

COMMUNICATIONS MANAGER

APPLICANT PACK

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose

Working in a small but busy team, the role holder will work within the Scottish Prison Service's Office of the Chief Executive. The role requires a high level of collaboration with colleagues across the organisation, Scottish Government and our wider stakeholder network.

The role holder will be a dynamic individual, who will work well as part of a team, while also providing leadership for more junior colleagues. They will help contribute to a professional and proactive approach to media and communications under the leadership of the Head of Communications.

As an experienced communications professional with a broad range of skills, the role-holder will have the flexibility to work across a range of disciplines; examples of which include media relations, interpretation and analysis of policy, and effective handling of sensitive information. With a requirement to occasionally deputise for the Head of Communications, this role places a level of accountability on the individual to ensure media and communication lines are accurate, sensitive and provided under, at times, challenging deadlines.

The role-holder will be a confident communicator, able to develop and maintain good working relationships with a wide range of internal and external stakeholders, respecting sensitives and confidentiality. The ability to respond quickly and accurately is key to ensure that complex information is presented in a clearly and appropriately for a diverse range of stakeholders.

Key Responsibilities

1	Support and maintain effective relationships with key external stakeholders, in support of the strategic direction of the service, helping to deliver corporate priorities.
2	Show leadership in the co-ordination of key messaging across a range of communication platforms, both internally and externally.

3	Ensure that internal stakeholders are aware of the potential impact on prisons of wider developments in the political and legislative landscape and supporting internal communications work.
4	Support the SPS's response to Freedom Of Information requests.
5	Contribute to the collective efforts of the Office of the Chief Executive.
6	Support, contribute, and occasionally lead on high quality, positive communications, often in reactive and high pressure moments.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential / Desirable?	When assessed?
Qualifications		
Likely to be a graduate within a related topic/ and or appropriate experience or record of achievement.	Essential.	Application
Experience		
Media or Media relations experience with evidence of your ability to support and lead on communications and media relations strategies.	Essential.	Application Interview
Experience of working within a public sector environment.	Desirable.	Interview
Experience of working with internal, customer / stakeholder organisational communications.	Essential.	Application Interview
Knowledge & Skills		
Excellent oral and written communication skills with ability to present views confidently and persuasively, both in writing and face-to-face.	Essential.	Presentation Interview

Strong problem-solving skills with proven ability to work independently or as part of a team, delivering high quality work against tight deadlines.	Essential.	Presentation Interview
Strong interpersonal skills with ability to build supportive and collaborative relationships with colleagues and stakeholders, including the ability to positively influence more senior colleagues.	Essential.	Interview
Strong political acuity with an ability to analyse complex information, interrogating the quality of that information and making appropriate use of evidence to inform decision making and handling as appropriate.	Essential.	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	10am
Competency Sift	<p>Your application form will be reviewed to determine whether you will be progressed to the next stage of the selection process.</p> <p>We will update you of the outcome via the Online Recruitment system.</p> <p>The results of the competency sift stage will be shared by 27th February 2023.</p>		
Final Assessment - Presentation & Interview	<p>The assessment process will take place virtually, therefore you will not need to attend and SPS premises to attend your interview.</p> <p>The assessment process will consist of the following elements:</p> <ul style="list-style-type: none"> • Presentation • Interview <p>Presentation</p> <p>You will have between 1st and 8th March 2023 to complete your Presentation. You will be required to submit this prior to interview.</p> <p>Interview</p> <p>Interviews will take place week commencing 13th March</p>		

2023.

Further information will be provided to candidates progressing to this stage of the process by the way of formal invite to assessment.

***please note the assessment dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Rachael Ferguson** by email at:

Rachael.Ferguson@prisons.gov.uk or by telephone on: **01324 710484** to allow reasonable adjustments to be made to assist you.

