

## COMMUNICATIONS OFFICER

### 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, and take on a wide variety of roles. They will play their part in delivering a professional and proactive approach to media and internal communications, under the leadership of the Head of Communications and Communications Manager.

A hard-working self-starter with a desire to learn, the role-holder will have the flexibility to work across a range of disciplines; examples of which include media relations, sourcing and writing quotes, updating the website, intranet, and social media, and effective handling of sensitive information. The individual will be part of a team ensuring 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.

#### Key Responsibilities

1	Working with internal and external partners to deliver positive, proactive communications on behalf of the Scottish Prison Service.
2	Sourcing information, drafting and sending responses to media queries.
3	Updating the SPS's website and intranet, and posting on social media channels
4	Supporting the organisation's response to Freedom of Information requests.

5	Supporting the broader aims of the Office of the Chief Executive.
6	Keeping abreast of political and legislative developments and keeping colleagues informed.

## 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?
<b>Qualifications</b>		
Likely to be a graduate within a related topic/and or appropriate experience or record of achievement.	Essential.	Application
<b>Experience</b>		
Media or Media relations experience with evidence of your ability to support communications and media relations strategies.	Essential.	Application Written Exercise Interview
Experience of working within a public sector environment.	Desirable.	Interview
Experience of working with internal, customer / stakeholder organisational communications	Essential.	Application Interview
<b>Knowledge &amp; Skills</b>		
Excellent oral and written communication skills with ability to present views confidently and persuasively, both in writing and face-to-face.	Essential.	Written exercise Interview
Strong work ethic and desire to learn, with the ability to work as a team and, on occasion,	Essential.	Interview

independently with appropriate support and oversight.		
Strong interpersonal skills with the ability to build relationships with a wide range of colleagues and stakeholders.	Essential.	Interview
Strong political and media awareness, with an ability to respond quickly and appropriately to developments and inquiries	Essential.	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	<input type="text"/>	<b>Time</b>	10am
<b>Competency Sift</b>	<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 <b>14<sup>th</sup> February 2023.</b></p>		
<b>Final Assessment - Written Exercise &amp; Interview</b>	<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"> <li>• Written Exercise</li> <li>• Interview</li> </ul> <p><b>Written Exercise</b></p> <p>You will have between <b>15<sup>th</sup> and 22<sup>nd</sup> February 2023</b> to complete your Written Exercise. You will be required to submit this prior to interview.</p> <p><b>Interview</b></p> <p>Interviews will take place over the <b>23<sup>rd</sup> &amp; 24<sup>th</sup> February 2023.</b></p> <p>Further information will be provided to candidates progressing to this stage of the process by the way of</p>		

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.

