



Job Title:	Communications Analyst
Function:	Corporate and Customer Services
Document date:	09/02/2018
Grade:	<i>TBC</i>
Job field:	Finance

Job Purpose

The Essex Pension Fund is one of the largest in the Country. With over 150,000 people, from across 700 employers, it has a diverse profile of stakeholders.

As part of the Technical Hub, the Communications Analyst is accountable for the delivery and implementation of the Fund's Communication Policy, the management of key stakeholder engagement events and the Fund's online profile.

A confident communicator and presenter with strong writing, editing and design skills and considerable experience in communications. This role will have excellent organisation, time management and planning skills and the ability to translate knowledge and information for a range of audiences.

Service/Functional Accountabilities

Accountable for the delivery and implementation of the Fund's Communication Policy.

Accountable for ensuring that the Fund communicates and engages with its key stakeholders, members, employers and third parties in an appropriate and professional manner.

Act as subject Matter Expert in digital engagement including Fund's web site; administration system and communication formats.

Responsible for drafting the Fund's Communications Policy and monitoring communications best practice across other Funds within the LGPS and wider pension sector.

Responsible for organising and promoting stakeholder engagement e.g. employer forums; roadshows; workshops and other key events.

Liaise with the systems team around the communication requirements of “on boarding” employers and scheme members on to the Funds digital platforms.

Accountable for leading the development of online content in relation to the Fund website in addition coordinate webpage maintenance to ensure the validity and consistency of all held data.

Accountable for the preparation and design of the Fund's annual benefit statements to active and deferred members, in line with statutory deadlines in addition to newsletters and communications.

Accountable for identifying potential communications risks and ownership of communications risks within the Fund's risk register.

Specific individual and shared targets and objectives are defined annually within the performance management framework.

Dimensions

Budgetary responsibility (direct or indirect impact): Act as Level 5 authorised signatory for up to £2 million under the Essex Pension Fund's Approvals Management Engine.

People management (including direct reports): None

Breadth of role: Present and communicate with Senior Leaders, including Elected Members of ECC and other authorities, the Fund's 150,000 members, 700+ employers and a range of other stakeholders. Interact with pensions colleagues on all team on communications issues.

Skills, Knowledge and Experience

Educated to Diploma level or Stage 2 certificate level in Local Government Pensions Administration with experience on the application of legislation within a public sector pensions environment.

Evidence of continuing professional development and expert knowledge in relevant professional area.

A confident communicator and presenter with strong writing, editing and design skills. Excellent organisation, time management and planning skills.

Considerable experience in communications, with the ability to translate knowledge into useful messages for a variety of audiences.

Experience of building strong relationships across the Council and with external organisations, which are collaborative and influential in their nature to achieve strategic objectives.

Good leadership and behavioural skills, as evidenced by achieving significant results through high performing teams and developing talent.

Excellent organisation, time management and planning skills.

Organisational Behaviours/Professional Competence

Please click below to access the link:-

[Organisational behaviours](#)
