**05/01/2018
Employee Engagement Adviser (Ref VP114 / 20387)**

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| **Police Staff****Employee Engagement Adviser****Communications and Engagement****Role Definition:VP114 / 20387** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Communications and Engagement  | http://domcms/icons/ecblank.gif | Section: | Engagement  |
| Post Title: | Employee Engagement Adviser  | http://domcms/icons/ecblank.gif | Post Reference: | VP114 / 20387  |
| Post Grade: | Grade G   | http://domcms/icons/ecblank.gif | Location: | Forth Banks  |
| Car User Status: | N/A  | http://domcms/icons/ecblank.gif | Telephone Allowance: | None  |
| Shift Allowance: | None  | http://domcms/icons/ecblank.gif | Standby Allowance: | None  |
| Weekend Enhancement: | None  | http://domcms/icons/ecblank.gif | Contractual Overtime: | None  |
| Line Manager: | Engagement Manager |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Develop and deliver multi-channel engagement campaigns internally across the Force in order to actively promote information and increase internal engagement across a range of platforms to help support internal collaboration and support organisational change. |

**Key Responsibilities:-**

**1. Develop and drive internal communication for the force ensuring we communicate the right messages, at the right time, through the right channels to our workforce**

**2. Develop and drive the Staff Engagement Plan supporting the force’s objectives and values.**

**3. Support officers in the event of engagement requirements to support operations, crime spikes and community cohesion issues.**

**4. Plan, deliver and implement agreed internal campaigns by working alongside wider Communication and Engagement functions and all relevant departments.**

**5. Develop internal corporate campaigns and events to support organisational change**

**6. Ensure a clear strategic narrative is present through all internal communications**

**7. Be responsible for promoting a range of internal projects, such a staff survey**

**8. Participate in the 24 hour Media & Communications on-call rota and work flexibly within it.**

 **The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**

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