

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT:	Chief Executive
SECTION:	Communications and Engagement
JOB TITLE:	Assistant Internal Communications and Engagement Officer
GRADE:	SO2

Purpose of Job:

To assist and support the Internal Communications Team in the development and delivery of a range of communications programmes.

As our Assistant Internal Communications and Engagement Officer, you'll play a key role in sharing news, updates and creating content in a variety of formats for council colleagues to feel engaged and inspired.

From leading on key areas and supporting our stakeholder projects, you'll work with colleagues from across the council at all levels, on a range of topics, having the opportunity to use your creativity and develop your skills in a wide range of approaches to internal communications and engagement.

Main Duties:

1. To be part of the Internal Communications Team and the wider Corporate Communications Team and develop communications approaches for specific areas of Council activity.
2. To plan, develop, deliver and evaluate internal communications and engagement plans, campaigns and activities across different channels that support the Council's Corporate Plan and priorities.
3. To help manage internal communications channels, individually create compelling news content and work with others to do so, such as video filming and editing, social media and email copy, and other formats.
4. To write and produce the Council's weekly staff bulletin; Talk Greenwich.
5. To develop, write, and edit content for the Council's internal communications channels including Intranet, printed materials and speeches, ensuring that it is of a high quality, meets corporate standards, is suitable for the target audience and accessible.

6. To produce regular analytics and data reports detailing the Council's internal reach.
7. To draft communications strategies for specific projects in their entirety and to be responsible for the delivery of all elements of the plans. Plans will be approved by the Senior Officers.
8. To give communication support and advice to colleagues and on projects, including making recommendations to Senior Officers under the supervision of the Deputy Communications and Engagement Manager.
9. To contribute to a programme of promotional activities including awards ceremonies, photo opportunities and internal events.
10. To maintain a detailed knowledge of the issues affecting local government and the key corporate priorities of the Council.
11. To work closely with Council partners to support and deliver effective internal communications programmes for the Council.
12. To work with designers, contractors and sponsors to help deliver the Council's internal communications programme.
13. To attend Council meetings and events, as required.
14. To carry out any additional duties corresponding to the grade of the post, not listed above, as allocated by the Deputy Communications and Engagement Manager.
15. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
16. To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
17. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.