

<b>ROLE PROFILE</b>	
<b>Job Title:</b>	<b>Public Affairs and Communications Manager</b>
<b>Level:</b>	<b>TBC</b>
<b>Reporting to:</b>	<b>Port Heritage Director</b>
<b>About Us</b>	<p>The Vision of Dublin Port Company is to service the needs of its customers and the wider economy efficiently, sustainably and safely. Also, Dublin Port will integrate with the City by enhancing the natural and built environments. The Port is being developed in line with Masterplan 2040.</p> <p>Dublin Port Company's mission is to:</p> <ul style="list-style-type: none"> <li>• Foresee the requirements and demands for additional Port infrastructure and make our investments on time</li> <li>• Plan and implement capital projects needed to provide port capacity</li> <li>• Optimise the use of land, facilities and infrastructure in the Port</li> <li>• Provide port infrastructure to be operated efficiently, competitively and sustainably</li> <li>• Identify, evaluate and manage large infrastructure development projects</li> <li>• Ensure business risks are assessed and mitigated in all areas, particularly safety, security, business continuity and the environment</li> <li>• Create linkages between the Port and the City so that the heritage of the Port becomes an integral part of the heritage of the City</li> <li>• Seek to create value for all stakeholders including our shareholder, customers, employees and neighbours</li> </ul>
<b>Role Context and Description</b>	Dublin Port Company require a motivated, agile and ethical Public Affairs and Communications Manager who will work to deliver on the DPC mission and to achieve Masterplan 2040.
<b>The Person we are looking for</b>	<p>The person we are looking for will be a highly motivated Public Affairs and Communications Manager who can work in line with Dublin Port Company values of</p> <ul style="list-style-type: none"> <li>• Stewardship</li> <li>• Trust and respect</li> <li>• A unified team of strong individuals</li> <li>• Excellence</li> <li>• Frugality</li> <li>• Flexibility</li> </ul>

<p><b>Key Responsibilities</b></p>	<p><b>Public Affairs</b></p> <ul style="list-style-type: none"> <li>• Advise, influence and communicate internally and externally to deliver on the DPC mission and ensure that the political environment is well disposed to DPC vision, mission and strategic aims</li> <li>• Ensure that data, information and outcomes are fed back to appropriate people internally particularly any information that may negatively impact or impede the DPC mission</li> <li>• Ensure that the appropriate external decision makers and influencers are fully versed on DPC matters with the DPC position presented in a truthful and ethical way</li> <li>• Strive to manage and enhance the reputation of DPC among key stakeholders</li> </ul> <p><b>Stakeholder Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Cultivate strong relationships with key stakeholders including DPC staff at all levels, business leaders, the wider Dublin Port community, politicians (local and national), government and the civil service</li> <li>• Build relationships with, and influence those, who take decisions that impact on DPC</li> <li>• Develop internal relationships to ensure up to date and in depth knowledge of all aspects of the work of DPC</li> <li>• Work collaboratively and supportively with the DPC Community Engagement Manager to build on DPC’s close links with local communities</li> </ul> <p><b>Strategic Communications</b></p> <ul style="list-style-type: none"> <li>• Identify, develop and cultivate key relationships with key media contacts (all channels)</li> <li>• Day to day management of communications and press office activities ensuring an appropriate and timely response</li> <li>• Act as day to day contact with DPC external support agencies and draft press releases and statements when required</li> <li>• Manage requests for editorial, speaking and content from DPC and act as editor for all content</li> <li>• Advise business leaders on communications activities including interactions with media and provide briefing support and materials</li> <li>• Ensure strategic and business activities are communicated appropriately to all internal stakeholders including staff at all levels</li> <li>• Maintain data tracking of communications and public affairs activity and measure its success</li> <li>• Hosting visits from external stakeholders to DPC and planning appropriate events</li> <li>• Representing DPC at events and media activities</li> <li>• Actively participating in crisis communications including membership of DPC Emergency Management Group</li> <li>• Active pitching to secure coverage across appropriate media channels</li> </ul> <p><b>People Manager</b></p> <ul style="list-style-type: none"> <li>• Coach and mentor to ensure a cohesive approach including performance, development, reward, diversity, wellbeing (currently one direct report)</li> </ul>
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	<p><b>PHC</b></p> <ul style="list-style-type: none"> <li>• Proactively and collaboratively work within a small Port Heritage and Communications Department</li> <li>• Act as a champion for PHC initiatives</li> <li>• Other duties as may reasonably be assigned from time to time</li> </ul>
<p><b>Key Competencies</b></p>	<ul style="list-style-type: none"> <li>• <b>Influencing, Negotiation and Diplomacy</b> – able to influence the views and behaviours of others through persuasion, encouragement and empathy</li> <li>• <b>Relationship Building &amp; Management</b> – identify, initiate and maintain key working relationships</li> <li>• <b>Questioning and Challenging</b> – to get to the root of people and business issues, able to challenge constructively and confidently</li> <li>• <b>Planning and Organising</b> – plans and organises tasks and work responsibilities to achieve business objectives</li> <li>• <b>Critical Thinking, Judgement and Decision Making</b> – uses sound judgement to make good decisions based on analysis of information, business need, risks and governance. Considers all relevant facts and alternatives before deciding on the most appropriate action</li> <li>• <b>Communication</b> – expresses thoughts and ideas in a clear and concise way using a style (verbal and written) that is appropriate to the audience so as to engage and gain buy in and co-operation and which will influence or motivate attitudes and behaviour, all of which is based on keen listening skills and grounded in plain English</li> <li>• <b>Team Player</b> - actively and positively participates in a team</li> <li>• <b>Resilience</b> – taking ownership of work even when there are competing demands</li> <li>• <b>Interpersonal Effectiveness</b> – Able to influence the views and behaviour of others through persuasion and encouragement. Manages conflict or other sensitive issues tactfully and effectively</li> <li>• <b>Customer Service Orientation</b> – identify and prioritise customer needs while maintaining calm and professional demeanour</li> <li>• <b>Digital Fluency</b> – ability to understand, select and use the appropriate digital tools and technology to achieve a particular outcome</li> <li>• <b>Ethical</b> – maintains strong personal integrity and professional courage ensuring that a truthful and authentic ethos is maintained</li> </ul>

<p><b>Qualifications, experience and required skills</b></p>	<p><b>Must Have:</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience of delivering on a strategic approach to public affairs; building relationships between an organisation and those who shape public policy</li> <li>• Experience of successfully managing multiple stakeholders</li> <li>• Extensive knowledge and demonstrable experience of the workings of government including political advisors, the public sector, the Irish political process and policy making</li> <li>• Established contacts including political and media and other relevant influencers</li> <li>• Extensive knowledge and demonstrable experience of the workings of the media (all channels)</li> <li>• Extensive knowledge and demonstrable experience in creating and delivering strategic communications across digital media</li> <li>• Demonstrable abilities to analyse, interpret and anticipate trends and developments and also be able to provide strategic advise</li> <li>• Knowledge of political science, economics and social science</li> <li>• Third level degree in a relevant discipline</li> <li>• Demonstrable excellent verbal and written communication and influencing skills in all formats, for all channels, using plain English</li> <li>• Personal integrity with ethical core</li> <li>• Communications style coming from politeness, sincerity, credibility, brevity wrapped up with appropriate humour</li> <li>• At least 3 years’ experience in strategic public affairs in a career with at least five years’ experience in the area of public affairs, public relations, communications or other similar roles</li> <li>• Excellent IT, digital and multimedia skills</li> </ul> <p><b>An Advantage but not Essential:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate qualification in a relevant discipline</li> <li>• Experience of public sector public affairs</li> <li>• Experience of public affairs in an environment of high capital investment</li> <li>• Further professional development and qualifications</li> <li>• Knowledge of ESPO and AIVP</li> <li>• Experience of crisis communications</li> </ul>
<p><b>Other Relevant Information</b></p>	<ul style="list-style-type: none"> <li>• This role is eligible to make an application under the Hybrid at Work Policy for DPC</li> <li>• As a 24/7 busy port, this role will sometimes involve out of hours work</li> <li>• This role will involve getting away from the desk and being an active networker outside of DPC</li> </ul>