



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Head of Internal Communications (Maternity cover)

Division: Communications Divisions

Accountable to: Director of Communications
and Public Affairs

Criteria	E/D
Knowledge and experience:	
Educated to at least bachelor's degree level	E
Record of achievement in internal communications, development and implementation of a communications strategy and change management in complex organisations	E
Experience of working in decentralised organisations with large variety of stakeholders	E
Knowledge of channels and tools to improve internal communications	E
Experience of developing communications strategies and the ability to lead their implementation.	E
Knowledge of Higher Education institutions	D
Communication:	
Communication skills of the highest order in written and oral English, including drafting copy	E
Ability to translate complex and technical ideas into prose accessible to non-specialists	E
Ability to provide training and advice on communications matters	E
Ability to influence colleagues to adopt best practice communication principles	E
Teamwork and motivation:	
Experience of leading teams in a high pressure environment	E
Ability to operate collegially in a matrix structure	E



Liaison and networking:	
Ability to build and use effective relationships with a decentralised academic community	E
Ability to build and use effective networks	E
Ability to build relations of trust with senior management on sensitive issues	E
Service delivery:	
Ability to deliver heavy workload under sustained pressure and fast developing situations	E
Decision making:	
Experience of providing sound judgement on all issues of professional and managerial concern	E
Planning and organising resources:	
Ability to manage a substantial team of staff and project teams	E
Ability to manage cash budgets	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.