News & Media
REPORTING TO: Director of Customer Services & Communications
TYPE: Full-time, permanent
SALARY: £tbc
LOCATION: London

PRINCIPAL ACCOUNTABILITIES

- Work with the Chair of the Commission and the CEO to manage the reputation of the IPCC within the wider criminal justice arena and public sector.
- Support and advice the Chair and Deputy Chair in their responsibilities for high profile and critical cases.
- Provide leadership and strategic direction for media relations across the IPCC by building relationships with Directors by leading a team of press officers and the Media & Public Relations Manager.
- Plan and implement proactive publicity and public relations in line with the IPCC's strategic objectives and business plan and specific areas of IPCC policy and casework.
- Proactively promote the work and role of Commissioners with identified stakeholders using a range of appropriate methods and media.
- Monitor the media for coverage of issues relevant to the IPCC, and ensure key staff and Commissioners are informed and initiate and issue any appropriate rebuttal or response.
- Build media networks and contacts to support the IPCC's work and reputation at a national and regional level - negotiating media interviews with Commissioners and managing media events as appropriate.
- Contribute to policy projects with a significant media impact
- Speech-writing as necessary for the Chair and Commissioners
- Contribute to the wider management of the Customer Services and Communications Directorate
- Any other duties as required by the post.

PERSON SPECIFICATION ESSENTIAL

- A track record of delivering proactive media relations strategies and demonstrable experience in a high profile organisation ideally within the public sector or as a journalist with excellent knowledge of the criminal justice arena.
- A persuasive communicator with the ability to influence and build effective working relationships with organisational leaders e.g. Chairs, CEOs, Ministers, trustees of public sector organisations, NDPBs.
- Must currently have direct operational management of media relations or recent relevant experience as journalist.
- Knowledge or experience of government affairs and/or public sector communications on a national level.
- Proven success in working in a cross-functional, matrix managed organisation; known for diplomacy and powers of influence.

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- Extensive experience of developing and implementing high profile media relations strategies on issues of public interest.
- Experience of managing a small professional team
- In-depth understanding of current media organisations and new media
- Excellent written and verbal communication skills
- Good time management skills and the ability to meet deadlines
- A good team player
- A flexible, proactive and creative approach

DESIRABLE

- Experience of working within, or knowledge, of the criminal justice system.

Final 9/7/08

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COMPETENCIES	
Continuous Development Implements a culture for learning & development	<ul style="list-style-type: none"> Creates policies and procedures that facilitate knowledge sharing Fosters an environment in which learning occurs Identifies training needs
Valuing Diversity Manages diversity	<ul style="list-style-type: none"> Develops culturally appropriate policies and practices within functional area Communicates a clear vision of the benefits of a diverse workforce Ensures buy-in from senior management Holds individuals & systems accountable Co-ordinates roles & responsibilities Seeks relevant information Evaluates success
Organisational Commitment Meets the standards of behaviour and professionalism required to operate effectively in the IPCC	<ul style="list-style-type: none"> Demonstrates a fundamental understanding and respect for human rights and justice for all Demonstrates openness and accountability Understands and applies ethical standards Through personal example sets high standards of integrity, honesty and fairness in all matters and relationships
Change orientation Ability to adapt to changing demands in the workplace Facilitates a flexible workforce	<ul style="list-style-type: none"> Ability to anticipate changing organisational demands Encourages flexibility and adaptability in the workplace Communicates the need for change Able to shift strategic focus in response to changing organisational priorities
Analytical thinking & decision making Ability to make effective decisions, recognising their impact on broader organisational goals	<ul style="list-style-type: none"> Displays strategic vision in analysing information and making decisions Demonstrates an understanding of the impact decisions have on the organisation and its stakeholders Understands the risk implications of decisions
Communication & Interpersonal skills Effectively communicates the organisations strategic vision	<ul style="list-style-type: none"> Effectively communicates the overall strategic vision Communicates the role of key organisational members in achieving the vision Integrates proactive media relations into overall communication strategies Ensures evaluation is in place across all communication activity and links with wider departmental evidence gathering
Resilience Implements and manages effective de-briefing and counselling policies	<ul style="list-style-type: none"> Ensures the implementation and maintenance of a formal system for debriefing. Ensures that the EAP is being effectively utilised
Teamwork Creates and manages structures that allow for effective team working experiences	<ul style="list-style-type: none"> Ensures that policies and procedures are supported by the team Provides the team with strategic direction

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