

**SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION**

Department	Service Performance and Communications
Post	Communications Assistant
Post No	NU600
Grade	4 (£18,795 - £19,171)
Location	Fire and Rescue Service Headquarters, Llantrisant
Responsible to	Media Relations and Communications Manager
Responsible for	NA
Responsibility for Physical Resources	NA
Responsibility for Financial Resources	NA

This Job Description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To provide assistance and support to all functions within the Media Relations and Communications team. This will include, but is not limited to, supporting with the collation of media content across multiple channels, providing assistance at a wide range of events, managing the team's image library, devising questionnaires and any other administrative duties as required.

DUTIES AND RESPONSIBILITIES

1. To support key campaign launches and/or engagement events that promote the Service's objectives and messaging, by attending alongside other members of the team and other departments within the organisation.
2. To attend and support events organised by the organisation in order to attract talent to the Service and the range of opportunities on offer. To

ensure that sufficient resources are available to support attraction and engagement activities, and to maintain records of activities.

3. To respond to press office calls by taking messages on behalf of the Media Relations & Communications Manager and other team members, in the event that they are unavailable to answer the call.
4. To provide assistance at media related photo shoots and interviews, as well as for campaign and general video production, by attending alongside other team members.
5. To assist with the design, creation, circulation and analysis of surveys used by the organisation to gather information.
6. To support the running of focus groups, citizen panels and engagement forums.
7. To assist with the delivery of consultation events, along with other members of the Media Relations & Communications team.
8. To assist in the evaluation of safety and engagement campaigns across the Service in conjunction with the wider team, as well as the Media Relations & Communications Manager.
9. To establish and maintain information databases, campaign planning calendars and to liaise with departments to ensure the Service events calendar is updated on a monthly basis.
10. To establish and maintain the team's image library.
11. To assist with the collation process for the Service's internal newsletter and working to draft and finalise content in conjunction with other team members, before approval by the Media Relations & Communications Manager.
12. To collate and edit content relating to campaigns, incidents and engagement activity, in order to assist the team's digital communications function e.g. for website, intranet and social media.
13. To assist with the scheduling of Social Media content.
14. To assist with taking photography and the recording of audio relating to internal and external video production.
15. To input purchases made by the team to the organisation's procurement system, ensuring that all goods received are receipted.
16. To organise meetings on behalf of the team and to take meeting notes when required.

17. To provide general administrative support to the department as required.

18. Any other duties commensurate with the grade and post.

STANDARD SERVICE REQUIREMENTS

1. To attend in-house and external training courses as required.
2. To undertake in addition to the above duties and responsibilities such additional duties as may result from time to time from changing circumstances but which will not change the general character or level of responsibility accorded to the post.
3. To utilise information technology as fully as possible within the constraints of the job, which shall include co-operating fully with any scheme or pilot scheme using the same, that shall be introduced within the department or across the Service.
4. To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
5. To ensure awareness and compliance with any directorate, department or team plans that may be implemented from time to time and ensure awareness and compliance with any systems or procedures implemented within the department.
6. To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient.

