
HEAD OF COMMUNICATIONS and STAKEHOLDER ENGAGEMENT

The Regulatory Authority of Bermuda invites applications for the role of **HEAD OF COMMUNICATIONS and STAKEHOLDER ENGAGEMENT**. Reporting to the Chief Executive and supporting the Board of the Regulatory Authority, this position provides the opportunity to work in a challenging and expanding environment in an entity that delivers and transacts the regulation of the telecommunications and electricity sectors. This role will be responsible for high level and critical deliverables within the Authority.

Key Duties and Responsibilities:

- Leads the development and implementation of the Authority's communications strategy.
- Develops and implements strategic plans to facilitate the Authority's vision and communications.
- Drafts and edits content (e.g. assists in the production of consultations, creates press releases etc.) for mass and social media on multiple platforms.
- Active and detailed management of the Authority web site
- Create and manage both the Communications strategic plan and budget
- Monitor various data and analytics and utilise the same for corporate communications purposes
- Create brochures, commercials and other awareness information.
- Manages information and guidance provided to industry members, the media and the general public in relation to policies and frameworks.

Qualifications, Experience and Key Skills:

- Degree in Communication, Marketing or Journalism (other degrees may be considered dependent on experience).
- Significant and proven high level relevant experience (minimum of 5 years preferred) in some or all the above areas in the commercial and/or public sector.
- Demonstrated experience in dealings with senior executives and/or board members with a command of detail for the bigger picture
- Previous experience in relationship management as well as project and programme management
- Proven ability to manage confidential and sensitive issues and correspond efficiently and confidently, presenting a professional image to the stakeholders;
- Able to take responsibility for effective and timely delivery of complex, high quality work across the team's remit.
- Able to pre-empt, manage and resolve risks, escalating when necessary.
- Able to produce and edit concise, high quality, well written drafts of documents, providing direction on style and tone and ensuring overall quality.
- Excellent verbal and written communication and interpersonal skills; demonstrable experience in writing and editing;
- Excellent task management and time management skills;
- Excellent working knowledge of Microsoft Office Suite of products
- Proven web site management skills, ideally at a technical level.

The Authority is open to applications from those with a range of skills in the above areas. Candidates should have strategic aptitude with regards to understanding and assessing the challenges facing the Authority, as well operational capabilities at the web site and programme management levels

Apply in writing by forwarding a cover letter along with your resume marked

HEAD OF COMMUNICATIONS and send via email to:

kmartins@rab.bm

Deadline for receipt of application: 8th December , 2017