

TITLE: Head of Public Relations Division Administration Department /Public Relations		ADM014
REPORTS TO LINE MANAGER: DDG Administration		
DIRECTLY EMPLOYMENT : REQUIRED		GRADE RANGE: P4 – P5
DATE WRITTEN: 26-10-06	DATE REVISED:	DATE REVISED:

Purpose:

To manage the ITER Communication Office, and to implement the ITER communication strategy, with the goal to gain and maintain the trust, support, and confidence of the media, public and other stakeholders throughout the life of the project.

Major Duties/Responsibilities:

- Management of Communications Office
- Implementation of ITER communication strategy
- ITER Spokesperson
- Supervision and co-production content ITER Newsletter, Newslane, internal bulletin
- Develop and improve ITER internal communication, ITER intranet
- Public Lectures (conferences, ITER road show, etc.)
- Development of articles, PowerPoint presentations, and papers about ITER
- Supervision and review of all external communications
- Advise and support ITER management on communication and public affairs issues
- Supervise and co-produce ITER external website

Qualifications Required:

- Msc. in both physics and communication, or equivalent experience
- Proven track record of communicating science, at least 4 years of experience
- Background in fusion
- Good managerial skills
- Excellent journalist's writing skills
- Excellent presentation skills
- Excellent grasp of the English language, both in writing and in speech
- Experience with writing technical / scientific material
- Be able to work independently

Work Direction and Interfaces:

Reports to DDG for Administration

Works independent

Authority/Approval Levels:

Produced content to be approved by DDG for Administration and/or the Publication Officer.

Measures of Effectiveness:

Efficient implementation of ITER Communication strategy