|  |  |
| --- | --- |
| **Communication Officer****SALARY GRADE: HBC6** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| As Communication Officer, you will play a key role in ensuring the Council’s core messages are communicated consistently, clearly, and effectively across multiple platforms and to a diverse range of audiences, both internal and external. You will support the Principal Press and PR Officer in building and maintaining strong media relationships, and in safeguarding and enhancing the Council’s reputation through strategic communication efforts. Working collaboratively within the broader Communications, Design, and Marketing team, you will contribute to the successful delivery of the Council’s strategic priorities.More specific responsibilities include:* Develop, deliver, and monitor communication plans to effectively promote Council policies, services, initiatives, and news to a wide range of audiences across multiple channels.
* Manage and protect the Council’s reputation by handling media enquiries, issuing accurate statements, and identifying opportunities for proactive publicity, including the creation of press releases, photography, and video content.
* Produce engaging print and digital content for internal and external platforms, including the online newsroom, staff intranet, publications, and social media.
* Play a key role in growing the Council’s social media presence, generating tailored content to support campaigns and day-to-day engagement.
* Monitoring and evaluating Halton Borough Council media coverage and campaigns to ensure effective delivery and inform future activity.
* Provide professional advice to elected members and officers on media and communications matters, and liaise with external partners to coordinate joint communications.
* Representing the Communications, Marketing and Design team at specific groups and projects (internally and externally) to advise on publicity and communications issues. Developing and delivering communications plans for said groups and projects.
* Supporting activities to keep all employees up to date with changes in the organisation that will affect or interest them as well as celebrating their professional and personal successes across the authority.
* Deputising for the Lead for Communications, Marketing and Design and the Principal PR Officer where required.
* Supporting the wider work of the communications, marketing and design team.
* Assist in the Council’s emergency communications response, including out-of-hours availability when necessary.
* Perform any other duties relevant to the role and its grade, as required
 |
| About You |
| You will have a relevant degree; NQJ; CIPR Professional Certificate; or equivalent professional qualification. In addition you will have:* Proven experience in a communications or media role, including planning and delivering successful multi-channel campaigns with measurable outcomes.Experience of managing the media in complex or sensitive situations.
* Strong writing skills, with the ability to produce creative, engaging, and impactful content for diverse audiences and communication channels.
* Good understanding of national and local government policy, local and regional media landscapes, and current digital and social media trends.
* Experience in creating digital content and applying social media effectively in a professional context.
* Highly organised, with the ability to prioritise a busy workload, pay close attention to detail, and work calmly under pressure.
* Creative thinker with the ability to translate complex or technical information into clear, jargon-free content.
* Diplomatic, adaptable, and able to respond quickly and appropriately to emerging issues or urgent situations.
* Holds a valid driving licence with access to a vehicle, and willing to work outside normal hours when required.

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
|  |  |
|  |  |
|  |