NICSHR

Interchange Unit

# Hosting Opportunity Proforma

Public Prosecution Service (PPS)

Name of Host

Organisation

**1. Interchange Manager’s details**

Geraldine Arkins

Name

Organisation/

NICS HR, DOJ

Department

2-4 Bruce Street

Belfast

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Address

N/A

028 9025 1632

Telephone Fax number

Number

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E-mail

**Communications Officer**

Secondment – 6 months with the possibility of an extension for a further 6 months, subject to the agreement of all parties.

Type of Opportunity

1. **Details of hosting opportunity**

Description of opportunity

**Background**

The Public Prosecution Service (PPS) was established in 2005 and is the principal prosecuting authority in Northern Ireland. In addition to taking decisions as to prosecutions investigated by the police in Northern Ireland, it also considers cases investigated by other statutory authorities, such as HM Revenue and Customs.

The PPS is headed by the Director of Public Prosecutions for Northern Ireland. Since the devolution of policing and justice to the Northern Ireland Assembly in April 2010, the Service has been designated as a non-ministerial government department.

The PPS works in partnership with a number of criminal justice organisations and agencies as part of the Criminal Justice System Northern Ireland (CJSNI). These include the Police Service of Northern Ireland (PSNI), the Department of Justice (DOJ), the Northern Ireland Courts and Tribunal Service (NICTS), the Northern Ireland Prison Service (NIPS), the Probation Board for Northern Ireland (PBNI) and the Youth Justice Agency (YJA).

The PPS sits at the heart of the criminal justice system, with the Director being one of the most senior legal figures in Northern Ireland.

As part of the PPS’ aim to be transparent and accountable since the devolution of justice, the organisation in recent years strengthened its capacity with the development of a Communications Unit which is responsible for all internal and external communications.

The Unit requires a Communications Officer to support the Unit’s implementation of its Communications Strategy and on-going work.

The Communications Officer will be an experienced communications professional who will play a key role in ensuring the delivery of a high quality communications service to the organisation.

Main objectives of the opportunity

**OVERALL PURPOSE**

The overall purpose of this position is to assist the Communications Manager in all aspects of the duties and responsibilities of the Communications Unit. The Unit is responsible for all internal and external communications – including engagement with the media, event management, staff and stakeholder engagement, communications support to the PPS Senior Management team and contributing to the PPS’s communications strategy and digital plans.

**MAIN DUTIES**

The Communications Officer will work under the supervision of the PPS Communications Manager. He / she is expected to:

* Contribute to the implementation, review and evaluation of the PPS Communications Strategy and associated plans;
* Assist the Communications Manager in the delivery of effective media and stakeholder engagement;
* Deal with media queries, including responding directly to journalists;
* Research legal cases in order to draft articles for proactive placement or reactive media responses as appropriate;
* Manage the provision of a timely and relevant media monitoring service to the Director and the PPS Senior Management team (including contribution towards weekend provision);
* Manage a communications planning system, to include a calendar for promotional activity and media handling;
* Contribute to management of the PPS website and other digital platforms, to include the creation and presentation of engaging content;
* Produce press releases, articles, speeches and e-zines;
* Assist the Communications Manager in the planning and management of corporate events and community outreach activities;
* Take a lead role in internal communications, including staff and stakeholder communications and outreach;
* Develop and implement communication plans, utilising all relevant channels, for internal and external audiences.
* Manage the design and procurement of promotional materials and corporate publications.
* Contribute to the out of hour’s media service, where necessary.

This list is not exhaustive but gives a good indication of the main duties required.

This list is not exhaustive but to give a good indication of the main duties relating to a typical range of posts. The emphasis on specific duties will very over time, according to business needs and as directed by Line Management.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Qualifications / Experience**

One year’s practical experience, gained within the last five years, in a communications role, such as public relations, digital communications or journalism.

Plus experience, gained within the last five years, of production of media materials, such as press releases, web content, reports and speeches.

**Knowledge and skills**

It is necessary for the post holder to have:

* Excellent written and verbal communication skills;
* An ability to read and understand legal issues and explain in media friendly terms;
* An ability to work within a team and on their own initiative;
* An ability to work to deadlines;
* Strong organisational and planning skills.

**4. Personnel: Please state below**

Who will the individual report to?

PPS Communications Manager Claire Harrison

Who will be the individual’s line manager and/or reporting officer?

PPS Communications Manager Claire Harrison

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

**Benefits to Individual**

The PPS Communications Unit is a busy team, regularly handling sensitive and complex issues which attract a high profile in the media. The post holder will gain valuable experience of working with the media and contributing to how these issues are handled. They will also gain important skills in internal communications, digital communications and stakeholder engagement.

**Benefits to PPS**

The PPS will benefit from the experience the post holder will bring from their parent organisation, developing and integrating new working procedures where appropriate and sharing best practice in communications.

**Benefits to Parent Organisation**

The post holder will gain practical, transferable skills through a wide range of communications duties – including media handling at a high level, internal communications and digital communications.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.

Desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** As soon as a suitable candidate has been identified and a release date agreed.

**Duration:** Six months with the possibility of an extension for a further 6 months, subject to the agreement of all parties.

**Location:** The post holder will be based at the Public Prosecution Service, Belfast Chambers, 93 Chichester Street, Belfast, BT1 3JR.

**Funding:** Funds for the position will be through the PPS.

**Salary:** £29,317 to £31,446.

**Selection:** Paper sift followed by interview.

**Contact:** For further information about the post please contact Claire Harrison at the PPS Communications Unit on 028 9089 7187 or by email at [claire.harrison@ppsni.gov.uk](mailto:claire.harrison@ppsni.gov.uk).

**Closing** 5.00pm on Friday 09 February 2018.

**Date:**

**7. Endorsement**

**Interchange Manager**

Geraldine Arkins

Signed

29 January 2018

Date