

COMMUNICATIONS MANAGER

USUAL RESPONSIBILITIES INCLUDE

- Providing high quality effective written content that supports the firm's business development objectives; meets the firm's internal and external communications objectives; and reinforces the firm's values and brand positioning.
- Provide reliable advice to internal clients on appropriate communication strategies to meet specific objectives; implementation as required.
- Everyday implementation support to the CEO and BD team in line with the firm's communications strategy
- Managing the Communications team
- Editing articles scripted by professionals for news alerts and newsletters
- Interviewing internal clients to obtain and develop newsworthy content for internal and external publications
- Ensuring appropriate approval processes are followed prior to publishing.
- Ensuring consistent implementation of communications objectives against agreed plans and standards.
- Assisting in the preparation of the firm's responses to major industry survey requests.
- Managing and maintaining external website content; including the publishing of content to the website and liaison with the design team.
- Scripting and editing speeches when required
- Overseeing production of the firm's newsletter.
- Measuring and reporting on the success of the communications strategy.
- Working with BD Managers to develop effective communications plans that support their needs action
- Managing and maintaining key internal news-focused intranet pages.
- Assisting the firm's External Communications team with media liaison as required.

COMMONLY ASKED FOR QUALIFICATIONS AND EXPERIENCE

Education:

- Tertiary qualifications in Communications, Journalism, Marketing or a related discipline

Experience/Skills:

- 6-8 years experience in a corporate communications or editorial environment
- In-depth understanding of communications strategy and appropriate use of content and communications channels
- Outstanding writing and editing skills with a strong eye for detail
- Strong team player together with strong people skills including experience in advising senior personnel
- Experienced in providing high quality communications materials within tight timeframes.
- Commercial focus and results driven
- Ideally, experience of working in a professional services environment
- High degree of computer literacy including Microsoft Office (training for managing and uploading content to the intranet and website will be provided).

