



ADVERTISEMENT FOR FIXED TERM HIGHER EXECUTIVE OFFICER (JAN 2021 – MAR 2023)

Personnel Reference Number: SEC-04-20

Job Title:	Communications & Engagement Manager
Grade:	Higher Executive Officer
Salary:	£30,600 - £37,410
Division/Section:	Local Democracy and Boundary Commission for Wales, Hastings House
Pattern of Working:	Full-time (flexible hours available).
Responsible to:	Head of Policy & Programmes
Responsible for:	Review Support Officers

Purpose of Post: The purpose of the Local Democracy and Boundary Commission for Wales (LDBCW) is to keep under review the boundaries and electoral arrangements of local government areas in Wales and to make proposals to Welsh Government Ministers for changes that may be desirable in the interests of effective and convenient local government.

The purpose of the Boundary Commission for Wales (BCW) is to review the boundaries of Parliamentary constituencies in Wales. The Boundary Commission for Wales is an advisory Non-Departmental Public Body sponsored and wholly funded by the Cabinet Office (CO). The Commission submits reports to the Minister for the Cabinet Office and it is the Minister's statutory duty to lay them before Parliament.

It is your role to deliver and manage the public messaging and communications including press relations, website and social media work in Wales for the upcoming 2023 Parliamentary Constituencies Review and the engagement work in preparation for the 2022 Local Government Electoral Review Programme.

Key Tasks:

- Grow the Commission's media presence and act as first point of contact for all media relations
- To develop a Communications and Engagement Strategy for the two Review programmes
- To draft responses to briefings, enquiries and correspondence in line with the Commission's agreed policies and help prepare briefings when required
- Support the Chief Executive with public relations work
- Managing and delivering events such as workshops, consultation sessions, media briefings etc.
- Oversee the Commission's website and directly manage our social media presence
- Overseeing publication of key reports and other external comms products
- Support the Head of Policy and Programmes with stakeholder engagement
- Line management of Review Support Officers.
- Other general office duties.

The Commission uses the Civil Service Success Profiles, a flexible framework, to assess candidates against a range of elements using a variety of selection methods, therefore giving you the opportunity to demonstrate the various elements required to be successful in the role.

The Civil Service Behaviours we will consider are: Communicating and Influencing, Delivering at Pace, Changing and Improving, Seeing the Big Picture, Making Effective Decisions and Working Together,

Success Profile Behaviours Required:

The post requires that you meet the following Level 3 competencies:

Communicating and Influencing

Communicate in a straightforward, honest and engaging manner, choosing appropriate styles to maximise understanding and impact. Encourage the use of different communication methods, including digital resources and highlight the benefits, including ensuring cost effectiveness. Ensure communication has a clear purpose and takes into account people's individual needs. Share information as appropriate and check understanding. Show positivity and enthusiasm towards work, encouraging others to do the same. Ensure that important messages are communicated with colleagues and stakeholders respectfully, taking into consideration the diversity of interests.

Delivering at Pace

Show a positive approach to keeping the whole team's efforts focused on the top priorities. Promote a culture of following the appropriate procedures to ensure results are achieved on time whilst still enabling innovation. Ensure the most appropriate resources are available for colleagues to use to do their job effectively. Regularly monitor your own and team's work against milestones ensuring individual needs are considered when setting tasks. Act promptly to reassess workloads and priorities when there are conflicting demands to maintain performance. Allow individuals the space and authority to meet

objectives, providing additional support where necessary, whilst keeping overall responsibility.

Changing and Improving

Work with others to identify areas for improvement and simplify processes to use fewer resources. Use technology where possible to increase efficiency. Encourage ideas for change from a wide range of sources. Clearly explain the reasons for change to colleagues and how to implement them, supporting individuals with different needs to adapt to change. Encourage an environment where colleagues know that they can challenge decisions and issues safely. Take managed risks by fully considering the varied impacts changes could have on the diverse range of end users.

Seeing the Big Picture

Understand the strategic drivers for your area of work. Align activities to contribute to wider organisational priorities. Remain alert to emerging issues and trends which might impact your work area. Seek out and share experiences to develop knowledge of the team's business area. Understand how the strategies and activities of the team create value and meet the diverse needs of all stakeholders.

Making Effective Decisions

Understand own level of responsibility and empower others to make decisions where appropriate. Analyse and use a range of relevant, credible information from internal and external sources to support decisions. Invite challenge and where appropriate involve others in decision making. Display confidence when making difficult decisions, even if they prove to be unpopular. Consult with others to ensure the potential impacts on end users have been considered. Present strong recommendations in a timely manner outlining the consideration of other options, costs, benefits and risks.

Working Together

Encourage joined up team work within own team and across other groups. Establish professional relationships with a range of stakeholders. Collaborate with these to share information, resources and support. Invest time to develop a common focus and genuine positive team spirit where colleagues feel valued and respect one another. Put in place support for the wellbeing of individuals within the team, including consideration of your own needs. Make it clear to all team members that bullying, harassment and discrimination are unacceptable. Actively seek and consider input of people from diverse backgrounds and perspectives.

More information on Success Profile Behaviours

<https://www.gov.uk/government/publications/success-profiles>

Job Specific Criteria:

1. Educated to degree level or equivalent experience
2. Strong knowledge of political systems and structures in the UK
3. Experience of working in a public affairs or communications role or equivalent experience
4. Ability to write for a variety of audiences clearly and succinctly

5. Good IT skills, including ability to use Microsoft Office packages
6. Experience of involvement in running awareness raising campaigns and delivering events
7. Good organisation skills and the ability to work well under pressure
8. Strong problem solving skills, including consideration of a wide variety of stakeholder needs
9. Welsh Speaker - desirable

Welsh Language:

The Commission is subject to the Welsh Language Standards and is committed to the principle that in the conduct of public business in Wales, the Commission will treat the Welsh and English languages on a basis of equality. There would therefore be opportunities for Welsh Speakers to make use of their ability.

Development Opportunities Offered by the Post:

This Commission provides all staff with a comprehensive training and development plan to assist them in progressing the career. The successful applicant will gain a good understanding of local government in Wales, electoral and parliamentary boundaries, and the work of a Sponsored Body.

Contact Point and Interview Dates:

Tom Jenkins, Local Democracy and Boundary Commission for Wales, Hastings House, Fitzalan Place, Cardiff, CF24 0BL (Tel. 029 2046 4819, Fax 029 2046 4823, E-mail: vacancies@boundaries.wales).

Sift Date : 12 October 2020

Interview Dates : 22 & 23 October 2020

Applications (CV and covering letter which includes how you demonstrate the Success Profiles), should be sent by e-mail to vacancies@boundaries.wales by 11:59pm 08 October 2020.
