**Job Profile - Internal Communications Manager**

**Job Title: Internal Communications Manager**

**Job Grade: L5, Z1**

**Salary Range: £46,756 - £54,238**

**About Camden**

There is no doubt that the pandemic has brought many challenges Camden, and to all of the people who work, live and study in the borough. As we continue to experience the impacts of Covid-19, we see the extraordinary community spirit of Camden and our Council workforce. As we move forward, we want to ensure that we have excellent communications with our staff to support them to deliver their important work for our citizens, to help to create the best future for Camden and to ensure that nobody gets left behind. It is vitally important that our staff communications helps to promote equality and inclusion for all who work for Camden. This role is critical to achieving these goals.

**About the role**

The role of Internal Communications Manager provides strategic leadership for all our staff communications and supports our vision for a fair and equal Camden.

Working closely with our senior leaders you’ll provide strategic communications advice, planning and delivery for all staff communications - supporting our Chief Executive, Camden management team and senior HR colleagues. You’ll ensure that staff feel informed and engaged and that staff voices are heard on our channels through news and features that capture their stories. You’ll be connected in with our staff forums to share their messages of equality and inclusion, and promote the health and wellbeing of our workforce. You’ll manage and develop our internal communications channels including intranet, online briefings and events including the Chief Executive’s all staff briefing, digital screens, emails and internal social media to deliver innovative and engaging staff communications. You’ll lead on our internal channel strategy (including meeting the challenge of remote communications) and governance, measurement and quality assurance for internal communications.

You will be the lead for Communications to understand the ongoing impact of the Covid-19 on a large and complex organisation to provide strategic internal communications advice at senior level and support organisational development as we respond to the pandemic.

You’ll manage the Internal Communications Officer ensuring they have agreed priorities and are fully supporting our internal communications strategy and channel development.

The Role reports to the Director of Participation, Partnerships and Communications which is part of Corporate Services. The role has a strong relationship with the Chief Executive and their office and with senior managers across the Council.

**About you**

In this role you’ll lead and deliver the internal strategic communications function for the Council, with a comprehensive forward plan and priorities including channel management, development and evaluation.

Examples of the strategic work you’ll deliver include:

* Senior communications and leadership experience which contributes to a high performing communications team, and support to the Council’s senior leadership team
* Comprehensive internal communications plan agreed the Chief Executive and senior managers, covering major Council-wide and HR projects
* Work with strategic communications to ensure internal communications aligns with external communications – with a particular focus during Covid-19 to ensure consistency of messaging to all audiences (staff and community)
* Innovative channels for internal communications including use of digital technology to support staff communications and engagement – and to meet the challenge of remote communications created by the pandemic
* Reporting tools to show the impact and benefits of internal communications
* Strong relationships with senior managers and service based colleagues and professional expertise in order to deliver a comprehensive communications service
* Strong and successful working relationships with Human Resources
* Trusted strategic advice to the Chief Executive, the CE’s office and senior managers
* Contribute towards sharing and developing knowledge within Communications and the wider Participation, Partnerships and Communications service
* Account management approach to managing time and resources, with clear service standards in place and met
* The ability to manage your own and the IC Officer’s work to ensure priorities are met
* Experience of crisis communications and supporting a fast-paced emergency response

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we’ll redefine what a career can be***.***

**This position is Politically Restricted**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,