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| A | **Post Details** | | | |
|  | Job Title: | Internal Communications Business Partner | Function: | Communications & Publicity |
|  | Location: | 4 More London | Unique Post Number: |  |
|  | Reports To: | Head of Internal Communications | Grade: | MG1 |
| B | **Purpose of the Job** | | | |
|  | Working closely with the Head of Internal Communications and designated areas of the business to develop and deliver a variety of communications plans to support internal campaigns designed to achieve employee engagement and business objectives. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9 | Develop and deliver multi-directional internal communications campaigns using existing corporate communication channels (including print and digital) in line with business needs and objectives.  Work with cross functional project teams to produce internal communications plans which align with strategic and project objectives.  Support the business with advice on communication, key messages and produce presentations for internal events and management forums.  Work with third party suppliers to develop and deliver communication materials.  Plan, manage and successfully deliver events (such as the employee awards ceremony, management forums and roadshows).  Work closely with the performance team and Network Rail to deliver a culture of Right Time through the production and delivery of tactics which support the Performance communications strategy.  Manage and arrange corporate photography and filming shoots for internal and external use.  In the event of an emergency - assist the Head of Internal Communications and Director of Communications and Stakeholders in taking charge of employee arrangements.  Participate in ‘on call’ out of hours press office rota.  Any other duties as directed by the Head of Internal Communications. | | | |
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| D | **Safety Responsibilities** | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No | X |
| D2 | This is a KEY SAFETY POST | Yes |  | No | X |
| D3 | This post requires SECURITY CLEARANCE | Yes |  | No | X |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes |  | No | X |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | Yes |  | No | X |
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| D6 | The post holder has the following specific safety responsibilities: | | | | |
|  | Carrying out Planned General Inspections of the following locations:   * [list locations or delete if not applicable] | | | | |
|  | Acting as Fire Precautions Manager for the following locations:   * [list locations or delete if not applicable] | | | | |
| E | **Decision making Authority** | | | | |
| E1  E2 | Develop company messages and publicity material in line with business objectives  Manage external suppliers to deliver on time | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1  F2 | Managing priorities and workload  Delivering high standard material in a demanding, high pressured environment | | | | |

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| G | **Person Specification** |
|  | Southeastern aims to look for candidates who possess the following Southeastern values and behaviours: **OUR VALUES – Safe, Professional, Honest, Friendly and Flexible**  **OUR BEHAVIOURS**   * **Professionalism** – Aims to be the very best they can be through their attitude & respect for others. * **Honesty & Integrity** – Is transparent and honest taking full responsibility for actions. Demonstrates confidence and courage, dealing effectively with difficult situations * **Team work, Sharing and Supportive** – Aligns with others to deliver common goals. Shares ideas and information. Supports colleagues and works effectively with others. * **Adding Value** – Exploits opportunities to improve results and add value to the business. * **Empathetic** – Is empathetic to the needs of colleagues/customers, earning their trust and respect. * **Taking a Broader view** - Champions change and considers the long-term impact of decisions across the business   …. along with the particular experience/knowledge, skills and behaviours relevant to the position applied for.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : |
| G1 | Experience, Knowledge & Qualifications Educated to degree level  Proven track record in assisting in the delivery of successful communication campaigns  Three – five years experience in communications  Strong background in internal communications and engagement  Experience in planning and producing communication and publicity material  Proven ability to present complex material in a simple, understandable way  Experience of project management, time management and meeting deadlines |
| G2 | Skills (including any specific safety critical competencies)  * Excellent copy writing skills * Excellent proof reading skills * Understanding of print production process and design * Excellent communication and people skills * Good PR judgement and intuition – with a good eye for a story * Strong grasp of new technology * Strong numeracy and analytical skills * Thinking and problem solving * Strategic thinking * People management |
| G3 | Behaviours  * Professional * Planning and organising * Honest and integrity * Team work, sharing and supportive * Resilience * Attention to detail * Adding value * Self motivated * Ability to work under pressure, adhering to tight deadlines |
| G4 | **Other** |

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| I | **Dimensions of role** | | | | |
| I1 | Financial – Direct: | |  | | |
| I2 | Financial – Other: | |  | | |
| I3 | Staff Responsibilities – Direct: | |  | | |
| I4 | Staff Responsibilities – Other: | |  | | |
| I5 | Any Other Statistical Data: | |  | | |
| J | **Acknowledgement** | | | | |
| J1 | Prepared By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| J2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **K** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **L** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |