

JOB PROFILE

HEAD OF LONDON OFFICE CORPORATE COMMUNICATIONS



Hours per week: 37.5

Reporting Accountability: Corporate Communications Programme Director

Salary Banding: £46,750.00 - £65,000.00

The Head of London Office Corporate Communications will be responsible for managing and leading the London Office Corporate Communications team, working across all WANO's communications functions including internal, external and member communications, international events and young generation; while reporting to and working closely with the Corporate Communications Director and the global Communications team in supporting the delivery of the global corporate communications strategy.

Main Responsibilities

Ensure the smooth running of the Corporate Communications Programme – this would be achieved by:

- Managing the London Office Corporate Communications team by designating clear roles, responsibilities and priorities within the team whilst coaching, evaluating and building skillsets of team members to ensure objectives are met and people are developed to reach their full potential.
- Overseeing day-to-day operations to ensure that the programme provides an efficient and effective service to the organisation.
- Deputising for the Corporate Communications Director, as required.
- Supporting the Corporate Communications Director and global team to implement the WANO Global Communications Strategy and increase WANO's profile as the world's principal nuclear safety organisation.
- Participation in meetings, as directed, to ensure the Communications function is fully integrated into the work of the WANO Programmes and departments, and to ensure that the work of WANO is appropriately and consistently communicated to all relevant stakeholders.
- Providing communications counsel, to Senior Leaders as required.
- Assisting the Corporate Communications Director by providing input on potential reputational and other risks to WANO, and mitigation strategies.
- Working with the Corporate Communications Director to provide strategic communications advice to WANO's Chairman and CEO.
- Assisting with the preparation of reports as required, including, WANO Governing Board report and Internal Assessment report.
- Identifying appropriate new communications channels/initiatives in order to emphasise the value of WANO to its members and to increase member engagement in WANO activities and the WANO mission.
- Identifying, opportunities and new initiatives in the area of communications and working with the director to manage/follow these through to completion.

- Supporting organisational change, strategically shaping communications.
- In coordination with the global Communications team, delivering internal communications in line with WANO's overall business plan and objectives, and integrated with the existing Global Communications Strategy.
- Working with the London Office Leadership team to develop an effective employee engagement/programme integration forum at the annual WANO programme meetings.
- Supporting the Corporate Communications Director in the implementation of a global stakeholder audit.
- Writing, checking and recommending edits as necessary to speeches, presentations and supporting materials for the Chairman, CEO and Programme Directors to ensure their messaging aligns with WANO's Communications Strategy.
- Preparing of press releases, speeches, presentations, marketing and event materials as required.
- Providing feedback and coaching to staff as required, to help improve their communication techniques and writing skills.
- Delivering presentations on WANO's mission and programmes to internal and external audiences as required.
- Taking an oversight role in the planning and execution of international WANO conferences and events, such as the Biennial General Meeting and Site Vice Presidents' and Plant Managers' Conference.
- Designated lead for specific areas of delivery for these events, working closely with the Communications lead in the host regional centre and Corporate Communications Director in London. Attendance at global co-ordination meetings and deputising for the Director, as required.
- Participating in emergency drills and crisis communications training; providing corporate communications support if required in crisis situations. Recommending and implementing updates and improvements to the early notification procedure, where appropriate.
- Effectively managing external suppliers to ensure work is completed as agreed and within the designated budget.
- Undertaking necessary monitoring and evaluation activities in order to measure the success of communications strategies.

General Comments

The above list of responsibilities is not exhaustive and WANO reserves the right to amend the post holders' responsibilities, as required, to support business needs

Personal Characteristics

- Excellent inter-personal (relationship) skills with a proven ability to communicate with peers at all levels.
- A proven ability to work effectively with people from different cultures and backgrounds.
- A strong commitment to WANO's mission.
- High level of customer service, interpersonal, and follow-up skills.

- Ability to consider feedback and draw out lessons to develop corporate communications.
- Conscientious with a focus on accuracy and attention to detail. Have a proactive and flexible approach.
- Ability to influence stakeholders at all levels.
- Willingness to learn/develop new skills.
- Ability to self-manage, organise, and prioritise tasks and work under pressure.
- Ability to successfully demonstrate the WANO London Office Behaviours (see page 5)

Qualifications

- Excellent command of the English language, both verbally and written. As a minimum, certified English skills at C2 level of the Common European Framework of Reference for Languages (or equivalent) are required.
- Bachelor's degree or equivalent, ideally in English, Journalism or Communications.

Experience

Essential

- Proven senior stakeholder management- gravitas and the ability to influence senior members of staff.
- Track record of delivering successful internal communications campaigns.
- Experience of coaching other staff and demonstrating leadership qualities.
- Demonstrable experience of managing the online and print publication of high quality technical documents, newsletters and magazines to time and within budget.
- Experience of using Adobe InDesign to produce high quality reports and event/marketing materials.
- Excellent verbal, writing and editing skills and the ability to convey complex technical information simply and effectively to diverse audiences.

Desirable

- Bilingual.
- Experience of developing and delivering staff surveys to a global and diverse audience
- Previous experience of managing a team.

Development Opportunities

After demonstrating a solid ability to deliver the role of Head of London Office Corporate Communications, there are a number of development opportunities available to you, such as a short secondment or period shadowing colleagues at a member company.

