



ROLE: Communications Officer

SALARY & BENEFITS – starting at £33,000 depending on experience, plus LGPS DB pension

Date: May 2021

Role	Need to do	Need to know	Values and Behaviours
<p>Role Purpose:</p> <ul style="list-style-type: none"> Based in Wolverhampton, the successful candidate will work closely with the Head of Client Services & Stakeholder Relations. The Communications Officer is expected to lead all communication and engagement activities with Partner Funds and Stakeholders. <p>Non-Financial:</p> <ul style="list-style-type: none"> Health and Safety Personal Development <p>Reports to:</p> <ul style="list-style-type: none"> Head of Client Services & Stakeholder Relations <p>Relationships Internal:</p> <ul style="list-style-type: none"> Executive Directors, Board, Non-Executive Directors, Heads of Service, Portfolio Managers and other LGPSC staff <p>Relationships External</p> <ul style="list-style-type: none"> Partner Funds, Shareholders, Journalists / Media, Graphic Designers 	<ul style="list-style-type: none"> Assist the Head of Client Services & Stakeholder Relations in all matters relating to Client & Stakeholder communications & engagement as well as internal communications. To lead on the production and maintenance of all presentation materials including internal and external documents (Staff Newsletter, CEO Blog etc.) Ensure that the Corporate website content is continually updated and maintained Lead on the preparation of Client meetings and stakeholder events (Company AGM, Annual Stakeholder day Product Information Day, Shareholder meetings) Promote LGPS Central within the investment community and Partner Funds. Maintain LGPS Central brand quality Prepare Media and Press Releases as required 	<p>Skills/Knowledge/Experience/Competence:</p> <ul style="list-style-type: none"> Experience of working in a Client facing communications / relationship capacity, preferably within an asset management or professional services company An understanding of investments and financial markets is highly desirable but not essential Experience of working with multiple stakeholders, particularly within local government is also desirable but not essential First class interpersonal, collaborative and communication and presentation skills. Must be articulate, presentable and confident Must be a proficient user of PowerPoint, Excel, Share Point and WordPress. Experience of using Meltwater would be an advantage. Previous experience of dealing with media would be useful <p>Qualifications</p> <ul style="list-style-type: none"> Degree preferred, but not essential 	<p>Values:</p> <ul style="list-style-type: none"> We are a great place to work We are Client focused We are inclusive We are ambitious <p>Behaviours:</p> <ul style="list-style-type: none"> Open, fair, transparent and acting with integrity “Doing the right thing”. Honest and trustworthy. Accountability for results and delivery “Customer First” attitude. Empowered in making right decisions. Collegiate and collaborative

Classified as Internal

	<ul style="list-style-type: none">• Assist with the maintenance of communication databases.• Take lead responsibility for monitoring media and Press activity• Maintain integrity of the LGPS Central Brand• Take lead on social media output.	<ul style="list-style-type: none">• Relevant experience within field	<ul style="list-style-type: none">• Valuing and treating everyone equally.• Listening to individual ideas to support growth.
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