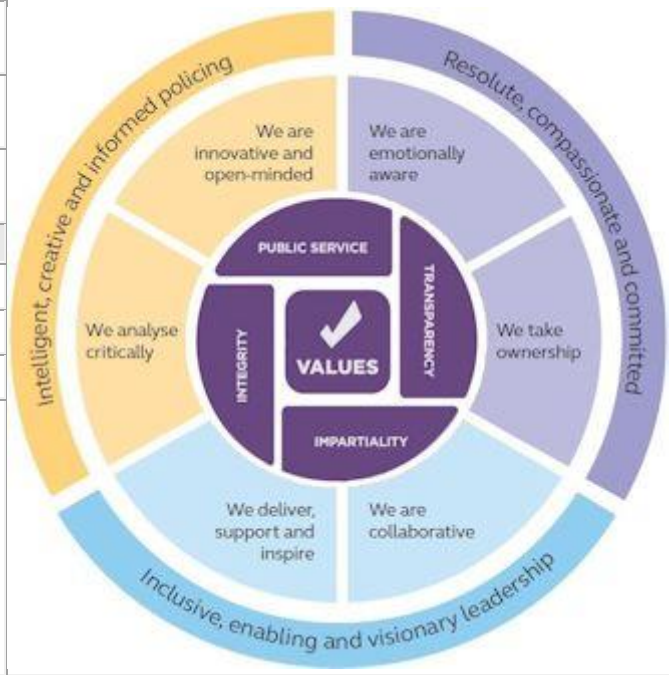


ROLE PROFILE Part1	Role Title	INTERNAL COMMUNICATIONS BUSINESS PARTNER			Dept /LPA	CORPORATE COMMUNICATIONS
			VETTING LEVEL			
Grade/Rank	SO2					
Responsible To	Internal Engagement & Brand Manager					
Staff Line Managed	N/A					
Reviewed by (Manager)	Ben Pratt				Date	11/05/2022
Purpose of Job	Provide specialist internal engagement advice and support, including on designated accounts within the force; work in partnership with senior figures within Hampshire Constabulary to ensure the best use of corporate channels and appropriate content to keep staff and officers informed.					
Key Accountabilities	1. Develop and implement engagement strategies within areas of Hampshire Constabulary business where specialist internal communications support is required. 2. Lead on the timely and effective delivery of communications projects. 3. Write and upload content to various internal communication channels, ensuring they are maintained and updated on a wide variety of issues. 4. To build strong working relationships with those leading programmes of work across the force, including major change programmes. 5. Advise senior leaders in force at their leadership meetings, leading on communications decision making in areas of the force where accounts/ projects require internal communications business partnering. 6. Proactively contribute to the force internal engagement strategy and support the delivery of content for senior engagement events. 7. Ensure the quality of internal communications content, proactively seeking opportunities to create engaging content which promotes the work of the force. Attend any required training to maintain competence and confidence in this area. 8. Develop and maintain an excellent understanding and ability to use the full range of digital channels to maximise opportunities for digital engagement, including delivering advice and guidance to colleagues in force about best internal practice. 9. Work with colleagues across the communications department to identify where internal and external requirements can be coordinated and work with the appropriate colleagues to deliver those. Where appropriate, oversee and deliver integrated communications strategies for specific projects. 10. Provide support to the Internal Engagement & Brand Manager on major corporate events and to other Communications Managers where they lead significant portfolios. 11. Make recommendations that identify, and support the development of, new corporate channels to improve communications within the force. 12. To give regular and effective service. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.					
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation.					

	Where required, acts as deputy to Internal Communications Manager.														
	The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.														
ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We Deliver, Support and Inspire Level 1 We Take Ownership Level 2 We are collaborative Level 2 We Analyse Critically Level 1 Transparency														
Education/ Qualifications	Essential: Educated to QCF Level 3 plus NCTJ qualification or other qualification in either PR or general media studies OR work experience deemed to have brought the postholder to a comparable level. Desirable: A relevant professional qualification at QCF level 4 . These may include, but are not limited to: · CIPR Advanced Certificate (level 5) · CIPR Internal Communications Certificate (level 5) · CIM Professional Certificate in Marketing (level 4) · CAM Diploma in Marketing Communications (level 4) Membership of appropriate professional body														
Experience and Skills	Essential: Substantial experience in a senior communications role, which focused on creating and providing internal communications content. To have proven experience of at least two years in a senior communications role with a focus on creating and communicating content to internal audiences. Previous experience of project management and working to strict deadlines. Effective written and verbal communication skills To have experience of creating visual content and using digital channels to deliver effective communications and engagement. Desirable: Experience of working in a busy press office OR administrative environment, which required regular contact with external stakeholders, including, but not limited to, media outlets. Previous experience of project management and working to strict deadlines. Previous experience working within a policing and/or public sector environment.														
Approved HR	Richard Mawson, Senior HR Adviser	Date	12/01/2015												
ROLE PROFILE Part3 CPD															
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service. <table><tr><td colspan="2">Resolute, compassionate and committed</td></tr><tr><td>We are Emotionally Aware</td><td>Level 1</td></tr><tr><td>We Take Ownership</td><td>Level 2</td></tr><tr><td colspan="2">Inclusive, enabling and visionary leadership</td></tr><tr><td>We are collaborative</td><td>Level 2</td></tr><tr><td>We Deliver, Support and Inspire</td><td>Level 1</td></tr></table>			Resolute, compassionate and committed		We are Emotionally Aware	Level 1	We Take Ownership	Level 2	Inclusive, enabling and visionary leadership		We are collaborative	Level 2	We Deliver, Support and Inspire	Level 1
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We are Emotionally Aware	Level 1														
We Take Ownership	Level 2														
Inclusive, enabling and visionary leadership															
We are collaborative	Level 2														
We Deliver, Support and Inspire	Level 1														

Underpinning Values	Intelligent, creative and informed policing	
	We Analyse Critically	Level 1
	We are Innovative and Open Minded	Level 1
	Impartiality	
	Integrity	
	Public Service	
Initial Development skills for new to role period	Transparency	
Continuing Professional Development		
Career Pathways		



All staff are required to complete mandatory e-Learning including annual DSE and Fire Safety plus any role-specific training required.