

Job title	Stakeholder & Network Officer
Reports to	Head of Stakeholder Engagement
Department or team	Networks
Date created	27 January 2010
Ref No.	IRC44513
Grade/band	Level 3 – HEO (£26,745 pa)
Location	Newcastle
Purpose of this job	<p>To provide co-ordination and maintenance of productive relationships with key stakeholders in all areas of MMO activity.</p> <p>Support the Head of Stakeholder Engagement and the Stakeholder and Network Manager in implementing the MMO Engagement Plan.</p> <p>Support the maintenance and management of the MoU's and SLA's</p>

Stakeholder & Network Officer

The Stakeholder and Networks Officer will support the Head of Stakeholder Engagement and the Stakeholder and Network Manager 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

- Support the maintenance of a variety of communication channels for engaging with stakeholders including annual conferences, events, web and online tools and techniques
- Support the maintenance of a system for ensuring MMO MoU's and SLA's are up to date and fit for purpose, working with MMO staff in understanding the impact for their work
- Support the Stakeholder and Network Manager in developing and maintaining relationships with IFCA's to ensure we meet our business outcomes
- Develop and support 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
- Experience in project and programme management
- Ability to prioritise and co-ordinate workload
- Excellent inter personal skills
- Flexibility is pivotal to this role as it involves travel and overnight stays; this is driven by operational needs.

Desirable criteria for this role

- Understanding government/NDPB/ agency structures and relationships
- Experience of projects involving stakeholders at all levels and who have differing objectives.

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