

Job Description and Employee Specification



Job Title:	Communications Officer (Clean Streets)	Location:	Albert Rd, Bristol
Reports To:	Head of Marketing and Communications	Working Hours:	40 per week 12 month fixed-term contract
Supervises:	N/A		
Purpose:	Delivering focused communications and marketing for the Clean Streets project.		
Key Responsibilities:	<ul style="list-style-type: none"> • Work on the planning and delivery of communications and marketing campaigns that support the Clean Streets Project • Work on communications to promote behaviour change across the city • Create and curate content for the company’s website and intranet, including rich media • Support the projects presence on, and tactical use of, social media • Liaise with a range of external service providers, for example, design or public relations agencies, photographers, media • Develop marketing or promotional assets, such as posters or digital content • Assist in the development and delivery of internal communications across the company and the Council • Support the projects presence at a range of community focused events • Assist in the management of the use and development of the project brand • Build and manage strong and effective internal relationships across Bristol Waste Company and Bristol City Council • Represent and promote the company and the Council with a range of external stakeholders <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve this outcome.</p> <p>General Accountabilities</p> <p>A. The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment</p> <p>B. Work in compliance with the Codes of Conduct, Regulations and policies of Bristol Waste Company</p> <p>C. As a business Bristol Waste Company are committed to the continual improvement of our Integrated Management System (IMS) and our service delivery to meet the needs and expectations of our customers now and in the future. All staff are expected to work in line with the IMS and to contribute to this process of improvement</p>		
Essential Requirements,	<ul style="list-style-type: none"> • Excellent communications skills both written and verbal • Experience of working in a marketing or communications team • An ability to work to deadlines and manage time effectively 		

The contents of this job description reflect the main duties and responsibilities of the job and are not intended to form part of the contract of employment. You can be asked to do anything commensurate with your role.

Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • ICT skills and familiarity with standard packages such as MS Word, Excel and Powerpoint • Knowledge of the use of social media • An aptitude for collaboration and cross team working • Able to work on own initiative
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • An interest in the work of the Bristol Waste Company, particularly littering, graffiti and street scene • Experience of event management • Experience of working with external agencies • Understanding of, and interest in environmental issues • Full clean driving licence, valid for use in the UK
Special Conditions:	<ul style="list-style-type: none"> ➤ There may be a requirement to work at other Bristol Waste Company locations ➤ There will be a requirement on occasion to work outside of normal working hours and to attend meetings and events for which time off in lieu may be granted
Contacts:	<p>Internal - Senior Management Team/Directors, Service Managers, HR and Finance Teams, Admin Team, Change programme staff, Engagement, Communications and Customer Services staff, Commercial team members, Supervisors, Crews</p> <p>External – Residents and community groups, BCC officers, partnership groups and elected members, external partners in the environmental sector, schools, Universities, other interested parties, Bristol Energy staff, press and media, agencies providing services to the Bristol Waste Company</p>
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