

Job Title:	Communications Director
Grade:	SCS
Salary range	[At SCS1 pay band]
Reports to:	Chief Executive
Responsible for:	Communications Team
Security Clearance	BC
IPSA Reference	CPO01
Duration	Fixed Term: 2 years
Job Role	
Role Overview:	You will be responsible for inspiring and developing the Communications team to contribute to the achievement of the IPSA vision. You will create and implement strategies that ensure effective communication of the organisation's vision, values, purpose, objectives and outcomes.
Responsibilities:	<p>The key accountabilities of this role will be:</p> <p>Set up and Leadership of the Communications Directorate</p> <ul style="list-style-type: none"> ◆ Responsible for the design, set up, implementation and management of the Directorate, to ensure the effective delivery of communications. ◆ Lead in the strategic planning and delivery of IPSA communications. ◆ Continuously strive to improve internal functions as required to ensure they meet the organisations needs. <p>Communications</p> <ul style="list-style-type: none"> ◆ Lead on the creation and implementation of communication strategies within the new organisation that inspire confidence and trust among both MPs and the public in accordance with the organisation's vision and values. ◆ Lead the communications team in providing high quality written advice, speeches or other written and oral communications ensuring that communications are targeted and relevant. ◆ Provide leadership in all facets of communications management, including acting as an official spokesperson for IPSA, promoting the organisation's policies with MPs, media and the public. ◆ Proactively react to media coverage, ensuring that consistent messages are communicated. ◆ Act as the owner of IPSA's visual identity, and ensure that positive and consistent messages are reflected in all IPSA communications materials. ◆ Provide direction on internal communications, ensuring that all staff are kept well informed with relevant and timely information. ◆ Build effective relationships with other Directors, once appointed, understanding their accountabilities and requirements. ◆ Provide direction and oversee the development and management of IPSA's web presence. <p>Leadership and Management</p> <ul style="list-style-type: none"> ◆ Manage the day to day operations of the Communications Directorate including development and business planning for the Directorate.

	<ul style="list-style-type: none"> ◆ Undertake direct management of staff reporting directly to the Director, delegating responsibility where appropriate. ◆ Ensure staff are motivated, developed and appraised so that individual and collective performance meets the needs of customers.
Person Specification	
Skills, Knowledge and Experience Required	<p>Essential</p> <p><i>Communications Expert</i></p> <ul style="list-style-type: none"> ◆ Evidence of substantial experience of having led the design and delivery of effective, sustainable and strategic communication plans ◆ Substantial experience of proactively managing media relations and media coverage. ◆ Substantial Experience of managing press office functions and has a strong capability to act as a spokesperson for IPSA. ◆ Experience of managing online communications strategies; ◆ Knowledge of quantitative and qualitative research techniques. <p><i>Leadership and Senior Management</i></p> <ul style="list-style-type: none"> ◆ Substantial experience of operating highly effectively at senior management level, and a successful track record in building stakeholder relationships. ◆ Experience of developing and implementing strategic plans. ◆ Extensive experience of people management experience and leading a team. <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> ◆ Excellent oral, written and interpersonal communications skills in dealing with individuals and groups at all levels. ◆ Brings a collaborative approach to communications management to drive high performance and engage key stakeholders. ◆ Acts as a role model capable of driving commitment and actions towards a common goal by demonstrating personal commitment and enthusiasm. <p>Desirable</p> <ul style="list-style-type: none"> ◆ Willingness and ability to work flexible hours when required. ◆ Knowledge of online communications tools.