

## Role Profile

<b>Job Title:</b>	Communications and Marketing Officer	<b>Job Code:</b>	PSC/C25
<b>Department:</b>	Communications and Marketing	<b>Version:</b>	1.1
<b>Reports To:</b>	Head of Communications and Engagement	<b>Date Created:</b>	July 2018
		<b>Grade:</b>	J

<b>Is this a politically restricted Post?</b>	Yes/ <del>No</del> <i>(*if yes, see our policy on what this means)</i>
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## Organisational context

### Our vision as an organisation is:

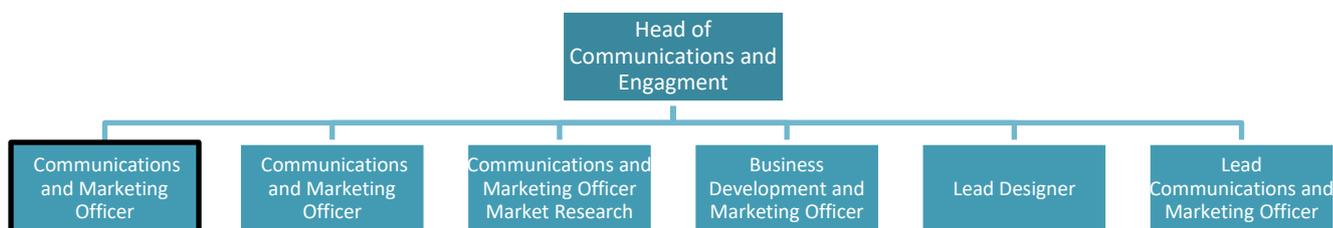
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our department contributes to this by:

Communicating a consistent and coherent message to the public, businesses and government.



## Job overview:

- Plan, manage, deliver and evaluate integrated, multi-channel communications and marketing campaigns aimed at promoting the full breadth of the West Yorkshire Combined Authority's economic agenda to target local, regional and national audiences - covering corporate communications and project-related activity.
- Advise senior managers, elected members and board members on how best to maximise strategic and tactical communications and public affairs opportunities to achieve the organisation's objectives.

- © Take a pro-active approach to participating and delivering of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

## Critical success factors

*We break each job down to explain the critical areas for success, ranked by importance.  
These indicate the end result or outputs for which the role holder is responsible.*

### People contacts:

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

### Technical duties:

- Work in close collaboration with project and policy leads to ensure that specific project plans and strategies are translated into integrated communications and marketing plans to maximise reach and measurable impact.
  - Advise policy and project leads on project design, development and funding pitches, using customer and market insight and specialist communications and marketing expertise to ensure that project briefs set out clear, realistic communications and marketing objectives, are in tune with market need and comply with corporate communications processes.
  - Manage annual communications project and campaign budgets up to £100,000 to ensure value for money is received and return on investment delivered as part of a larger marketing and communications budget.
  - Commission, brief and manage external suppliers including, but not limited to, marketing agencies, creative agencies, PR agencies and digital agencies.
  - Produce high quality content for a range of on and off-line communications including e-newsletters, websites, related social media channels, blogs, marketing collateral, op-eds and publications. Tasks include copywriting, proofreading and providing creative direction within brand guidelines.
  - Advise senior managers, elected members and board members on strategic and tactical communications and public affairs opportunities to achieve the organisation's objectives by monitoring news stories and political developments regionally and nationally. Includes monitoring debates, bill readings and other developments in the House of Commons, mapping stakeholder relationships and researching key influencers' areas of interests, and organising events in Leeds City Region and Westminster.
  - Manage content on our websites using a content management system.
  - Use the CRM database to manage regular e-newsletters for a range of public and private sector stakeholders, measuring effectiveness and making future content recommendations.
  - Generate intelligence on the performance of communications and marketing activity and evaluate activity to ensure outcomes are achieved, return on investment is delivered and positive impact created. Use evaluation insights to shape and develop future campaigns.
  - Keep abreast of new developments, trends and technologies in communications and marketing and make recommendations to the Heads of Communications and Marketing team and project leads on how the organisation could use them to meet business objectives.
- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
  - © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
  - © Ensuring compliance with the Combined Authority's health and safety policy.

## Impact & Influence:

- Develop strong relationships with media outlets and stakeholder groups to ensure that the West Yorkshire Combined Authority are proactively and consistently represented through the use of relevant media and on and off-line communications channels including social media.
- Build and maintain excellent working relationships with marketing, communications and other colleagues within partner organisations including central government, local authorities and private companies to identify collaborate opportunities to achieve communications and marketing objectives.

© Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.

© Fosters good working relations across the organisation, building effective team relationships.

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

## The person

*To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- © Educated to degree level or equivalent experience and relevant qualification in marketing, PR, or communications.
- © Practical experience of successfully performing in a similar role.

- Demonstrable understanding of the marketing and media mix.
- Experience of negotiating costs and managing and monitoring significant communications project and campaign budgets.
- Experience of successfully managing and monitoring website performance using a variety of tools including Google Analytics and of making recommendations for continuous improvement and development.
- Experience of using industry systems including CRM databases, content management systems, media and political monitoring systems.

### People:

- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.

### Technical:

© Strong negotiation skills.

- Significant experience of developing integrated communications and marketing campaigns.
- Exceptional written and verbal communication skills.
- Significant experience of writing, editing and proofreading high quality copy for multiple target audiences, often in limited timeframes.
- Ability to continually shape and refine communications and marketing processes and share recommendations with colleagues and stakeholders.

### Impact and influence:

- Good knowledge of and ability to build excellent relationships with regional, national and trade media and suppliers.
- Builds partnerships within and outside the organisation.
- Experience of effectively managing relationships with external suppliers to deliver objectives including resolving technical and/or performance-related issues.
- Keen political sensitivity with the ability to exercise sound judgement in working with politicians from all political backgrounds in addition to private sector stakeholders.

### Our values and behaviours

**Championing our region | Working intelligently | Easy to do business with | Positive about change | Working together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.