

<b>Job title</b>	Stakeholder & Network Manager
<b>Reports to</b>	Head of Stakeholder Engagement
<b>Department or team</b>	Networks
<b>Date created</b>	27 January 2010
<b>Ref No.</b>	IRC44514
<b>Grade/band</b>	Level 3 – SEO (£33,072 pa)
<b>Location</b>	Newcastle
<b>Purpose of this job</b>	To provide co-ordination and maintenance of productive relationships with key stakeholders in all areas of MMO activity.  Maintain and manage the MoU's and SLA's  Manage relationships with IFCA's

### **Stakeholder & Network Manager**

The Stakeholder and Networks Manager will support the Director of Networks and Head of Stakeholder Engagement in managing communication with key stakeholders so that the work of the MMO is clearly understood. The post holder will help engage networks of key organisations and people working to support all marine management work, and manage communications projects supporting our advisory work.

Whilst the primary role of the post is communications and engagement, the post holder will be expected to take responsibility for supporting the delivery in other parts of the MMO work programme (e.g. Marine Planning) as agreed with the Director. The role is about advocacy, developing relationships, ways of engaging key stakeholders, dealing with government affairs, and promoting communication.

#### **Key accountabilities:**

- Contribute to the overall MMO Stakeholder Engagement Plan development and implementation
- Develop and maintain a variety of communication channels for engaging with stakeholders including annual conferences, events, web and online tools and techniques

- Develop and maintain a system for ensuring MMO MoU's and SLA's are up to date and fit for purpose
- Ensure the MoU/SLA framework is monitored and reported within the MMO performance framework and staff are supported in implementing in relevant areas in our work with our stakeholders and partners
- Develop, manage and maintain relationships with IFCA's to ensure we meet our business outcomes
- Develop relationships with other key stakeholders and players in order to develop opportunities for information sharing and partnership working.
- Contribute to the development of organisational systems and processes to ensure engagement principles are embedded in activity

### **Person Specification**

#### **Essential criteria for this role:**

- Excellent communication skills, both written and oral
- Excellent project and programme management skills
- Ability to prioritise and co-ordinate workload
- Ability to manage projects involving stakeholders at all levels and who have differing objectives.
- Excellent inter personal skills

#### **Desirable criteria for this role**

- Understanding government/NDPB/ agency structures and relationships

Flexibility is pivotal to this role as it involves travel and overnight stays; this is driven by operational needs.

#### **Core competencies**

- Leading and influencing
- Making effective decisions
- Making things happen
- Navigating Change
- Collaboration

## **Role Specific Competencies**

- Developing high performance
- Thinking with vision
- Delivering in partnership
- Delivering value for money