

**NOT PROTECTIVELY MARKED**

**JOB DESCRIPTION**

**JOB TITLE:** Press Officer

**REPORTS TO:** Head of News and Media

**LOCATION:** London

**GRADE:** 12 (£34,800 plus £3,950 London Weighting)

**CLOSING:** 11:59pm on Sunday 20th November, 2011.

**PURPOSE**

The post holder(s) will report to the Head of News and be responsible for providing advice on media and communications to IPCC staff and commissioners.

The post holder(s) will be security cleared to at least BC level and the post is politically restricted.

**KEY RELATIONSHIPS:**

The post holder(s) will work closely with internal and external stakeholders at all levels. This will involve fostering good working relationships with Commissioners, the Chief Executive, Directors and staff in operational directorates. It will also involve liaising with journalists, police force press offices, the Home Office and other stakeholders.

- To provide a high quality proactive and reactive media relations service on IPCC investigations: including writing and distributing press releases, monitoring national and specialist media – taking the initiative to rebut inaccuracies and lead on relevant statements and briefing
- To develop and implement communication strategies to support the work of the IPCC, handling strategies for controversial issues and cases
- To draft and advise on the handling of IPCC Commissioners' reports
- To provide media relations service on corporate issues, working closely with Commissioners to support work on national policy areas such as firearms, custody, stop and search
- To support and contribute to the IPCC's social media strategy – assisting in development and practical day to day implementation
- To act as media relations lead on HMRC, SOCA, UKBA and BTP cases
- To be responsible for the strategic diary and forward planning tools – providing the press team with an overview of policy announcements as well as other key issues and events
- To be a committed member of the national press team and support colleagues working in other regions
- To take part in the national out-of-hours duty press office rota
- To arrange interviews, press conferences and briefings – often at short notice
- To liaise with colleagues across regions and nationally to ensure accurate, consistent and coordinated messages are disseminated to IPCC staff, stakeholders and to the public
- To seek out opportunities to disseminate IPCC messages through a range of channels

**NOT PROTECTIVELY MARKED**

IPCC SUBMISSION TO LEVESON - ANNEX D- PRESS OFFICER JOB DESCRIPTION

**NOT PROTECTIVELY MARKED**

- To undertake any other duties as may be assigned from time to time commensurate with the level and responsibilities of the post.
- 

**PERSON SPECIFICATION**

**The post holder must be able to demonstrate:**

- Considerable experience in media relations, including dealing, on a regular basis, with controversial issues and crisis management
- High level of understanding national and local media and their priorities – preferably gained in a news environment
- Experience of working in a busy press office or news room
- Experience of wider social, corporate, internal communication work
- Experience of being able to handle emotionally sensitive subjects within a press context
- Experience of providing robust and appropriate advice to Board members (or equivalent) and senior managers
- Ability to build strong working relationships with a variety of stakeholders
  - Ability to work as part of a team
  - - Strong customer focus
  - - Communication skills – written and oral
    - \* - Negotiation and influencing skills
    - \* - Positive can do attitude and flexibility of approach.

**CORE COMPETENCIES**

**Analytical thinking and decision-making**

Thinks logically and analyses complex information in order to identify key issues and make effective decisions

**Change Orientation**

Ability to adapt to changing demands in the workplace

**NOT PROTECTIVELY MARKED**

IPCC SUBMISSION TO LEVESON - ANNEX D- PRESS OFFICER JOB DESCRIPTION

NOT PROTECTIVELY MARKED

**Teamwork**

Seeks opportunities to involve others and is effective working cooperatively with and through them, demonstrating commitment towards team goals

**Task Management**

Ability to prioritise effectively so as to meet the goals of the team

**Continuous Development**

Drive to achieve excellence and continuously develop oneself, one's team and the organisation through learning and knowledge sharing

**Resilience**

Demonstrating the confidence and ability necessary to cope with challenging situations

**Organisational Commitment**

Meets the standards of behaviour and professionalism required to operate effectively in the IPCC

**Valuing Diversity**

Openness to working effectively with diverse ideas and people

The assessment for this role will be held on week commencing 6th December 2011 and the methods of assessment will be as follows:-

- 1 - Written exercise
- 2 - Competency based interview
- 3- Scenario

NOT PROTECTIVELY MARKED

IPCC SUBMISSION TO LEVESON - ANNEX D- PRESS OFFICER JOB DESCRIPTION