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| **Job Description** | |
| **Post title** | Multimedia Officer |
| **JE Reference No** | N9954 |
| **Grade** | 9 |
| **Service** | Corporate Affairs |
| **Service Area** | Communications & Marketing |
| **Reporting to** | Business Partner |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

A key role working across all Communications and Marketing activity (subject to appropriate training and experience) developing, supporting, delivering and implementing a full range of the team’s activity.

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| **Duties and responsibilities** |

* + Develop and deliver all marketing campaigns, materials and activity in line with the priorities and actions agreed by the Team Leaders, Business Partners and Senior Multimedia Officers
  + Using analysis and monitoring tools, regularly evaluate the impact of marketing activity and campaigns
  + Produce marketing reports to highlight successes and failures and make recommendations for future approaches
  + Maintain an awareness of new marketing and communication initiatives and ways of working and seek to identify opportunities to introduce these into existing working practices working with colleagues across the communications and marketing unit
  + Work closely with the press team to create ideas for and develop engaging PR
  + Protect and enhance the council’s brand in all communications activity across the organisation ensuring the council’s brand is clear and that there is a consistent tone of voice across all channels and activities
  + Support the development and implementation of a digital first approach across all the team’s functions and activity
  + Support and coordinate digital media requests aligned to marketing and communications campaigns
  + Work with colleagues in the design and digital teams, as well as external providers to produce high quality digital content for the full range of digital platforms, including video and image galleries
  + Support emergency communications including operating and updating digital platforms in and out of normal working hours and at a variety of locations, as required
  + Support on the management and planning and delivery for press/media/reputation/emergency communications and provide advice and guidance to colleagues across the organisation
  + Support on the development and implementation of the governance and management of the content on the council’s web sites and intranet and wider digital platforms
  + Working closely with other service teams particularly IT and customer services to ensure the council’s web presence is maximised to support the council’s wider needs and support key strategies
  + Ensure all work is integrated with the wider work within the Communications and Marketing unit
  + Work within the wider team to ensure campaign messages are delivered in a consistent way across all press/PR/digital and marketing activity
  + Produce creative content for external and internal publications including Durham County News and Buzz to ensure they are produced on time, within budget and to a high standard while delivering the organisation’s objectives for such publications
  + Support the delivery, development and production of other internal communications tools and methods to increase engagement and understanding of the council’s messages to staff
  + Support the operations of the council’s social media channels both at your normal place of work and on location as appropriate in and out of normal hours
  + Be part of the council’s emergency out of hours’ team in accordance with the corporate guidelines and policies
  + Be part of the daily monitoring and evaluation of all media including digital channels as required
  + Contribute to the annual communications and marketing planning process
  + Work in collaboration with colleagues across all team areas to ensure agreed objectives and outcomes are delivered
  + Understand and keep up to date with all protocols and strategies within the unit offering ideas to improve these where appropriate
  + Where appropriate, work with third party suppliers or agencies to procure and deliver marketing and communications work

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Qualified to degree level or equivalent | * PR, Communications and/or Marketing Qualification |
| Experience | * Successfully led the development and delivery of marketing and communication plans and campaigns to deliver on targets/objectives * Sound understanding of and experience of using a range of evaluation methodologies to measure success * Experience of using market segmentation and audience analysis to deliver successful targeted marketing initiatives/campaigns * Work both alone and as part of a team to deliver specific marketing goals/targets * Experience of project/campaign management * Experience of working with others within a diverse organisation across a range of topics * Experience of partnership working in the public and private sector * Experience of social media communications across a range of platforms including live events * Experience of using marketing and campaign messaging and materials to support PR and media requirements | * Local authority experience or similar political environment |
| Skills & Knowledge | * In depth knowledge of marketing, including brand development, segmentation, research and audience development * Excellent ability to communicate clearly and effectively to a wide range of media * Good understanding of communication and marketing evaluation tools and techniques |  |
| Personal Qualities | * Energetic, enthusiastic, confident and self-motivated * Ability to operate under tight pressure timelines * Organised approach to work * Customer focussed * Strong ability to contribute towards effective team working including leading teams * Innovative approach to problem solving and multi-tasking to a mix of deadlines * Willingness to work outside of normal office hours * Committed to the principles of equality and diversity * Travel is an essential requirement of the post |  |