

Senior Communications Officer - Copernicus Services

1. Position information

Vacancy No.: VN19-24	Department: Copernicus
Grade: A3	Section: n/a
Job Ref. No.: STF-PL/19-24	Reports to: Director of Copernicus
Publication Date: 16 May 2019	Closing Date: 16 June 2019

2. About ECMWF

ECMWF is both a research institute and a 24/7 operational service, producing and disseminating numerical weather predictions to its Member States. ECMWF carries out scientific and technical research directed to the improvement of its forecasts, collects and processes large amounts of observations, and manages a long-term archive of meteorological data. Satellite and in situ observations provide the information for up-to-date global analyses and climate reanalyses of the atmosphere, ocean and land surface.

For details, see www.ecmwf.int/.

ECMWF has been entrusted to operate the Copernicus Atmosphere Monitoring Service (CAMS) and the Copernicus Climate Change Service (C3S) on behalf of the European Commission until the end of 2020. Copernicus is the European Union (EU) flagship Earth-observation programme. The Copernicus programme ensures operational monitoring of the atmosphere, oceans, and continental surfaces, and provides reliable, validated information services for a range of environmental and security applications. Based on the exploitation of space based and in situ observations and models, Copernicus provides information services for land, marine, atmospheric and climate monitoring, as well as emergency management and security. For details, see www.copernicus.eu/.

The Copernicus Atmosphere Monitoring Service (CAMS) service provides consistent and quality-controlled information related to air pollution and health, solar energy, greenhouse gases and climate forcing, everywhere in the world. For details, see www.atmosphere.copernicus.eu/

The Copernicus Climate Change Service (C3S) service provides authoritative information about the past, present and future climate, as well as tools to enable climate change mitigation and adaptation strategies by policy makers and businesses. For details, see www.climate.copernicus.eu/

3. Summary of the role

The Copernicus Services Senior Communications Officer reports to the Director of Copernicus Services for the day-to-day activities, and works under the direction of the Head of Communications at ECMWF for overall communications strategies and policy matters.

Leading a small communications team, the post-holder is responsible for the definition and implementation of all the communication activities of the CAMS and C3S services, aimed at increasing awareness and user uptake of the services. Its portfolio of activities includes general communications tasks, delivery of events and conferences services, press management, web services, as well as support to user uptake related matters, training and education programmes, etc.

The post-holder should have extensive experience in print and digital communication, stakeholder management (internal and external), coupled with a strong understanding of media relations and promotion activities. The post-holder should also have demonstrated experience in designing and delivering communication strategies across different sectors and communities at international level. The post-holder will translate complex information in to easy-to-understand messaging across different audiences and European countries. A background in the field of environmental sciences and policies is highly desirable.

The post-holder will be part of the Copernicus Management Team and will be accountable for design, delivery and evaluation of the programme's communications strategies and plans. The post-holder will work closely with the Copernicus Management Team to ensure that the communications activities are aligned to the programme objectives, and will be the focal point to the European Commission and Copernicus stakeholders for all communication aspects.

A significant part of the Copernicus communication tasks is subcontracted externally, with a substantial associated budget. The post holder will be responsible for defining the scope of the outsourced work and managing it efficiently to achieve the overall communication objectives. Experience in managing outsourced communications activities and in delivering successfully communication services through a network of suppliers is required.

The post-holder will work under the directions of the Head of Communications at ECMWF to ensure that the Copernicus communication activities are aligned with ECMWF communications policies.

4. Main duties and key responsibilities

- Defining and delivering the Copernicus services communication strategies and work plans, and managing and implementing all related tasks and activities
- Coordinating the communication strategies and plans with the European Commission and the programme ecosystem
- Managing interaction with stakeholders, from identification and mapping to managing events, promoting activities and media outreach
- Managing all outsourced communication contracts, from tendering to day-to-day execution, monitoring performance and outcomes, and implementing corrective/preventive actions if required
- Designing and implementing a targeted press and social media outreach strategy, with clear and measurable objectives and targets, and monitoring performance
- Managing the Copernicus web services
- Managing participation in events and conferences across Europe, as well as to organize key events
- Identifying and creating opportunities to increase the uptake of the Copernicus services by its target audiences, including developing and creating innovative communications approaches and actions
- Animating and coordinating a network of communications specialists of the industrial consortia subcontracted by ECMWF across Europe for the delivery of the CAMS and C3S services. This

involves aligning communications policies and messages, coordinating activities, and ensuring that the ECMWF, EU Copernicus, CAMS and C3S branding is promoted and properly addressed.

- Supporting the Copernicus Management team in their user engagement activities, developing the right messages and promoting materials for the relevant audiences
- Representing the Copernicus services in meetings and events as required, mostly across Europe and in Brussels in particular

5. Personal attributes

- Ability to work at strategic, tactical and operational levels, with a strong can-do attitude to handle the diverse requirements of this role
- Understanding of and an interest in the scientific culture in which ECMWF works and willingness to adapt to its specificities. Genuine interest in the Copernicus environmental services
- Ability to lead and inspire a diverse team, as well as work as part of this team
- Excellent communication and interpersonal skills
- Creativity and proactivity, ability to work autonomously and to take initiatives
- Ability to handle multiple tasks and to manage priorities autonomously
- Strong sense of accountability and customer focus

6. Qualifications and experience required

Education	A university degree in a relevant discipline.
Experience	<p>Experience in digital communication, and the ability to identify best uses of electronic communications for each audience group and project/programme objective.</p> <p>Demonstrated experience in designing communications strategies for public or private services.</p> <p>Experience in managing communications channels, including but not limited to digital, print, social media and events, matching each channel with specific audiences and expected outcome.</p> <p>Proven experience in budget management.</p> <p>Demonstrated successful delivery of communication services through a network of suppliers.</p> <p>Experience in addressing different types of audiences, as well as in different European countries.</p> <p>Experience of working in international projects and/or with an international customers base would be an advantage.</p> <p>Experience and understanding of environmental policies would be desirable.</p> <p>Experience in line-managing staff, as well as inspiring a team, and colleagues across the organisation.</p>
Knowledge and skills (including language)	Candidates must be able to work effectively in English and interviews will be conducted in English.

	A good knowledge of one of the Centre's other working languages (French or German) and other European languages would be an advantage.
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7. Other information

The successful candidate will be recruited at the **A3** grade, according to the scales of the Co-ordinated Organisations and the annual basic salary will be **£73,083.12** net of tax. This position is assigned to the employment category **STF-PL** as defined in the Staff Regulations.

Full details of salary scales and allowances are available on the ECMWF website at www.ecmwf.int/en/about/jobs, including the Centre's Staff Regulations regarding the terms and conditions of employment.

Starting date: As soon as possible.

Length of contract: Contract to 30 September 2021, with possibility of renewal depending on the next phase of the Copernicus programme at ECMWF beyond 2020.

Location: The role will be based in the Reading area, in Berkshire, United Kingdom.

8. How to apply

Please apply by completing the online application form available at www.ecmwf.int/en/about/jobs.

To contact the ECMWF Recruitment Team, please email jobs@ecmwf.int.

At ECMWF, we consider an inclusive environment as key for our success. We are dedicated to ensuring a workplace that embraces diversity and provides equal opportunities for all, without distinction as to race, gender, age, marital status, social status, disability, sexual orientation, religion, personality, ethnicity and culture. We value the benefits derived from a diverse workforce and are committed to having staff that reflect the diversity of the countries that are part of our community, in an environment that nurtures equality and inclusion.

Staff are usually recruited from among nationals of the following Member States and Co-operating States:

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Hungary, Germany, Greece, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Montenegro, Morocco, the Netherlands, North Macedonia, Norway, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

Staff from other countries may be considered in exceptional cases.