# Hosting Proforma

Public Prosecution Service

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Claire Harrison

 Name

 Organisation/

Public Prosecution Service, Communications Unit

 Department

Belfast Chambers

93 Chichester Street

Belfast

BT1 3JR

 Address

 Telephone Fax number

07795480234

 Number

Claire.harrison@ppsni.gov.uk

 E-mail

Type of Opportunity

**Secondment** - Communications Officer (NICS Staff Officer level)

**2. Details of hosting opportunity**

 Description of opportunity

|  |
| --- |
| 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), and the Northern Ireland Courts and Tribunal Service (NICTS). 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

|  |
| --- |
| The overall objective of this position is to assist the PPS 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. It is envisaged that there will be a particular emphasis on media engagement in this position. **MAIN DUTIES**The Communications Officer (Staff Officer) will work under the supervision of a PPS Communications Manager (Deputy Principal). He / she is expected to:\*Assist the Communications Manager in the delivery of effective media and stakeholder engagement;  \*Deal with a large volume of media queries, including responding directly to journalists;\*Handle sensitive and complex legal content in order to draft articles for proactive placement or reactive media responses as appropriate; \*Take a role in internal communications with responsibility for producing and publishing content on the intranet and core brief.\*Manage the provision of a timely and relevant media monitoring service to the organisation;\*Manage a communications planning system, to include a calendar for promotional activity and media handling; \*Produce press releases, articles, speeches and e-zines;\*Any other duties as required by the office. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| **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 postholder to have: \*Excellent written and verbal communication skills;\*A strong knowledge of the workings of the media;\*Experience of handling media queries; \*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 deadlines; \*Strong organisational and planning skills. |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| PPS Communications Manager Conor McLoughlin.  |

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

|  |
| --- |
| PPS Communications Manager Conor McLoughlin |

**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, form of transport required, resources (i.e.; desk, PC, 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 likely option to extend to one year) **Location:** The Communications Unit’s base is at Public Prosecution Service, Belfast Chambers, 93 Chichester Street, Belfast, BT1 3JR. However, the position is currently based remotely and carried out largely from home, with ad hoc office attendance required. This is likely to remain the position for the duration of the Interchange period. **Resources:** Appropriate IT equipment (laptop or desktop computer) and team mobile telephone will be provided. **Funding:** Salary costs and associated expenses will be met by PPS and the salary range is: £31,137 - £32,800.**Further information:** For further information about the post please contact Conor McLoughlin at the PPS Communications Unit at conor.mcloughlin@ppsni.gov.uk. **Closing Date:** Applications must be submitted by **5.00pm on Friday 12 November 2021** to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

|  |
| --- |
| **Claire Harrison** |

**Signed:**

|  |
| --- |
| **01 November 2021** |

**Date:**