



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE:	Policy, Projects and Communications Officer
TEAM:	Administrator's Office
REPORTS TO:	Head of Administrator's Office
JOB PURPOSE:	Lead the development and delivery of government policy and distinct projects, underpinned by effective external and internal communications. The Policy, Projects and Communications Officer reports to the Head of the Administrator's Office and will work closely with the Administrator and senior management team (SMT) of the Ascension Island government (AIG) on a broad range of policy areas, initiatives and communications.

MAIN DUTIES:

- Prepare and develop high quality, well evidenced and robust policy advice for the Administrator's Office, SMT and Island Council.
- Develop, shape and influence government policy across all AIG directorates to deliver strategic objectives and ensure consistency of approach, delivery and enforcement.
- Work across all SMT leads to develop government policy, the delivery of special projects, and business cases.
- Work closely with directors and legal experts to ensure the good governance of the territory through the implementation of sound policy using the AIG Policy Making Framework, strategic cross-governmental approaches to problem solving, and the delivery of excellent public services.
- Lead the government's communications effort by delivering effective external communications. Be the focal point for policy and media enquiries, producing and disseminating timely and consistent messaging, and overseeing communication products and official communication channels.
- Advise on and support development of effective internal messaging to ensure staff across all Directorates are aware of and engaged in AIG initiatives.
- Use effective government communications to positively influence a broad network of stakeholders in Ascension and beyond, including Island Councillors, British and US military, other island-based employers and other UK government departments.
- Lead responsibility for cybersecurity policy support in AIG and project manager for distinct projects (e.g. AIG web-platform renewal).

RESPONSIBILITIES:

- **Health and safety** – share the corporate responsibility for the safety of staff and visitors in the work environment.
- **Continuous development** – responsible for your own Continuing Professional Development (CPD)

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- A minimum of two years' experience in leading, or four years supporting, policy development, strategic planning and/or operational delivery gained from central, regional or local government.
- Excellent oral and written communication, interpersonal and influencing skills – adaptable to different audiences - including report writing and presentation skills.
- Ability to work collaboratively and form positive, professional and trusting relationships with colleagues and other stakeholders.
- Sound political and commercial awareness.
- Self-motivation, resilience and flexibility.
- High standard of personal integrity, honesty, impartiality, discretion and objectivity.
- Experience of using a variety of social media platforms to deliver key messages.

Desirable

- A degree in a relevant subject would be beneficial, as would an awareness of legal frameworks.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Updated: December 2024