



Northamptonshire Police and Crime Commission

Freedom of Information Act

Request Response

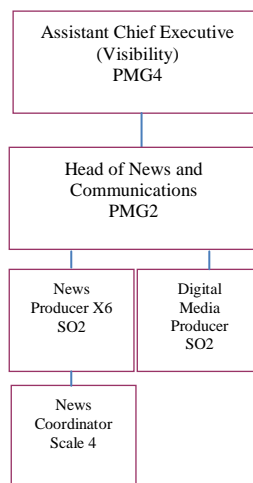
No. 005088/14

Question

1. A copy of the organisational structure of the Corporate Communications department.
2. A copy of all job descriptions, including salary scales, for each role within the Corporate Communications department.
3. Details of any and all roles (including job title, job description and salary scale) outside of the Corporate Communications department with responsibility in the following areas: Internet/website development or Internet/website system administration; Intranet development or Intranet system administration; Social Media (e.g. Facebook, Twitter, YouTube).

Answer

1. A copy of the organisational structure of the Corporate Communications department. (See below)
2. A copy of all job descriptions, including salary scales, for each role within the Corporate Communications department. (See below)



Pay Scales for the OPCC Pay Scales

Scale 1	£14,928.00 - £15,750.00
Scale 2	£16,185.00 - £16,968.00
Scale 3	£17,361.00 - £18,525.00
Scale 4	£18,909.00 - £20,940.00
Scale 5	£21,309.00 - £23,277.00
Scale 6	£24,036.00 - £25,704.00
SO1	£27,480.00 - £30,090.00
SO2	£31,422.00 - £34,245.00
PMG1	£35,991.00 - £42,546.00
PMG2	£41,298.00 - £49,365.00
PMG3	£47,922.00 - £57,282.00
PMG4	£65,721.00 - £70,446.00

OPCC Assistant Chief Executive (Visibility)

<http://www.northantspcc.org.uk/docs/about-us/staffing/JD%20-%20Assistant%20Chief%20Executive%20-%20Visibility.pdf>

OFFICE OF THE POLICE AND CRIME COMMISSION JOB DESCRIPTION

JOB TITLE: Head of News and Communications

SCALE: PMG2

SUPERVISION AND CONTROL: Assistant Chief Executive (Visibility)

PLACE OF WORK: Commission Office, Northampton

HOURS OF WORK: 37

PURPOSE OF THE JOB:

- To lead and coordinate the news and publishing activity of the OPCC and the force.
- To act as senior adviser to the PCC and the Chief Constable on matters relating to news and media.
- To manage the news and publishing team.

MAIN RESPONSIBILITIES:

1. Lead on the development and implementation of the media, news and publishing activity of the OPCC;
2. Provide strategic advice to the Police and Crime Commissioner and to the Chief Constable on matters of news and media;
3. Manage the news and communications team, delivering internal and external communications needs in a positive and effective manner to wide and diverse audiences, achieving transparency and accountability to engender trust and credibility;
4. Devise and implement news and media campaigns to support policy and practice issues, working closely with the Commissioner, Chief Constable and all key stakeholders;
5. Manage budgets relating to news and communications;
6. Support the PCC and Chief Constable and their senior teams directly on key media and news matters, directly managing sensitive issues where a high level of expertise is required;

7. To build and maintain productive working relationships with local, regional, national and international print and broadcast media and other key communications stakeholders;
8. Provide Gold Group/critical incident support in terms of communications expertise;
9. Lead on communications arrangements for various strategic fora and statutory boards (e.g. Local Safeguarding Board, Local Resilience Forum), and chair the LRF 'Warn and Inform' Committee;
10. Manage the media training needs for the Force and OPCC;
11. To represent the PCC, and to deputise for the Assistant Chief Executive, as required.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working and major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post and in response to the operational needs of the Force and in terms of pre-planned activity to respond to the operational needs of the Commission and the Police Force. (This role will be reviewed 6 months after implementation, in line with performance management and operational requirements.)

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council. Requests for flexibility of working will be considered.

The annual leave entitlement is 25 working days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION

ROLE SPECIFIC ESSENTIAL CRITERIA

1. Qualified to degree level or equivalent substantial relevant experience.
2. In-depth knowledge and experience of news and media, including in leadership roles

3. Experience of delivering innovative and creative approaches to media campaigns
4. Substantial experience of managing media relationships at a senior level at local, regional and national level.
5. Experience of providing specialist and sensitive advice on issues of news and media at a senior level.

GENERIC ESSENTIAL CRITERIA FOR SENIOR MANAGER

1. Serving the Public

- Demonstrate a thorough understanding of the political and strategic context of policing, and how this fits within strategic partnerships and the wider agenda of public sector development and reform.
- Demonstrate high level of communication and influencing skills with a proven ability to build relationships across the organisation and beyond.

2. Leading Change

- Ability to articulate a clear vision, set strategic direction with strong networking and a high level of interpersonal skills.
- Ability to be innovative and inspirational in generating and developing new ideas.
- Significant experience of facilitating and delivering successful organisational change programmes.

3. Leading People

- Experience of strategic leadership and driving culture change.
- A strong leader with experience of building, motivating and leading a highly effective multidisciplinary team.

4. Managing Performance

- Experience of managing a range of services at a senior level.
- Analytical skills to convert strategic management issues into practical implementation.
- Experience of managing and setting budgets effectively to deliver a service within available resources.

5. Decision Making

- Ability to produce practical and creative solutions to meet business objectives.
- Demonstrates a responsible approach to decision making, assessment and management of risk.

6. Professionalism

- Demonstrates personal commitment, energy and drive to get things done.
- Ability to be flexible, respond positively to change and work effectively under pressure.

7. Working with others

- Experience of successful partnership working, representing the organisation at a senior level on external bodies.

- Ability to delegate effectively and work through others to deliver organisational objectives.
- Candidates must be able to demonstrate a level of awareness of diversity issues appropriate to this role.

OFFICE OF THE POLICE AND CRIME COMMISSION

JOB DESCRIPTION

JOB TITLE: **NEWS PRODUCER**

SCALE: S02

SUPERVISION AND CONTROL:

PLACE OF WORK: Commission Office,
Wootton Hall

HOURS OF WORK: 37

PURPOSE OF THE JOB:

To play a substantial role in the development and implementation of a research-based news and publishing strategy which develops and enhances the organisation’s reputation, working with regard to ACPO guidelines in respect of operational policing matters and provide Gold group and critical incident support to operational policing.

To identify opportunities for, proactively seek out and produce and distribute all content for print, broadcast and digital media, managing the editorial and style control of all content for internal and external communication.

MAIN RESPONSIBILITIES:

1. To actively build and maintain productive working relationships with local, regional, national and international print and broadcast media and with key stakeholders in order to maximise effective reputation management.
2. To actively build and maintain productive working relationships and to provide expert advice across all levels of the organisation in order to develop and achieve highly effective internal and external communications; and to champion and achieve change and challenge through the personal pursuit of challenge and innovation.

3. To rapidly research and write/ produce inventive and innovative content for news releases, media statements, features, campaigns and social media presence including the PCC and police websites, intranet and for internal communication. Ensure that value for money is achieved in all aspects of news and publishing.
4. To seek out and take pro-active action on all potential opportunities to promote and manage the organisation's reputation in a positive and effective manner including pro-actively giving professional advice and guidance on media opportunities and handling and planning of media issues and campaigns, including devising and executing campaigns related to operational policing and the handling of issues of a controversial nature and major incidents.
5. To ensure that media enquiries are responded to in a timely, open and honest manner and to use professional judgement to brief editors, journalists and other key stakeholders, taking account of political and public sensitivities and the context and nature of operational policing.
6. To maximise the organisation's web and social media presence and develop and post/oversee content management for the web and intranet sites, including the development of a content management systems and the exercise of quality control.
7. To act as the expert in all aspects of news and publishing across all media platforms and devise and deliver training on media awareness and Plain English to staff in the Force and the Office of the PCC.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post. (This role will be reviewed 6 months after implementation, in line with performance management and operational requirements.)

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council. Requests for flexibility of working will be considered. The annual leave entitlement is 25 working days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION

NEWS PRODUCER

ROLE SPECIFIC ESSENTIAL CRITERIA

Qualifications and Experience

1. Thorough understanding of the role and activities of police and crime commissioners and relevant legislation, and the relationship between these, chief constables and operational policing.
2. A degree level or recognised qualification in communications/ public relations/ journalism.
3. Substantial experience of working in a busy newsroom or high profile press office in a public facing organization and of exercising accurate thinking and writing skills, under pressure, to produce readily understood content for appreciation across a range of media.
4. Extensive knowledge of public and media relations, including media law, gained in a high profile role to include issue and crisis management and communicating sensitive and complex issues to a range of audiences.
5. Knowledge of the nature and characteristics of a range of media, including what makes an effective website, and proven success in achieving positive coverage across a range of media platforms including social media.
6. Highly developed skills in rapidly influencing, negotiating, challenging and persuasion proven in high pressure, public facing environments across all levels of an organisation subject to strong and continued public scrutiny and in progressing relationships with stakeholders for organisational advantage. Proven ability to obtain and assimilate complex information and issues rapidly.

7. Ability to have a flexible approach to working, including working outside of normal office hours as and when required.

PERSONAL QUALITIES

1. Serving the Public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Develops partnerships with other agencies to deliver the best possible overall service to the public.

2. Leading Change

Positive about change, adapting rapidly to different ways of working. Flexible and open to alternative approaches to solving problems, and encourages flexibility in others. Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas. Takes an innovative and creative approach to solving problems.

3. Leading People

Inspires team members to meet challenging goals, providing direction and stating expectations clearly. Coaches and guides team members, identifying and addressing areas for development.

4. Managing Performance

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively to maintain and improve performance. Sets clear objectives and outcomes. Manages multiple priorities, thinking things through in advance, balancing resources and coordinating activity to complete tasks within deadlines.

5. Professionalism

Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort

when required. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

6. Decision Making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

7. Working with others

Is approachable, developing positive working relationships and a good team spirit. Explains things well, ensuring instructions are understood and talks to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

OFFICE OF THE POLICE AND CRIME COMMISSION

JOB DESCRIPTION

JOB TITLE: DIGITAL MEDIA PRODUCER

SCALE: S02

SUPERVISION AND CONTROL:

PLACE OF WORK: Commission Office,
Wootton Hall

HOURS OF WORK: 37

PURPOSE OF THE JOB:

The Digital Media Producer is the lead for the production and commissioning and development of digital media (website, intranet, video, audio, digital design, and photography) content and systems for all communications channels.

MAIN RESPONSIBILITIES:

1. Provide advice to the Communications and Public Involvement team and the wider organisation on the most effective and efficient web and digital media approaches and systems to reach different audiences and convey key messages and on the use of web, social media, photography, photo libraries and other visual resources.
2. Provide and develop the required technical and creative

knowledge and expertise to ensure web and digital media are effectively used and well managed, whilst also ensuring that digital content is engaging and creative, consistent with the organisation's communications and public involvement strategies and objectives.

3. Manage the organisation's web and social media presence and contribute visual and interactive content to it, in innovative and inventive ways on behalf of the communications and public involvement team and the wider organisation.
4. Identify opportunities from current and emerging technology through which communications and public involvement may be improved.
5. To create and produce digital media content, using a range of expert creative skills to produce digital content including web pages, films, audio, photography and digital design for internal and external communication channels either directly or by commissioning and managing external suppliers.
6. Develop processes for colleagues to plan for and develop digital media content and where necessary provide training and development in the role, use and production of digital content.
7. Oversee the management of the news, publishing and public involvement team's digital media assets including video, audio, photography and digital design, digital content archives, intellectual property, brand and copyright protection to ensure commissioning, storage, cataloguing and usage are consistent and appropriate
8. Shoot, edit and direct audiovisual content on a range of projects; post video, audio and photography to the web, intranet and social media sites; organise and manage video and photographic shoots.

NOTE:

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CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council. Requests for flexibility

of working will be considered. The annual leave entitlement is 25 working days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION

ROLE SPECIFIC ESSENTIAL CRITERIA

Qualifications/ Education

1. Training and/or qualifications in digital production techniques, equipment and software. Experience in XHTML, HTML5 and CSS.
2. Educated to degree level in media, digital production or related field or equivalent experience.
3. Experience creating web content, including experience of devising and generating ideas for content for websites and similar media.
4. Professional experience of digital photography, film and video production, including shooting, lighting, sound, recording and editing video and uploading to social media platform, as well as production scheduling, planning, editing and delivery.
5. Expertise in applications and techniques including Photoshop or similar image editing software, DTP software, Corel Draw or other vector programme, Final Cut Pro or Adobe Premier, Mac and PC, Microsoft Office.
6. Ability to have a flexible approach to working, including working outside of normal office hours as and when required.

GENERIC ESSENTIAL CRITERIA

1. Serving the Public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them.

2. Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for

improvement. Takes an innovative and creative approach to solving problems.

3. Service Delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

4. Professionalism

Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required.

5. Decision Making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions.

6. Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

Desirable:

1. Experience commissioning production companies
2. Experience working with crews
3. Experience of budgeting
4. Experience of using data asset management systems
5. Working in a high profile communications department

OFFICE OF THE POLICE AND CRIME COMMISSION

JOB DESCRIPTION

JOB TITLE: **NEWS AND PUBLISHING CO-ORDINATOR**

SCALE: Scale 4 (TBC)

SUPERVISION AND CONTROL:

PLACE OF WORK: Commission Office,
Wootton Hall

HOURS OF WORK: 37

PURPOSE OF THE JOB

To co-ordinate activities undertaken, and provide administrative support to/for the work of the news and publishing team

MAIN RESPONSIBILITIES:

- 1) To co-ordinate and arrange the planning and scheduling of activities across the work of the team including producing annual and monthly forward plans of activities.
- 2) Preparing documents, presentations and materials for use by the team

at internal and external meetings and for publication and distribute as required

- 3) Assisting with proof reading and editing a range of material as required.
- 4) Undertaking desk top research and printing off reading and research materials received via email or from websites.
- 5) Receiving and providing complex highly sensitive or contentious information in a strictly confidential and professional manner, and monitoring the progress of follow-up action to ensure completion is satisfactory.
- 6) Responsible for establishing, adapting, designing and maintaining databases and information systems for the effective monitoring of news publishing.
- 7) Keeping an accurate record of team members' annual leave, sickness and other leave requirements.
- 8) Undertake any special projects as requested by the Assistant Commissioner for Public Involvement.
- 9) Set up and run effective systems to enable monitoring of the communications budget, eg through spreadsheets.
- 10) This role will require at times working outside of office hours in evenings or at weekends

NOTE:

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CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council. Requests for flexibility of working will be considered.

The annual leave entitlement is 24 working days with an additional 3 days after 5 years continuous service.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

EXPERIENCE/KNOWLEDGE

Experience of working in administrative support and systems in a busy, high pressured environment and of designing and setting up office administrative systems and databases, including systems to monitor spend against budget.

Experience of working with highly confidential information, including proof reading and editing documents.

Experience of organising and assisting at events for example, sourcing the venue, organising attendance, providing administrative support at events.

Ability to have a flexible approach to working, including working outside of normal office hours as and when required.

3. Details of any and all roles (including job title, job description and salary scale) outside of the Corporate Communications department with responsibility in the following areas: Internet/website development or Internet/website system administration; Intranet development or Intranet system administration; Social Media (e.g. Facebook, Twitter, YouTube).

- Web Developer
- Intranet Development Officer

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE: Web Developer

SCALE: **S02**

SUPERVISION AND CONTROL:

PLACE OF WORK: Force Headquarters

HOURS OF WORK: 37

PURPOSE OF THE ROLE:

To work on the development of Northamptonshire Police's new website, including the migration and development of the product into an internal environment to replace the current intranet.

MAIN RESPONSIBILITIES:

1. To develop systems and web interfaces for the new Northamptonshire Police website and intranet.
2. To provide effective visual design, implementation, configuration and maintenance of the website and intranet.
3. Ensure reliable and efficient integration of the websites on all networked terminals and modern mobile devices.
4. To carryout programming and development tasks ensuring that:
 - Feasibility has been assessed and established
 - Force processes and standards have been adhered to
 - Relevant documentation is maintained
 - Test scripts are prepared to Force standards
 - Testing is complete and successful
5. To contribute technical expertise and advice to Force projects as required.
6. Develop innovative ideas to increase the effectiveness of the sites, interactive features and usage and ensure that information published is timely, accurate, conforms to legislation and in-house policies and is consistent with the corporate image of the organisation.
7. Keep abreast of new technology and methods. Research into new ways of implementing these where feasible into current systems to enhance user experience.
8. In the event of a major incident or other emergency to take part in contingency arrangements for providing public information and to carry out other duties in the interests of departmental efficiency and effectiveness.
9. To liaise with external organisations when implementing system changes/updates.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council.

The annual leave entitlement is 23 days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION

WEB DEVELOPER

ESSENTIAL CRITERIA:

1. Knowledge of HTML5, CSS3, VB.NET, ASP.NET, JavaScript, jQuery, JSON, AJAX.
2. Experience developing commercial solutions using Microsoft SQL Server 2008.
3. Demonstrable ability to develop workable user requirements into a working application.
4. Good knowledge of social networking websites and platforms.
5. Excellent knowledge of Social Media platforms and web integration.

GENERIC ESSENTIAL CRITERIA

1. **Serving the Public**
Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests.
2. **Openness to change**
Flexible and open to alternative approaches to solving problems. Takes an innovative and creative approach to solving problems.
3. **Service Delivery**
Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes.
4. **Professionalism**
Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge.
5. **Decision Making**
Considers a range of possible options before making clear, timely, justifiable decisions.
6. **Working with others**

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

DESIRABLE CRITERIA:

- 1.** Photo-editing skills.
- 2.** Knowledge of police service information systems, such as Crime Recording and Intelligence systems.

JOB DESCRIPTION

JOB TITLE: Intranet Development
Officer

SCALE: Scale 5

SUPERVISION AND CONTROL:

PLACE OF WORK: Corporate Communications, FHQ

HOURS OF WORK: 37

PURPOSE OF ROLE:

Manage, develop, maintain and continuously improve the content and layout of the Force intranet system (ForceNet), ensuring it remains the principal hub for communication and information sharing within the Force and where necessary, offer solutions to internal communication problems and advise and assist with changes to business processes.

MAIN RESPONSIBILITIES:

1. Management of the content held on the Force intranet (a high priority system), including prioritising input for operational need, quality assurance, reviewing existing content in conjunction with information owners and problem solving where necessary.
2. Advise managers and staff of all levels on the effective use of the Force intranet and be instrumental in driving out the business benefits of the system. Proactively design, develop and implement new sections to increase understanding regarding the structure of the Force, whilst managing priorities and customer expectation.
3. Design sections of the Force intranet specifically for frontline mobile communication devices, to improve accessibility and streamline performance.
4. Departmental point of contact responsible for sending Broadcast and General Bulletin emails. Ensure email content is in line with the Force email policy by scrutinising requests and accepting/rejecting as appropriate and advising on alternative forms of communication.
5. Responsible for the production of Force Orders (a Forcewide communication report that is also sent to the Police Authority).

Liaise with various departments to ensure information is accurate before publication and problem solve when appropriate.

6. Create, monitor and maintain Force Forums and advise staff of all levels on the effective use of the Force Policy Library.
7. Provide and offer solutions to internal communication problems when required and reduce bureaucracy where possible.
8. Assist with the maintenance and development of the Force website as directed by the E-Communications Manager and be a point of contact for any internal communication queries.
9. In the event of a major incident or other emergency, take part in contingency arrangements for internal communications.
10. Administrator for the Lifestyle Classified Adverts system.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties, as may be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 23 days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION

INTRANET DEVELOPMENT OFFICER

ESSENTIAL CRITERIA

1. Highly developed communication and organisational skills with the ability to think systematically, problem solve and relate to a broad spectrum of individuals, including Chief Officers, in a professional and confident manner.
2. Excellent proof reading skills with attention to detail and ability to write clear, concise and accurate articles and guidance.
3. Working knowledge of web editorial and graphic software.
4. Knowledge and experience of content management systems.
5. Knowledge and experience of HTML.
6. Working knowledge of Microsoft Office software and Adobe Acrobat Professional.
7. Ability to work unsupervised and manage own workload by demonstrating self-reliance, foresight, initiative and creativity.
8. Ability to demonstrate a genuine understanding of and motivation for the role.
9. Candidates must be able to demonstrate a level of awareness of equality and diversity issues appropriate to the role.

DESIRABLE CRITERIA:

1. Knowledge / experience of the Police service.
2. Knowledge of the Government Protective Marking Scheme.