| **Job title** | Chief Press Officer / Chief Media Officer | **Grade** | Grade 7 / G7 |
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| **Department** | (dept to insert) | **Reports to** | Grade 6 / G6 |

| **Job outline** |
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| **About the department**  (Organisation to insert their own text describing the size/shape/purpose of their department and where possible a specific mention of where this role sits in the comms team)  **About the role**  We are seeking a motivated Chief Press Officer to join our high-performing communications team. This is a senior position that offers an exciting opportunity to shape and deliver communications strategy on government policy and matters of significant public interest. You will play a pivotal leadership role, proactively shaping public understanding of key policies as well as reacting to high-profile breaking news that impacts lives. You will lead a team, providing strategic direction ensuring communications are clear, accessible and reach all our audiences effectively.  As a Chief Press Officer within Government Communications, you'll quickly become a trusted adviser to Ministers, Special Advisers and senior officials. You will provide expert media advice across complex policy areas at the highest levels of government and lead the handling of breaking news stories and major announcements, where your experience of crafting compelling narratives will help ensure our messages are understood by everyone.  You will build and maintain strong relationships with journalists and stakeholders, ensuring media enquiries are responded to in an accurate, and timely manner.  These roles can be demanding and you will be expected to bring drive and enthusiasm for both management and media handling, as well as press relations know-how. As such, the position offers significant scope for professional growth and leadership development, and the chance to make a real difference in how government policies and initiatives are communicated to the public.  **About Government Communications**  By joining a communications team, you will become a member of Government Communications, a well-established profession of communicators working in government departments, agencies and arm’s length bodies. You’ll benefit from continuous professional development from our new learning and development curriculum, a network of skilled communicators sharing best practice, mentoring opportunities, and much more!  Learn more about how joining the communication profession can support your career and development by visiting the [careers page](https://www.civil-service-careers.gov.uk/professions/working-in-communications/).  For help with writing your application, please take a look at the Government Communications [recruitment top tips for candidates guide](https://gcs.civilservice.gov.uk/career/recruitment-guidance/recruitment-top-tips-for-candidates/) and the Civil Service [guide to artificial intelligence (AI) in recruitment](https://www.civil-service-careers.gov.uk/artificial-intelligence-and-recruitment/). |

| **Key responsibilities** |
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| We are looking for driven and creative individuals to join us and embark on an exceptional career in government communications.  Your key responsibilities will include:   * Provide media handling advice to ministers, senior officials, and special advisers on departmental announcements, journalist queries and emerging issues. * Leading on crisis communications, managing breaking news stories and co-ordinating multi-departmental responses. * Develop and implement comprehensive, long-term media strategies across a range of media channels to advance the policy areas you cover and deliver high-profile announcements. * Work collaboratively across different departments to ensure coordinated and effective communication of the government’s Missions and Plan for Change. * Build and maintain strong relationships with journalists, commentators, and stakeholders across government departments and external organisations. * Plan and deliver media events, including ministerial interviews, visits and announcements. * Drafting high-quality communication materials, including briefings and press releases. * Lead a team of Press Officers, taking responsibility for their performance, development and maintaining high standards across the team, playing an active role in the Press Office Senior Management Team. * Participate in the out-of-hours 24/7 duty rota, providing media coverage for urgent matters. |

| **Person specification** |
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| Government Communications is committed to ensuring that the profession is representative of the audiences we are communicating with. We welcome applications from the widest range of people of different backgrounds, cultures and experiences, as well as those who have caring responsibilities.  You can find out more by visiting: <https://gcs.civilservice.gov.uk/career/> |
| **Essential criteria:**   * Strong experience working in media, including crisis communications, and able to demonstrate excellent news judgment. * Exceptional written and verbal communication skills, with a proven ability to transform complex policy into clear, compelling content under tight deadlines. * Strong political awareness and thorough understanding of the national media landscape, with a strong track record of reaching the public wherever they consume media, delivering a ‘story arc’ with positive coverage over a sustained period of time. * Proven track record in using insight to reach target audiences across traditional, consumer and digital channels. * Strong leadership skills, including an ability to lead and motivate a busy team and keep morale and wellbeing high, setting clear direction, supporting team members, and adopting an inclusive leadership style that values diversity and inclusion. * Excellent interpersonal skills with a proven ability to quickly gain the trust of senior stakeholders. * Demonstrated ability to work under pressure, managing multiple priorities to tight deadlines while maintaining high standards of output. * Proven track record in building and maintaining relationships with media outlets and journalists.   **Desirable criteria:**   * Relevant qualifications in communications, public relations, or journalism. * Previous experience working in a government or public sector communications environment. * Demonstrable experience in successfully managing high profile announcements and managing stakeholder visits and events. |

| **Behaviours** |
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| We will be assessing you on the following behaviours, which link to the [Civil Service Success Profiles](https://www.gov.uk/government/publications/success-profiles/success-profiles-civil-service-behaviours) (we recommend four, maximum five behaviours):   * Communicating and influencing * Seeing the big picture * Making effective decisions * Delivering at pace * Leadership |

| **Technical skills** |
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| We'll assess you against these technical skills during the selection process:  \*\* The current competency framework is in the process of being updated with a new skills and behaviour framework, that will be launched in 2025. Guidance on how to use this across Government Communications job descriptions will be shared with hiring managers when available. |