

Person Specification

Post:	Head of Communications and Engagement
Salary:	£57,831
Location:	Police Headquarters, Martlesham Heath, Suffolk, IP5 3QS
Reporting to:	Chief Executive

Essential Experience

- Experience leading a communications function at a senior level
- Experience managing reputational risk and high-profile issues
- Proven track record of delivering strategic plans aligned to organisational priorities
- Experience of working with senior stakeholders
- Experience of media handling, including crisis communications

Essential Knowledge

- Strong understanding of the media landscape (local, regional, national)
- Knowledge of public sector communications (ideally policing or criminal justice)
- Understanding of digital communications, social media and audience engagement
- Awareness of governance, transparency and public accountability requirements

Skills

- Excellent written and verbal communication skills
- Strong strategic thinking and planning ability
- Ability to translate complex issues into clear public messaging
- Leadership and team-management skills

- Stakeholder management and influencing skills
- Ability to work under pressure and manage competing priorities
- Confidence to work under pressure, to deadlines and while managing multiple issues simultaneously
- Ability to give clear, concise and authoritative advice and be able to negotiate and exert influence when required
- Ability to represent the organisation in a highly professional manner

Behaviours / Competencies

- Sound judgement and integrity
- Politically aware and able to operate in a sensitive environment
- Collaborative and able to build strong relationships
- Resilient and calm under pressure
- Innovative and proactive in approach

Qualifications

- Degree (or equivalent experience) in communications, journalism, PR or related field
- Professional qualifications (e.g. CIPR) – desirable

Other Requirements

- Willingness to work outside normal hours when required (e.g. public meetings, media issues)
- Commitment to equality, diversity and inclusion
- Understanding of GDPR, confidentiality and information security
- Holder of clean driving licence