

VEREDUS



E-Communications Manager

April 2010

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Introduction from Jerry Lloyd, Director of Communications

Dear Applicant,

Thank you for your interest in working for the UK Commission for Employment and Skills.

The UK Commission aims to raise UK prosperity and opportunity by improving employment and skills. We do this by providing independent advice to the highest levels of Government through strategic policy development, evidence-based analysis and the exchange of good practice.

Since our inception in 2008, the Commission has set out its five year strategic plan and recently launched its *Ambition 2020* report which sets out the progress towards making the UK a world leader in skills, employment and productivity by 2020.

The primary role of the e-communications manager is to develop and implement a programme of e-communications and e-marketing activities in support of UK Commission objectives. We need someone with highly developed interpersonal skills as well as strong technical skills and management experience.

Based within Wath or London we are looking for a candidate who can bring experience and knowledge of e-communications and IT solutions especially SharePoint, and work with, and present well, to stakeholders internally and externally.

Please do visit our microsite which contains further information about the Commission but also job details and how to apply (www.workingatukces.co.uk)

Yours sincerely

Jerry Lloyd
Director of Communications

About the UK Commission

Established by Government in April 2008, the UK Commission for Employment and Skills is a key recommendation in Lord Leitch's 2006 review of skills. The UK Commission was originally created by the merger of two predecessor organisations, the Sector Skills Development agency and the National Employer Panel, although its final remit extends beyond that of these original bodies.

Our ambition is to benefit employers, individuals and government by advising how improved employment and skills systems can help the UK become a world-class leader in productivity in employment and in having a fair and inclusive society; all this in the context of a fast-changing global economy.

As employers have prime responsibility for improving productivity, the UK Commission strengthens the employer voice and provides greater employer influence over the UK's employment and skills systems.

We provide independent advice to the heart of the four UK Governments, helping to achieve improvements through strategic policy development, evidence based analysis and exchange of good practice.

The remit of the UK Commission's Research and Policy Directorate is expanding to establish the new Skills Research Institute, to undertake an analysis of strategic skills needs and the management of the Investors in People standard.

Skills Research Institute

In the summer 2009, the Government confirmed that it would like the UK Commission to develop a national skills research strategy, to co-ordinate the research agenda at a strategic level, and to establish a Skills Research Institute to play a key role in taking this forward. The purpose of the new Institute is to strengthen the research and development arm of the R&P Directorate. It will work with the UK Commission to: raise the profile of skills and employment research; build capacity for undertaking it; support policy development and innovation; improve knowledge transfer and by so doing to build a shared research agenda amongst stakeholders across the UK. The Research Institute will manage a research budget, and is expected to commission research, set up and manage an external research network, appointing leading research experts across the UK on a range of research activities.

Undertake analysis of strategic skills needs

In October 2009, the UK Commission received confirmation that it would have an important role advising Government about future strategic skills needs in England. This advice will be delivered in the form of a key publication, the 'National Strategic Skills Audit', to be delivered on an annual basis. A key aim of the Audit will be to develop a more co-ordinated and consistent strategic assessment of future skills needs in England, based on strong, robust research evidence. The goal of the National Strategic Skills Audit is to provide valuable insights to Government and other stakeholders on England's strategic skills needs and the economic priorities driving them, in order to shape future policy development. The Audit will provide a comprehensive, solid and informative evidence base for policy makers, supplementing the existing intelligence currently

harnessed from a range of agencies (such as the Sector Skills Councils and Regional Development Agencies).

Investors in People

In 2010, responsibility for the Investors in People standard will be passed from government to the UK Commission placing it at the heart of our agenda to strengthen high performance working, management and leadership and skills utilisation across the UK. Investors in People provides a simple and flexible framework helping thousands of organisations of all sizes and sectors to improve their business performance. These new arrangements will mean that the Commission will take over guardianship of the IiP standard and framework, including responsibility for ensuring continued high quality through the licensing of regional and national delivery centres across the UK. This raises implications for some of our future research and policy analysis

As the remit of the UK Commission's expands, we are seeking to recruit a range of highly committed individuals to support our growth and deliver our ambitious agenda.

Working at the UK Commission provides an opportunity to work alongside leaders in skills and labour market research and policy, and gives you the scope to make a valuable contribution to the UK Commission and its goal of raising UK prosperity and opportunity. It also provides the opportunity to work with our Commissioners, who are high profile leaders from across business, industry and the public sector, and the team at the UK Commission, led by Chris Humphries who has held high profile executive, non-executive and advisory roles focused on skills and workforce development for 20 years.

We are interested in attracting people from a wide range of backgrounds; you may currently be working in a research or policy role in central government, local government, a think tank, higher education, an NDPB, or in a relevant role in the private sector – whatever your current role, working at the UK Commission will enable you to build your research and policy skills alongside a range of committed and professional colleagues, many of whom bring a national and international reputation in their field. The work of the UK Commission directly influences Government policy and strategy across the UK, so the work you are doing will have real impact and value.

Working at the UK Commission will allow you to fulfil your potential in research and policy, and build a career and specialist expertise in a great working environment, in a role that offers flexible working patterns, a choice of locations, and a strong team ethos and culture. We look forward to hearing from you, and we hope welcoming you to a new and fulfilling career at the UK Commission.

Here are some useful documents that provide detailed information about the Commission;

<http://www.ukces.org.uk/reports/annual-report-2008-2009>

<http://www.ukces.org.uk/about-ukces/about-the-uk-commission/business-plan-and-5-year-strategic-plan/>

<http://www.ukces.org.uk/publications-and-resources/browse-by-title/ambition-2020-world-class-skills-and-jobs-for-the-uk>

UK Commission vision, goals and values

Please refer to strategic plan for further information <http://www.ukces.org.uk/about-ukces/about-the-uk-commission/business-plan-and-5-year-strategic-plan/>

Our vision

A world class and successful nation, built on sustainable economic growth, and providing opportunity for all.

Goals and milestones

2020 Goal: World class productivity levels – in top 8 OECD countries, currently 11th

2020 Goal: World class employment levels – in top 8 OECD countries, currently 10th

2020 Goal: World class skill levels – in top 8 OECD countries, currently 12th – 18th

2014 Milestone: Skill levels of the working age population equivalent to 80% at lower secondary; 58% at upper secondary; and 36% at tertiary level or higher – currently levels are 71%, 51% and 31% respectively.

2014 Milestone: 76% overall employment rate; with UK unemployment 20% lower than EU average.

2014 Milestone: 40% of businesses to have adopted high performance working practices - currently 30%.

2014 Milestone: 12th in OECD for ratio of top 10% of earning to bottom 10% of earnings – currently 14th

2014 Milestone: A 10% reduction in UK national/regional productivity and employment gaps.

Our mission is to

Maximise UK economic competitiveness and individual opportunity through world class employment and skills

Our values

Inspiration: We will be innovative, energetic and brave

Integrity: We will earn trust and respect by being ethical, honest and impartial

Inclusion: We will be committed to equality, diversity and partnership working

Influence: We will be decisive, give expert advice and be agents of beneficial change

Our Work

In pursuing our mission, we recognise fully that employment and skills are not the only drivers of productivity and social cohesion. Global factors, innovation, research and development, business and industrial strategies, competition and regulatory policy, transport and technological infrastructure, as well as culture and institutions all influence economic prosperity.

We will consistently seek to understand the political, policy, delivery and institutional contexts in which we operate. We will work in partnership with our sponsors and stakeholders to achieve shared goals and ambitions.

- **Communications** - The UK Commission for Employment and Skills needs to establish a strong and positive corporate reputation so as to achieve maximum influence with stakeholders. This reputation should be rooted in our good work rather than be merely asserted.
- **Corporate Services** - Corporate Services works to support excellent organisational performance in delivering the rest of the work of the UK commission. Although this work is led by staff in the Corporate Services Directorate, all staff will be engaged and have responsibility for ensuring that the organisation continues to deliver the highest level of performance.
- **Employer Engagement** - The Employer Engagement Directorate is responsible for improving the effectiveness of employer involvement in the skills system.
- **Research and Policy** - The Research and Policy directorate plays a fundamental role in the work of the UK Commission. It supports our advisory role to government and the assessment of progress made in the employment and skills system.
- **Qualifications** - The UK Commission is making an essential contribution to standards and qualifications working with partners across the four UK nations and the European Union to make sure they meet employment and learners' needs.
- **Strategy and Performance** - The primary role of the strategy and performance team is to monitor the contribution and challenge the performance of each part of the UK employment and skills systems in meeting the needs of employers and individuals, and recommend improvements in policy, delivery and innovation.

Sector Skills Councils

Sector Skills Councils (SSCs) are independent, employer-led, UK-wide organisations designed to build a skills system that is driven by employer demand. There are currently 25 SSCs covering over 90% of the economy and they all work towards the following four key goals:

- reduced skills gaps and shortages
- improved productivity, business and public service performance
- increased opportunities to boost the skills and productivity of everyone in the sector's workforce
- improved learning supply through National Occupational Standards, apprenticeships, and further and higher education.

SSCs have been established and developed during the last five years and in that time they have built strong working relationships with the UK Government and the devolved administrations, training providers, bodies which fund training and other important skills stakeholders. They have played a leading role on a range of skills issues, including:

- working with employers to identify future skills needs
- developing skills and training solutions
- setting occupational standards
- influencing and shaping the future development of qualifications
- designing apprenticeship frameworks
- encouraging greater investment in training
- providing labour market information that assists in long-term business planning.

SSCs have done a great deal of work on behalf of employers, but there are many challenges which lie ahead.

We need to be sure that the SSCs are up to that challenge, and that is why the UK Commission for Employment and Skills (UK Commission) is assessing the performance of SSCs. While there is no intention of embarking on a wholesale re-structuring of the network, the Commission wants to identify any potential for collaboration or consolidation across the network of SSCs, where this would help simplify the skills environment and make it clearer for employers.

Who are we?

Sir Michael Rake - Chairman

Sir Michael Rake is Chairman of BT Group plc.

From May 2002 to September 2007 Sir Michael Rake was Chairman of KPMG International. Prior to his appointment as Chairman of KPMG International he was Chairman of KPMG in Europe and Senior Partner of KPMG in the UK.

He joined KPMG in 1974 and worked in Continental Europe before transferring to the Middle East to run the practice for three years in 1986. He transferred to London in 1989, became a member of the UK Board in 1991, had a number of leadership roles in the UK before being elected UK Senior Partner in 1998.

Mike has led a number of major global client service teams in the commerce and banking sectors. He has driven the role of corporate involvement in the community within KPMG and has been actively involved as advisor to government bodies and charities.

External appointments include Chairman of Business in the Community, a member of the Board of Prince of Wales Business Leaders Forum and Vice President of Royal National Institute of the Blind. Mike is a member of the DTI UK/US Taskforce on Regulation. He is also a member of the Board of the TransAtlantic Business Dialogue, a member of the CBI International Advisory Board, the International Business Council of the World Economic Forum, the Chartered Management Institute, the Advisory Council for Business for New Europe and the Advisory Board of the Judge Institute at the University of Cambridge. Mike is Chairman of the newly formed UK Commission for Employment and Skills.

Mike is also a Governor of Wellington College and a board member of Guards Polo Club.

Mike is married with four children.

Chris Humphries - Chief Executive

Chris Humphries was appointed Chief Executive of the UK Commission for Employment and Skills with effect from 1 January 2008.

This appointment followed high profile national roles as Director General of the City and Guilds of London Institute, the UK's oldest and leading awarding body for Vocational Qualifications, from 2001 to 2007, and Director General of the British Chambers of Commerce from 1998-2001. Other relevant positions included Chief Executive of the TEC National Council from 1994-1998, Chief Executive of the Hertfordshire TEC, Assistant Director of the UK's Council for Educational Technology, and work in the private sector for ICL and Acorn Computers.

Over the last 20 years, Chris has worked actively with Government as an adviser on a wide variety of training projects, including the Open Tech Project, the Training Access Points system, the Prospects careers guidance system, and a variety of other public projects to develop the potential of new technologies for education and training.

From 1998 to 2000, Chris served as Chairman of the Government's National Skills Task Force, before being appointed as a founder member of the national Learning and Skills Council from 2000 to 2003, and is a continuing member of the national Adult Learning Committee. He is currently Chairman of UK Skills, and in 2006, led the successful UK bid to host the WorldSkills Competitions in London in 2011. He was a member of the national Skills Strategy Steering Group from December 2002 to 2005, appointed to the Board of the NHSU from 2003-05, and the FE Review Advisory Group in 2005.

An Australian by birth, Chris moved to London in 1974 where he still lives with his family. He was awarded the CBE for services to training and enterprise in June 1998.

Our Commissioners

- *Brendan Barber, General Secretary of the TUC*

Brendan joined the TUC in 1975, becoming Head of the Press Department in 1979 and the Industrial Relations Department in 1987 before being appointed Deputy General Secretary in 1993.

- *Charlie Mayfield, Chairman, John Lewis Partnership*

Charlie Mayfield became the Partnership's fifth Chairman in March 2007. He joined the Partnership in 2000 as Head of Business Development, for both John Lewis and Waitrose.

- *Chris Hyman, Chief Executive, Serco Group PLC*

In addition to this role, Chris formed Serco's first global division, and implemented the first global practices across the company. Chris is also Non-Executive Director of United Business Media plc, the Prince of Wales' Charity In Kind Direct, Habitat for Humanity and the Borneo Tropical Rainforest Foundation.

- *Dave Prentis, General Secretary, Unison*

Dave was UNISON's deputy general secretary from its formation in 1993 and drove through a strategic review of the union, aimed at delivering key reforms, to bring union services closer to the members.

- *David Brennan, Chief Executive Officer of AstraZeneca*

From 2001 until his appointment to CEO, David was President and Chief Executive Officer of AstraZeneca LP, the Company's North American subsidiary for the U.S. and Canada. He was appointed Executive Board Director of AstraZeneca in 2005.

- *Dr Bill McGinnis CBE, Northern Ireland Adviser on Employment and Skills*

Bill McGinnis is Chairman of the McAvoy Group Limited (off-site building solutions). He is currently a Board member of Tourism Ireland, Chairman of Air Route Development Ltd and Non-executive Director of a number of public limited companies.

- *Grahame Smith, General Secretary, Scottish Trades Union Congress*

Grahame was appointed as the STUC's Deputy General Secretary in 1996. In that role he headed the STUC's Policy and Campaigns Department and had specific responsibility for the STUC's work on lifelong learning and public services.

- *James Wates, Deputy Chairman, Wates Construction Limited*

James joined Wates Construction as a management trainee, he took on the role of General Manager in 1989. Since then he has progressed through the company to be Deputy Chairman of the main Group Board. Outside the Group, he is involved with several industry bodies.

- *Jeremy Anderson CBE, Head of Financial Services for KPMG Europe LLP*

Jeremy Anderson is Head of Financial Services for KPMG Europe LLP. He works extensively with global banks helping them to design and implement people, process and technology solutions as they deal with the challenges of a fast changing and expanding global market.

- *Julie A Kenny CBE, DL, Managing Director, Pyronix Limited of Rotherham, South Yorkshire*

Julie is also a Board member of the Small Business Forum, Yorkshire Forward, Creative Sheffield and Vice-Chairman of the British Security Industry Association.

- *Larry Hirst CBE, Chairman of IBM Europe, Middle East and Africa (EMEA)*

Previously, Larry was General Manager for IBM's operations in the UK, Ireland, the Netherlands and South Africa. In addition to his IBM responsibilities, Larry is an Advisor on the Presidential International Advisory Council on Information Society and Development (PIAC) for South Africa.

- *Liz Sayce OBE, Chief Executive, Radar*

Liz Sayce is Chief Executive of RADAR, the UK's leading pan-disability organisation. She is a member of the Disability Committee of the Equality and Human Rights Commission and a trustee of Stonewall.

- *Lord Victor Adebowale, Chief Executive of Turning Point*

Victor joined Turning Point as Chief Executive in September 2001. Turning Point is the UK's leading social care organisation, providing services for people with complex needs.

- *Nigel Whitehead, Group Managing Director Programmes & Support, BAE Systems*

Nigel was appointed Group Managing Director of Programmes and Support, one of four Global Operating Groups in BAE Systems, in 2008. In this role he has responsibility for UK Businesses including Surface Ships, Submarines, Security, Systems Integration and Military Aircraft.

- *Philip N Green, Chief Executive of United Utilities PLC*

United Utilities is one of the largest utilities (water, gas, and electricity) companies in the UK, ranked mid-way in the FTSE100. Philip's previous positions have included CEO of P&O Nedlloyd Container Line Ltd., where in 2004 he led the company to its successful listing as Royal P&O Nedlloyd BV in Amsterdam.

- *Professor Alan Gilbert, President and Vice-Chancellor, The University of Manchester*

Professor Alan Gilbert joined the University in February 2004 as President and Vice-Chancellor-elect to plan for the launch of the single University. He formally took up his duties as President and Vice-Chancellor on 1st October 2004.

- *Richard Lambert, Director-General, Confederation of British Industry (CBI)*

Richard became Financial Editor at the Financial Times in 1979. He became Editor in 1991 and during his 10 years in this role launched the US version of the newspaper.

- *Sir Adrian Webb, Chair of the Wales Employment & Skills Board*

Sir Adrian was First Vice-Chancellor, University of Glamorgan from 1992 to 2005 and previous to that was Deputy Vice-Chancellor and Director of the Centre for Research in Social Policy, Loughborough University.

- *Valerie Todd, Director of Talent and Resources at Crossrail*

Valerie has held a number of senior positions in local government. She is the founding President of the Women's Transportation Seminar (London), an organisation established in 2005 to be a voice for women in transport.

- *Willy Roe, Chair, Skills Development Scotland*

Willy Roe is Chair of Skills Development Scotland, the Scottish Government's new agency serving employers, individuals and communities and acting as a catalyst for positive change in Scotland's skills performance.

Our Directors

- *Geoff Fieldsend - Director of Qualifications Reform*
- *Jerry Lloyd - Director of Communications*
- *Kay Dickinson - Director of Corporate Services*
- *Michael Davis - Director of Strategy & Performance*
- *Mike Campbell - Director of Research and Policy*
- *Simon Perryman - Director of Employer Engagement*

About Communications

The UK Commission for Employment and Skills needs to establish a strong and positive corporate reputation so as to achieve maximum influence with stakeholders. This reputation should be rooted in our good work rather than be merely asserted.

The Work Programme in our annual Business Plan (currently 2009-2010) contains around 40 projects and activities arising from the UK Commission's advisory role and executive functions. Some have communications needs during implementation, such as mass mailings for the Employability project or consultation events for our Five Year Strategic Plan. Almost all will require promotional communications at their completion, whether to select audiences of key stakeholders or occasionally to mass audiences.

Project Focus

In terms of focus, projects identified in the current year, include:

- 'Ambition 2020' report
- communications supporting our Five Year Strategic Plan
- work on the integration of the UK's employment and skills systems
- the re-licensing of Sector Skills Councils
- and Simplification of Skills in England

All UK Commission projects and activities requiring communications support receive it. See the Business Plan for more details.

Some of our communications work for the UK Commission is on 'soft projects'. We define these as where the objectives are broadly stated and the resources needed are not fully known and are flexible, with the scope left intentionally open and deadlines not always defined precisely at the outset. Project by project, therefore, our proposed strategy for living with such uncertainty is to create an 'account manager' approach. Our account manager creates a brief from discussions with the project owners. This brief is addressed by the different disciplines within the Communications Directorate. A project communications plan is drawn up against a template. The plan is agreed with the project owners. Implementation then proceeds.

The UK Commission's annual Communications Plan remains relatively opportunistic and flexible in itself because that is the way it can respond to the UK Commission's fast-moving agenda. However, we seek to ensure co-ordinated delivery, recognising that constraints in terms of budget, human resources and calendar opportunities require firm communications plans as early as possible.

Jerry Lloyd – Director of Communications

Jerry has 20 years experience as a communications director in major organisations.

After five years as an English teacher, Jerry moved into campaigning for Oxfam in the mid-80s on debt, aid and trade, helping to develop mass public support behind these issues, amongst others, during 'the Live Aid years'.

Having set up the RSPCA's parliamentary activities, he then led its campaigns and fund-raising so that the RSPCA became the UK's most well-known voluntary organisation. Activities included launching and developing the Freedom Food welfare-based labelling scheme; running numerous, often controversial, campaigns on front page topics such as the live transport of food animals, dog registration and micro-chipping, and the protection of wild mammals; as well as creating a strong media presence topped off by 'Animal Hospital', which gained huge audiences and ran for many series.

At CITB - ConstructionSkills, Jerry completely re-organised communications and marketing before introducing campaigns such as on 'the positive image of the industry', which met with strong approval from young people and from construction employers, and, for example, on health and safety, for which the IPA/Marketing Week 'Campaign of the Year' award was added to many previous communications and marketing industry awards.

Prior to becoming the UK Commission's Communications Director, Jerry helped launch and create a profile for the Sector Skills Councils movement as well as promoting the work of the Sector Skills Development Agency.

He is a fellow of the Institute of Direct Marketing and of the Royal Society of Arts; is a member of the Chartered Institute of Public Relations; and lives largely on the train between South Yorkshire and London.

Job Description

JOB TITLE: E-COMMUNICATIONS MANAGER

LOCATION: WATH/LONDON

REPORTS TO: DIRECTOR OF COMMUNICATIONS

JOB PURPOSE:

To plan, develop and implement a programme of e-communications and e-marketing activities in support of UK Commission objectives, strategic aims and Business Plans: such activities covering both the UK Commission as a whole and also the separately branded Investors in People Standard, with an emphasis on developing cross-organisational involvement in the provision of clear traditional e-communications whilst also championing open, rich content and interactive e-media in a Web 2.0 style.

ORGANISATIONAL CONTEXT:

The remit of the UK Commission for Employment and Skills is to provide vigorous and independent challenge, advising government at the highest levels across the UK on employment and skills strategy, targets, policies and progress towards challenging competitiveness goals, including the vision of an 80% employment rate by 2020.

The Communications Directorate plays a crucial role in promoting the integrated employment and skills agenda to Government, employers, learning providers, stakeholders and individuals. Effective communications require open, secure, positive and influential relationships at the highest level between the UK Commission and stakeholders in the political, education, media and business worlds.

KEY ACCOUNTABILITIES / RESPONSIBILITIES / OUTPUTS:

1. People management and relationships responsibilities: A heavy emphasis on cross-organisational people relationship and management skills in acting as the proactive gatekeeper and strong internal advocate of high quality, advanced e-communications, establishing systems to ensure timely, relevant, clear content - especially in terms of Web 2.0 approaches: through personal content production but increasingly through establishing ways for staff from other Directorates to be able to produce content (probably including the establishment, chairing and enthusing of an e-editorial team.)
2. Strategic responsibility: Develop and champion the e-communications strategy of the UK Commission, acting in the leading role in terms of content strategy and management while contributing fully to the development of integration of common approaches to the technical development of e-communications.
3. Technical responsibility: Create and deliver innovative e-communications development based on a sufficiently sound technical knowledge to inform the UK Commission's IT strategy (which is led by the IT Department) and to make a leading contribution to the solutions regarding the integration and continual improvement of websites, and other external and also internal e-communications (with SharePoint being the current

preferred option on which to base such integration and activities.)

4. Procure and exploit external agency support to deliver on the above responsibilities, primarily on the content management aspects but also the technical aspects through working closely together with the IT Department.
5. Use web analytic and measurement tools to monitor e-communications activity, providing reports to the relevant staff and to the UK Commissioners.
6. Ensure all activity is delivered on time and to budget, maintaining proper procedures including appropriate budgetary records, and exercising control of budgets which may well be in six figures.
7. Ensure that e-communications activity takes account of the similarities and differences in context and strategy of stakeholders in Scotland, Wales and Northern Ireland (and where appropriate the English regions).

Planning and Organising:

- Has the primary responsibility for developing and delivering the e-communications strategy for the UK Commission.

Decision Making:

- Be responsible for providing expert input into the UK Commissions e-communications strategy.

Internal and External Relationships:

- Reports to Director of Communications.
- Cross organisational relationships to encourage each directorate to contribute to the E-communications strategy.
- All Heads within the Communications team.
- IT Team, particularly with IT Systems Analyst and ITC Trainer.
- Contractors.

Person Specification

Knowledge, Skills and Experience Needed:

Essential

- Highly developed interpersonal skills as an influential, persuasive, and authoritative communicator able to enthuse others in an engaging and accessible manner regarding e-communications, even when dealing with new and unfamiliar approaches and technical complexities.
- Knowledge and experience of e-communications and IT solutions: in particular being able to demonstrate an in-depth understanding of how SharePoint can contribute to such solutions: most probably through knowledge and experience of SharePoint itself.
- Excellent written and oral communication and presentational skills, including the creative writing skills most suitable for the e-communications context
- Ability to work across organisational boundaries and develop constructive relationships with internal and external stakeholders
- Educated to Level 4, degree level or equivalent
- Budget management experience

Desirable

- At least three years' experience in a similar function, with demonstrable success not only in technical aspects and in delivering excellence in content through personal actions but above all through effective people management (which may not necessarily include line management).

Special Features:

- The post holder will be required to undertake their own personal administration required to fulfil the duties of the role.
- The post-holder may be required to attend conferences, seminars and meetings away from the base location of the post, with such attendance sometimes involving overnight stays.
- Contribute to the success of the UK Commission for Employment and Skills through the setting and achievement of objectives set in our performance management process in a way that is consistent with our Values and in line with the best practices and principles associated with equality and diversity and health and safety in the workplace.
- Undertake any roles or tasks that are consistent with the level of this post or that fall within the scope of the role thereby ensuring that the overall business and operational priorities of the UK Commission are delivered in a timely and effective manner.

Terms and Conditions

We have put together an attractive remuneration package for the post of E-Communications Manager. The following are the key ingredients:

Salary: circa £35,000

Pension: Civil Service Pension Scheme

Annual leave: 25 days annual leave plus an additional 10.5 statutory days

London Weighting: £3,500

Base: Flexible – London or Wath-on-Deerne

How to apply

To apply for this position please visit the microsite (www.workingatukces.co.uk) and once there go to the “E-Communications Manager” where you will be directed to details about the role and our on-line application process. Here you will be asked to submit an up-to-date CV and a supporting statement related to specific questions; once this is submitted a receipt will automatically be sent.

You should give the names, positions, organisations and telephone contact numbers of at least two referees, one of whom should be your current/most recent employer, and your **current salary**.

You are invited to complete and return the enclosed monitoring information form. This will help our client to follow the recommendations of the Equality and Human Rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes. The form will not be treated as part of your application.

Finally please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

Timetable

Closing date	17 May 2010
Shortlist agreed	by the 24 May 2010
Psychometric testing	w/c 24 May 2010
Final interviews	w/c 31 May 2010

These dates may be subject to change and applicants will be advised in advance should this happen.

Recruitment Process

Should you decide to make a formal application, you will hear from the UK Commission directly if you are being called forward for interview. Those candidates not successful will be advised in writing.

Queries

If you have any queries on the application process please contact Jason Soper-Dyer (Jason.Soper-Dyer@capita.co.uk). If you have any queries about the role and UK Commission please contact Paul Aristides (paul.aristides@veredus.co.uk) 020 7932 4240.

Equal opportunities monitoring form

Enter Job Reference Number Here:

Name:

Date of Birth:

Current
Job
Title:

Full time:

Part-time:

If yes, No. of Hours:

Female:

Male:

Marital Status (please state) :

Please tick as appropriate

<p>ETHNIC ORIGIN INFORMATION</p> <p>These categories are not about nationality, place of birth or citizenship. They relate to broad ethnic group categories as recommended by the EHRC. When you have read them all please tick the box that most accurately describes you.</p>	<p>Asian or Asian British;</p> <p>Black or Black British;</p> <p>Chinese or Other Mixed;</p> <p>White;</p> <p>Other Ethnic Origin (please describe) Religion (please state)</p>	<p>Indian Pakistani Bangladeshi Other Caribbean African Other Chinese Other White and Black Caribbean White and Black African White and Asian Other British Irish Other</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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Section 1 of the Disability Discrimination Act defines a person as having a disability if he or she 'has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'.

Do you have such a disability? YES NO

Please describe the nature of your disability together with details of any adjustments that you may require to do this Job.

In which publication or website did you see the post advertised?