

<b>Job Title</b>	Net Zero External Relations Officer
<b>Department</b>	Corporate Affairs
<b>Reports to</b>	External Relations Manager
<b>Grade</b>	Grade 4
<b>Purpose &amp; Overview</b>	<p>Support delivery of the Corporate Affairs, stakeholder relations and Net Zero strategies.</p> <p>The Net Zero External Relations Officer's role is the day-to-day delivery of Net Zero communications and engagement activities.</p> <p>Engaging with a range of key stakeholders, core responsibilities include positively promoting Wales &amp; West Utilities Net Zero performance and delivery through media and public affairs activity and supporting the delivery of industry wide communications campaigns.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Support the management and delivery of an ambitious proactive media strategy, proactively developing ideas for stories and activity, and identifying appropriate communications methods required to reach key target audiences.</li> <li>• Manage involvement in a number of industry wide communications and engagement campaigns</li> <li>• Support delivery of Net Zero public affairs activities – coordinating events, briefing materials, political monitoring insights and reporting</li> <li>• Support the development of a range of Net Zero related policy asks</li> <li>• Prepare and edit a range of communications ensuring quality of content and execution</li> <li>• Ensure all Net Zero related communications activity clearly represents the company brand, objectives and ambition, priorities and values</li> <li>• Support the Internal Communications function to deliver Net Zero focussed colleague engagement and communications</li> <li>• Provide support across the team with relevant MI, media monitoring, industrial liaison, monthly reporting, budgeting and regulatory reporting requirements</li> </ul>
<b>Technical Know-How &amp; Skills</b>	<ul style="list-style-type: none"> <li>• An experienced communications/public affair/public relations professional</li> <li>• A working knowledge of stakeholder mapping and communication planning</li> <li>• Have experience of producing and delivering effective and engaging communications across the business</li> <li>• Be an effective communicator in both verbal and written skills</li> <li>• Have excellent attention to detail and accuracy when editing and developing content for communications</li> <li>• Able to develop a good understanding of the business to maximise the effectiveness of communications</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Be proficient in the use of Microsoft Excel, Word, Power point and Outlook</li> </ul>

