Communications Advisor - Fixed Term

Position Details

Reports to: Generic	Location: Generic
District/Service Centre: Generic	Shift work/non shift work: Non Shift
Group: Generic	Remuneration range: Band G
PHPF Level Purpose: Individual Contributor	Employee Type: Police Employee
Direct reports: N/A	Delegated financial authority: N/A

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

Purpose

The purpose of the People & Capability is to enable our people to deliver Our Business.

To support the delivery of these outcomes the Communications Advisor will be to assist in delivering timely and accurate communications across our business for BAU and Project related updates, as well as, the effective creation of communication content.

The purpose of leadership in this role is to deliver (or enable others to deliver) Our Business.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. General Management

- Is a source of information and advice for managers and staff.
- Ensures the key concepts of Maori responsiveness, policing excellence, and prevention first are adhered to in all projects and initiatives.
- Contributes to meeting Police objectives under the Treaty of Waitangi.
- Develops networks inside and outside the organisation to achieve best result for the organisation as a whole.

- Fosters a safe environment by integrating safety and health into all aspects of work practices and places of work.

3. Service delivery

- Under guidance of Manager: Strategic Communications and/or Senior Communication Advisor:
- Assist in the provision of advice to National Managers on publicity issues and strategies.
- Coordinates the production of community education and informational material in both hard copy and online.
- Uses all channels (including web) to deliver communications messages and information to the community, police staff and key stakeholders.
- Ensures the profile of Police management is represented in a way that maintains and enhances public and Police staff trust and confidence.
- Ensures campaigns, sponsorships, executive speeches, presentations, seminars, exhibitions, displays and publications relative are packaged and delivered to high quality standards.
- Develops and maintain effective communications relationships (internally and externally).
- Responds to district requests for advice or information on national strategy and policy effectively.
- Carries out other duties as required by the role.

4. Team work

- Actively participates as a member of the team.
- Ensures any areas of potential risk to Police management's image and reputation with external stakeholders and the general public are identified.

5. Relationship management

- Provides communication advice to senior managers to support constructive external relationships and inter-relationships with stakeholder groups.
- Develops and maintains informal consultative and information sharing networks with peers in partner agencies and other public sector organisations

The successful applicant can expect to build and maintain relationships across the People Group and the wider organisation. Critical relationships this role may influence include:

- New Zealand Police Executive
- District Commanders
- National Managers
- Royal New Zealand Police College

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. personal attributes and temperament relevant to the position.
3. general health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).

Pre-Employment Checks

- A standard security vetting check is required