# Hosting Proforma

Public Prosecution Service

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Tracey McWilliams

 Name

 Organisation/

PPS Resource Management Team

 Department

Belfast Chambers, 93 Chichester Street, Belfast, BT1 3JR

 Address

 Telephone Fax number

02890264599

 Number

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 E-mail

Type of Opportunity

Communications Manager – 6 months Secondment opportunity

**2. Details of hosting opportunity**

 Description of opportunity

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| **BACKGROUND**The Public Prosecution Service (PPS) was established in 2005 and is the principal prosecuting authority in Northern Ireland. 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 sits at the heart of the criminal justice system, with the Director being one of the most senior legal figures in Northern Ireland. The organisation 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). 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 Manager (Deputy Principal) to support the implementation of its Communications Strategy and on-going work.** **The Communications Manager will be a senior and experienced communications professional who will play a key role in ensuring the delivery of a high quality communications service to the organisation, with a particular emphasis on media handling.**  |

 Main objectives of the opportunity

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| **OVERALL PURPOSE** The overall purpose of this position is to assist the Head of Communications in many 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 organisation’s communications strategy. It is envisaged that there will be a particular emphasis on media engagement in this position. **MAIN DUTIES**The Communications Manager (Deputy Principal) will work under the supervision of the PPS Head of Communications (Grade 7). He / she is expected to:\*Assist the Head of Communications in the delivery of effective media and stakeholder engagement;\*Act as a main point of contact for the media, researching and contextualising enquiries to identify appropriate responses;\*Deal with a large volume of media queries, including responding directly to journalists;\*Handle sensitive and complex legal content for proactive placement or reactive media responses as appropriate; \*Provide authoritative communications handling and advice to senior PPS officials as necessary, in conjunction with the Head of Communications;\*Prepare written communications including speeches, news releases, lines to take, statements and press releases; \*Support digital activities and internal communications;\*Liaise with counterparts in the wider Criminal Justice Sector; \*Manage a communications planning system, to include a calendar for promotional activity and media handling; \*Produce press releases, speeches and briefing packs;\*Take responsibility for the provision of an out-of-hours media service; \*Line management of a Communications Officer (Staff Officer). This list is not exhaustive but gives a good indication of the main duties required. The emphasis on specific duties will vary 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

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| **QUALIFICATIONS / EXPERIENCE**Two years’ practical experience, gained within the last five years, in a communications role, such as public relations, public sector communications or journalism.Plus one year’s experience, gained within the last five years, in managing staff in a team environment to meet an organisation’s objectives. It is advantageous to have an understanding of the Northern Ireland Criminal Justice System, a full UK driving licence and access to a mode of transport. **KNOWLEDGE AND SKILLS** It is necessary for the post-holder to have: \*A strong knowledge of the workings of the media;\*Experience of handling media queries; \*Excellent written and verbal communication skills;\*An ability to read and understand legal issues and explain these accurately in media friendly terms;\*An ability to work within a team and on their own initiative;\*An ability to work to tight deadlines with accuracy;\*Strong organisational and planning skills.  |

**4. Personnel: Please state below**

 Who will the individual report to?

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| The PPS Head of Communications |

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

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| The PPS Head of Communications |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| **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, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: 1st September 2019 (or soon as practicable after the suitable candidate has been identified). **Duration**: Six months (with the possibility of an extension) **Location**: The post holder will be based at the Public Prosecution Service, Belfast Chambers, 93 Chichester Street, Belfast, BT1 3JR**Salary:** PPS will meetsalary costs for this post will be within the range £36,812 to £40,473**Security clearance:** A full CTC security clearance, or a willingness to obtain, is required for the post. **Further information**: For further information about the post, please contact Claire Harrison at the PPS Communications Unit on 02890 897187 or by email at claire.harrison@ppsni.gov.uk. **Closing Date:** Applications must be submitted by 5.00pm on **Friday 5TH July 2019** to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Tracey McWilliams** |

**Signed:**

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| **12 June 2019** |

**Date:**