

private & confidential

Role Description



Head of Public Affairs

For further information please contact:

Joshua Clements

T: 020 7340 6487

M. 078 7237 7343

Joshua@ellwoodatfield.com

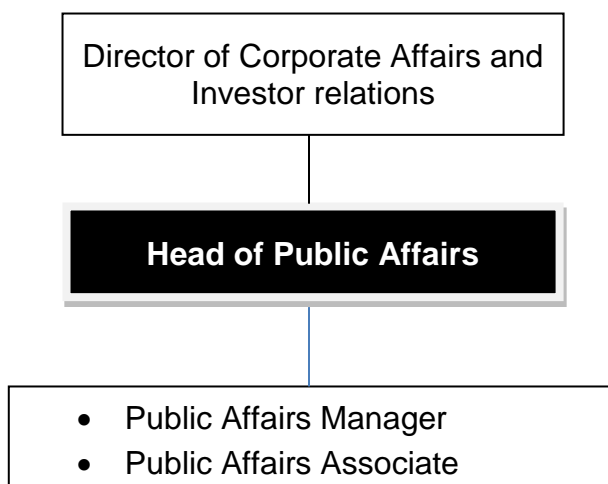


Job Title: Head of Public Affairs
Reporting to: Director of Corporate Affairs & Investor Relations
Salary: £60-70,000 and Benefits/Bonus/Relocation Allowance
Location: Peninsula House, Exeter
Website: www.pennon-group.co.uk

JOB PURPOSE:

The Head of Public Affairs will build Pennon's public affairs capabilities, creating a strategic public affairs function that supports and enhances the Group's brands and increases its influence on policy-making. Through a tailored public affairs programme, the public affairs team will work to enhance the value of Pennon's businesses making a direct contribution to Pennon's strategic business objectives.

IMMEDIATE STRUCTURE:



CORE DUTIES & KEY RESPONSIBILITIES:

- To create a public affairs function that will develop, manage and deliver a structured Public Affairs strategic plan (reflecting the company strategy, strategic objectives,

policies and business activities) including a clear stakeholder map which supports high quality and inspiring programmes, campaigns and activities; providing a proactive and reactive service.

- To manage and deliver structured policy, public affairs and political relations function, programmes and activities in order to build Pennons public affairs profile.
- In partnership with the Director of Corporate Affairs & Investor Relations and the Directors and senior management of Pennon and its subsidiaries, develop and implement strategic plans identifying and meeting the needs of key external stakeholders.
- Liaise, and manage relationships with, with clients, customers, media, political, senior internal and external stakeholders to establish appropriate Pennon position statements and key messages, and to ensure consistency and effectiveness in corporate and project communications.
- To manage, coordinate and deliver consultation and public affairs initiatives supporting Pennon's strategic goals and operational priority projects and activities.
- To provide clear measurements and benchmarks against which individual and team performance can be assessed ensuring that each employee had clear and achievable objectives and a development plan in place.
- As a member of the Corporate Affairs Steering Committee assist in developing a clear 'project-working' culture for the function particularly in respect of on ongoing, continuous projects such as annual reporting and crisis/issues communications planning.
- Providing a key corporate service and business partner support by liaising with directors, senior colleagues and colleagues across the business, and with key external stakeholders as appropriate to deliver the programmes and activities and achieve required results within established department and relevant corporate and programme budgets.
- To ensure public affairs programmes contribute to, and achieve, sometimes complex and long-term performance indicators and objectives and other relevant strategies and policy goals by identifying and mitigating against risks and outlining opportunities.

PERSON SPECIFICATION

Category	Requirements	Essential/ Desirable
Qualifications/ Training	Relevant degree or equivalent with emphasis on communications	E
Skills/ Knowledge & Experience	Knowledge of the UK political landscape.	E
	Knowledge of news values and journalistic practices	E
	Knowledge of UK devolved administrations and local government political cycles, policy priorities and mechanisms	E
	Knowledge of environmental infrastructure sector issues.	E
	Knowledge of lobbying protocol and ethical business governance and practice	E
	Knowledge of best practice in digital communications and social media engagement	D
	Good interpersonal and people management skills	E
	Targeted and effective policy and public affairs experience including campaigning and programmes	E
	Substantial professional experience within a similar public affairs role with demonstrable results.	E
	Experience of working for complex organisations with geographically dispersed staff.	E
	Experience of leading and managing a team	E
Personal Qualities	Excellent communicator, credible and able to influence at all levels	E
	Diligent with a strong commitment to continually protecting and improving the reputation and profile of the company	E

Category	Requirements	Essential/ Desirable
	Ability to manage and align projects with a good understanding of company priorities, capabilities and communications objectives.	E
	Ability to balance and prioritise complex workload, meeting sometimes complex performance targets and indicators.	E
	Good presentation skills and ability to enthuse and motivate others	E
	Ability to demonstrate leadership, influence and strategic planning.	E
	Ability to identify, plan and execute effective campaigns working with colleagues on the Corporate Affairs steering Committee to ensure maximum impact	E
Other Relevant Factors	Requires extensive UK travel and some out of hours working (including forming part of out-of-hours press office function).	E

The Package

- Holiday - 30 days.
- Occupational sick pay scheme.
- Company Car (monthly equivalent £430) OR cash equivalent (£510 monthly).
- Defined contribution pension - (Employee contribution 3/4/5%, employer contribution 5.15/7.15/9.15%).
- Discretionary non-contractual bonus scheme - typically up to 30-35% of base salary (cash and shares) 17/18 scheme yet to be agreed.
- A one-off relocation allowance, typically £7-10K depending on circumstances.
- Training and Development
- Corporate Discounts

Optional benefits on offer:



- Share save scheme ability to buy discounted share options in a 3yr or 5yr contract.
- Company Share Incentive Plan.