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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Communications & Digital Officer (10 months fixed term)
<b>DBS check</b>	This post does not require a DBS
<b>Post number</b>	
<b>Your team</b>	Policy & Performance
<b>You would be based</b>	Civic Centre
<b>Your line manager</b>	Communications Manager

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## About the role

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As a key member of the Communications Team you will be dealing with both internal and external communications, including news articles, press engagement, social media, the website and intranet.

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## The main purpose of the role:

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Working within the Policy and Performance service area you will provide support to the Communications Team by undertaking media enquiries, press releases, social media and supporting teams by designing and delivering communications campaigns.

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## Specific duties and responsibilities

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1. Development and support internal and external communications campaigns including press engagement, social media, web articles and associated creative.
2. Produce high-quality content and engaging communications for written and digital media.
3. Collate, write and edit news articles for our colleagues, Members and residents.
4. Monitor, respond and update social media channels appropriately.
5. Maintain and update the intranet to ensure employees are kept up to date on latest news and information
6. Support with the Council's communication response in an emergency
7. Provide web content and editing support to the organisation as well as wider Policy & Performance Team
8. Support standards of accessibility, clarity and ensure brand identity
9. Undertake any other duties determined by the Communications Manager and Policy & Performance Service Manager as appropriate to the post

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Insert title:** Communications &  
Digital Officer

**Team:** Communications

**Salary:** £26,973 - £31,817

SCP22 – SCP28

**Post no:**

**Hours:** 36

**Car allowance:** C4

## Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	Educated to Level 5 or degree level or equivalent	E	A
2.	Evidence of continuous professional development	D	A, I

## Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
3.	Using web editing software/content management systems	D	A, I
4.	Planning, promoting and implementing communications campaigns	E	A, T, I
5.	Experience of dealing with media - proactive and reactive	D	A, I
6.	Experience of developing and coordinating social media content and channels	D	I
7.	Experience of digital platforms such as Office 365 – word, powerpoint, xcel etc	E	A, T, I
8.	Working in Local Government and with Elected Members.	D	A, I

## Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
9.	Ability to work as part of a team	E	A, I
10.	Communications and presentation skills, written, verbal and digital	E	A, T, I
11.	Ability to work in a collaborative way, building and sustaining excellent working relationships	E	A, I
12.	Highly organised with the ability to deliver to deadlines to agreed outcomes.	E	A, I
13.	Strong problem-solving skills.	E	A, I
14.	Flexible and adaptable work style.	E	A, I

## Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
15.	Able to attend evening meetings as required.	D	I
16.	Hold a valid driving licence and have access to a vehicle.	D	A