

Oxford City Council

Building a world class city for everyone

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Career Opportunity

Job Title	Assistant Communications and Policy Officer (Req No. 001124)
Service Area / Directorate	Assistant Chief Executive
Salary and Grade	G5: £24,732 with possible progression to £26,550 per annum
Contract	Full time, Permanent
Hours	37 per week
Location	Oxford - St Aldate's Chambers

The role

These are exciting times for Oxford City Council. We have a great story to tell and we're aiming high - to Build a World Class City for Everyone. We believe good, effective communication is key to strengthening our links with local people, service users, partner organisations and staff.

We're looking for an Assistant Communications and Policy Officer to support our busy corporate communications team. The successful candidate will assist in delivering the full range of internal and external communications activity including media relations, marketing and campaigns, publications, intranet, website and social media.

You will have exceptional written skills and a creative flair and will be able to employ a range of traditional, social and digital communications methods. You will also understand how offline and online marketing can be brought together to deliver key messages. With excellent written and spoken English, you will gain great satisfaction from producing exceptional work and achieving results.

About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi award winning Council and in 2015 we secured Champion IiP status along with Overall IiP Employer of the Year 2015, demonstrating our commitment to our employees and their wellbeing. With over 1200 staff dedicated to delivering the best service possible to our communities now is a truly exciting time to be working in Local Government.

We offer a great range of benefits which include generous holiday from 28 days per year plus bank holidays, Local Government defined benefit pension scheme, subsidised leisure membership, discounted travel and the ability to work flexibly in many of our roles. We offer well defined opportunities through our learning and development programme. We also support our staff through the employee wellbeing programme with a range of services including resilience training, an employee assistance programme and support via our dedicated occupational health service.

How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via: **Our on-line application system (no CVs please)**

For further information and how to apply online, please visit www.oxford.gov.uk

If you are unable to access our website please call **01865 252848**.

Closing Date: 21 May 2017

Late applications will not be processed

Interview Date(s): 06 June 2017

For an informal discussion about the post please contact, Peter Holt on 01865 252464 or email pholt@oxford.gov.uk

We want our workforce to reflect the diversity of the community we serve so we welcome applicants from all communities. Disabled Applicants who meet the essential criteria on the role profile will be invited to interview.

Oxford City Council is not currently licensed as a sponsor and cannot employ migrant workers outside the European Economic Area and Switzerland under the Point Based System rules, issued by the UK Border Agency.



Role Profile

Role information

Job Title	Assistant Communications and Policy Officer	Post Number	001124
Position type	Full time, Permanent	Hours	37 per week
Grade and Salary Range	G5: £24,732 with possible progression to £26,550 per annum		
Location	Oxford		
Service Area / Directorate	Assistant Chief Executive		
Responsible To	Senior Communication Officer	No. of employees	0
Budget (£)	0	Assets	0
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is not politically sensitive		

Role purpose

- To create a better understanding between Oxford City Council and its various audiences - including its employees and its partner organisations
- To ensure the fullest take-up of council services and benefits by local people
- To improve the council's accountability by ensuring accurate, timely and accessible information is easily available to the public – including hard to reach groups.
- To assist in the administration of the policy and communications service.

Role responsibilities and main duties

- To help protect and enhance Oxford City Council's reputation locally, regionally and nationally
- Supporting media relations, including monitoring incoming email enquiries from the press, and preparing responses on less contentious issues as assigned
- Contributing to Your Oxford residents' magazine and other corporate publications, including responsibility for selling advertising
- Contributing to internal communications channels and campaigns, including coordinating some of these channels as assigned
- Taking, editing and posting photographs
- Monitoring all team mailboxes and directing to relevant officers
- Coordinating team workload management and reporting systems

- Operating a range of software packages (currently including Photoshop, premier, indesign, social media platforms, lagan, agresso, mailchimp and Jadu)
- To provide administrative support to the communications services as required
- To assist in the delivery of high quality, value for money publicity campaigns aligned to the council's key priorities
- To assist in the delivery of an effective and pro-active media relations and crisis communications service.
- To assist in the monitoring of press coverage both locally and nationally.
- To assist in the monitoring of the council's social media accounts, interact and update as needed.
- To co-operate and participate in any training deemed necessary to undertake the duties of the post.
- To work outside normal working hours as needed for media events.
- Any other responsibilities that may be requested by managers
- To assist in monitoring and supporting continuous service improvement, challenge existing practice and actively seek innovative ways of improving performance and achieving efficiencies
- Supporting the wider Policy and Communications team with corporate systems, including purchasing and procurement.
- To provide the service in accordance with the Council's Vision, Corporate Plan and Service Transformation Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our customers
- To participate in the adoption and promotion of the Council equalities and carbon management initiative
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested including outside of office hours
- Oxford City Council is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Good standard of general education, including English and Mathematics at GCSE grade C or above, or equivalent	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Experience in journalism and/or delivering a communications service, marketing and promotional campaigns	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of working with Office Suite – Word, Powerpoint, Excel.	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>
Experience of providing great customer service	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Excellent written and verbal communication skills	<input type="checkbox"/>	✓	✓	<input type="checkbox"/>
Good understanding and knowledge of online and social media communications	<input type="checkbox"/>	✓	✓	<input type="checkbox"/>
Good organisational and time management skills.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Effective team working	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria	A	I	T	D
Graduate or relevant professional qualification/membership of a relevant professional body (e.g. CIPR, CIM etc.)	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Experience of writing, editing, producing, or advertising sales for publications	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Marketing campaign planning and delivery	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.