



# CIVIL NUCLEAR CONSTABULARY

Email: [REDACTED]

**Our Ref:** 2015-104

**The Executive Office**

Civil Nuclear Constabulary

Building F6 Culham Science Centre

Abingdon

Oxon

OX14 3DB

Tel: 01235 466428

Website: <https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

Dear [REDACTED]

I am writing in response to your request for information regarding the below received on 27 August 2015. Your request has been handled under Section 1(1) of the Freedom of Information Act 2000. In accordance with Section 1(1) (a) of the Act I hereby confirm that the CNC/CNPA does hold information of the type specified.

**1. A breakdown of the budget for corporate communications and/or marketing[1] activity for 2011/12; 2013/14, 2014/15; 2015/16.**

[There is not a separate corporate communications budget](#)

**2. The budget for any internal in-house magazine or publication for staff, if production for this is outsourced or if any part provided by an external supplier.**

[The CNC do not have a Force magazine/publication that requires a budget](#)

**3. The current head count in your corporate communications and/or marketing department(s) with a breakdown between warranted officers and non-warranted eg civilian members of staff.**

[Two civilian members of staff](#)

**4. The current organisational charts/organograms showing the structure of your corporate communications and/or marketing department(s) accompanied by i) the salary bands for each role and ii) the job descriptions for each role.**

[There is no structure chart for Corporate Communications](#)

[Salary bands are as follows:](#)

[M3 - £54,850 to £73,133](#)

[M1 - £32,982 to £43,973](#)

[Please see attached for job descriptions](#)

**5. The current total staff costs of your corporate communications and/or marketing department(s).**

[See above two salary ranges](#)

**6. Details of any spend on any marketing or advertising activity, do you use an external supplier to help deliver this and if so what part e.g. creatives, media buyers etc**

The Constabulary is required to produce an Annual Report and Accounts yearly - this is outsourced for design, printing and laying costs.

Total costs of production: £5,393

**7. The date of the most recent review of your corporate communications and/or marketing department and its activity. Please indicate if this was conducted internally or externally and supply any reports rising from the review .**

Both positions have been created within the last year and half and a formal review has not taken place.

The Civil Nuclear Constabulary is a specialist armed police service dedicated to the civil nuclear industry, with Operational Policing Units based at 11 civil nuclear sites in England, Scotland and Wales and over 1400 police officers and staff. The Constabulary headquarters is at Culham in Oxfordshire. The civil nuclear industry forms part of the UK's critical national infrastructure and the role of the Constabulary contribute to the overall framework of national security.

The purpose of the Constabulary is to protect licensed civil nuclear sites and to safeguard nuclear material in transit. The Constabulary works in partnership with the appropriate Home Office Police Force or Police Scotland at each site. Policing services required at each site are agreed with nuclear operators in accordance with the Nuclear Industries Security Regulations 2003 and ratified by the UK regulator, the Office for Nuclear Regulation (ONR). Armed policing services are required at most civil nuclear sites in the United Kingdom. The majority of officers in the Constabulary are Authorised Firearms Officers.

The Constabulary is recognised by the National Police Chiefs' Council (NPCC) and the Association of Chief Police Officers in Scotland (ACPOS). Through the National Coordinated Policing Protocol, the Constabulary has established memorandums of understanding with the local police forces at all 11 Operational Policing Units. Mutual support and assistance enable the Constabulary to maintain focus on its core role.

We take our responsibilities under the Freedom of Information Act seriously but, if you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. We will investigate the matter and endeavour to reply within 3 – 6 weeks. You should write in the first instance to:

Sarah Shevlin  
Disclosures Officer  
CNC  
Culham Science Centre  
Abingdon  
Oxfordshire  
OX14 3DB

E-mail: [FOI@cnc.pnn.police.uk](mailto:FOI@cnc.pnn.police.uk)

If you are still dissatisfied following our internal review, you have the right, under section 50 of the Act, to complain directly to the Information Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by the CNPA.

The Information Commissioner can be contacted at:

FOI Compliance Team (complaints)  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

If you require any further assistance in connection with this request please contact us at our address below:

Sarah Shevlin  
Disclosures Officer  
CNC  
Culham Science Centre  
Abingdon  
Oxfordshire  
OX14 3DB

E-mail: [FOI@cnc.pnn.police.uk](mailto:FOI@cnc.pnn.police.uk)

Yours sincerely

Sarah Shevlin  
Disclosures Officer  
Civil Nuclear Constabulary



## Civil Nuclear Constabulary (CNC)

### Job Description

<b>Job Title:</b>	Head of Engagement and Communications		
<b>Department:</b>	Engagement & Communications	<b>Location:</b>	Culham
<b>Line Manager:</b>	Head of Executive Office / Legal Advisor	<b>Grade:</b>	M3
<b>1 Job Purpose:</b>			
	To provide strategic direction and leadership for the CNC's engagement and communications activities with key external stakeholders and with the media to ensure CNC's reputation is protected and promoted. The role holder also supports internal communication by working with the business managers to help them deliver organisation's strategy and messages are effectively and engagingly to all staff and support culture change and increased employee engagement.		
<b>Dimensions:</b>			
<b>2</b>	<input type="checkbox"/> Financial data (e.g. operational budgets). <input type="checkbox"/> People data (e.g. staff managed). <input type="checkbox"/> Other relevant statistics (e.g. value of contracts managed, payroll costs)		
	TBD		
<b>3 Principal Accountabilities: (the 6-8 main areas of responsibility)</b>			
	<p><b>1. Shaping the strategy:</b> Lead on the development and implementation of the CNC's long-term communication and engagement strategy to ensure that relationships with key stakeholders (e.g. site operators, Department of Energy and Climate Change) are managed effectively and to promote the reputation of the CNC.</p> <p><b>2. Developing high quality policies and procedures:</b> Lead on development and review of communication and engagement policies including the annual communications and engagement plan (internal and external) to ensure that they remain fit for purpose and continue to support CNC's strategy and mission.</p> <p><b>3. Advice to Executive Team:</b> Work closely with Executive team and the Board to provide advice on communication and engagement matters and to contribute towards debates about policy and strategy to ensure any communication and engagement threats are proactively identified.</p> <p><b>4. Integrated working:</b> Engage and partner with the executive team, senior management team and Chief Superintendents to develop and articulate CNC's position on policy changes and operational issues. The role holder will also play a key role in acting as the role model for change by demonstrating the desired behaviours to support organisation's culture e.g., collaborative working and customer service orientation.</p> <p><b>5. Operational implementation:</b> Develop communication material and develop</p>		

	<p>appropriate communication tools and systems to manage communication across all channels and platforms including external media, web site (via third party provider), and internal communication forums. In the short to medium term there is also a key focus on delivering culture change.</p> <p><b>6. Stakeholder management:</b> Develop and maintain effective working relationships and partnerships with key internal and external stakeholders (including the Board) to ensure the engagement and communication strategy is delivered and results in higher satisfaction levels (as measured through internal and external surveys.)</p>
<b>4</b>	<b>Key Performance Measures:</b>
	TBD
<b>5</b>	<b>Knowledge, Skills and Experience:</b>
	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Extensive experience in a senior level engagement and communications role</li> <li>• Extensive experience of working with media and PR professionals</li> <li>• Excellent communication and influencing skills with proven ability to communicate and influence effectively at all levels</li> <li>• Experience of developing communication material for print as well as online platforms</li> <li>• Experience of line management</li> <li>• Educated to degree level or higher</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Master's degree</li> </ul> <p><b>Essential competencies:</b></p> <ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Team working and team leadership</li> <li>• Drive for continuous improvement</li> <li>• Customer service orientation</li> </ul>
<b>6</b>	<b>Key Relationships:</b>
	<p><i>Internal:</i></p> <p>Executive Team, Senior Management Team, the Board</p> <p><i>External:</i></p> <p>Sponsoring department, Key government bodies, Site operators, Media</p>
<b>7</b>	<b>Organisation Chart:</b>
	TBD
<b>8</b>	<b>Context / Special Features:</b>
	<p>This is a senior advisory role within CNC with responsibility for managing the organisation's internal and external communications. The role holder will need to work in close contact with the media and PR departments of CNC's stakeholders (site operators, sponsor department) in responding to media stories and opportunities while ensuring CNC's interests are protected and promoted in the media.</p> <p><b>HQ review:</b> This is a new function being set up as part of the HQ transformation 2013. In the short to medium term the role will have a significant focus on establishing the engagement strategy for the top external stakeholders, promoting culture change as well as developing the managers internally to improve their engagement performance.</p> <p><b>Culture change:</b> Part of the transformation is also aim to shift from functional / "siloed"</p>

	culture to a more integrated way of working. Being part of senior management the role holder will play a key role in leading by example and demonstrating the right behaviours required in the new world, which include team working, collaboration, customer service.	
<b>9</b>	<b>Other:</b>	
	<p>The above is only an outline of the tasks and responsibilities of the role. The Postholder will carry out any other duties as may be reasonably required by Postholder's Line Manager.</p> <p>The Job Description and Person Specification may be reviewed on an on-going basis in accordance with the changing needs of the Department/Unit and the Civil Nuclear Constabulary (CNC). This Job Description and accompanying documentation do not form part of the employment contract.</p>	
<b>10</b>	<b>Terms &amp; Conditions of Service:</b>	
	<p>The Postholder will be required to comply with all policies and procedures and adhere to the core values issued by and on behalf of the CNC.</p> <p>The Postholder will be required to attend statutory and mandatory training.</p>	
<b>11</b>	<b>Information Security, Confidentiality and Data Protection:</b>	
	<p>During the course of employment the Postholder may have access to, see or hear information that could be classed as either sensitive or protectively marked and will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.</p>	
<b>12</b>	<b>Diversity:</b>	
	<p>The Postholder must comply with equalities legislation and promote diversity. The Postholder must avoid any behaviour which discriminates against others on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage &amp; civil partnership, pregnancy &amp; maternity, political opinion or Trade Union membership.</p>	
<b>13</b>	<b>Health &amp; Safety:</b>	
	<p>Under the Health &amp; Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and others who may be affected by their actions or omissions at work and must comply with the CNC in it's understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.</p>	
	Signature	Date
Approved by HR		
Approved by Line Manager		
Approved by Job Holder		





## Civil Nuclear Constabulary (CNC)

### Job Description

<b>Job Title:</b>	Communications Manager		
<b>Department:</b>	Engagement & Communications	<b>Location:</b>	Culham
<b>Line Manager:</b>	Head of Engagement & Communications	<b>Grade:</b>	M1
<b>1 Job Purpose:</b>			
	To support the delivery of communications and engagement strategies for the Civil Nuclear Constabulary. To be responsible for both internal and external communications; stakeholder management; media and social media management and PR; and liaison with key stakeholders.		
<b>Dimensions:</b>			
<b>2</b>	<ul style="list-style-type: none"> <li>• Project budget up to £50k</li> <li>• Providing professional communications expertise to all police officers and support staff</li> </ul>		
<b>3 Principal Accountabilities:</b>			
	<ul style="list-style-type: none"> <li>- To be responsible for effective communication and engagement activities to support the business of the CNC.</li> <li>- To manage proactive and reactive media issues including liaising with journalists, senior managers within the CNC and stakeholders, preparing statements and briefings and media reporting. This includes managing prompt responses, clear record keeping of media enquiries and regular briefings to relevant staff members.</li> <li>- To assist the development and implementation of proactive involvement and engagement strategies and plans to raise the profile of the CNC both locally and nationally.</li> <li>- To provide communications, involvement and engagement advice and guidance to colleagues to ensure that all statutory duties within these areas are complied with.</li> <li>- To act as a spokesperson for the CNC, represent the constabulary at external meetings and brief others to do the same.</li> <li>- To assist on reputation management and crisis management communications for the CNC including emergency planning and major incidents</li> <li>- To assist in delivering communications, media and engagement for CNC officers and staff.</li> <li>- To undertake change communications and planning to support key programmes, campaigns and business service developments.</li> <li>- To commission, write and/or edit briefings, articles, newsletter content, web and social media content and bulletins for internal and external audiences.</li> <li>- To develop and manage the CNCs presence and reputation on social networking sites.</li> <li>- To develop and maintain positive relationships with key policing and energy stakeholders including media and the Police Authority.</li> <li>- To advise and direct on communicating sensitive information and internal change projects.</li> <li>- To keep up to date with national policy developments, research and initiatives, and involvement and engagement best practice.</li> <li>- To support major incident and emergency planning communications activity which may</li> </ul>		

	<p>occur outside of office hours, advising and guiding Chief Officers in the capacity of Communications Manager for critical incidents</p> <ul style="list-style-type: none"> <li>- Postholders may be required to participate as the Communications lead out of hours liaising with CNC officers and staff, media and stakeholders out of hours to maintain the reputation of the Constabulary.</li> <li>- Any other duties as directed by the Head of Communications and Engagement which support the CNC in the achievement of its business objectives, goals and legal obligations via effective communications.</li> <li>- To deputise for the Head of Communications and engagement at meetings when required and to manage reputation risk in their absence.</li> </ul>
<b>4</b>	<b>Key Performance Measures:</b>
	TBD
<b>5</b>	<b>Knowledge, Skills and Experience:</b>
	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Qualification in communications with relevant experience</li> <li>• Extensive experience in a senior level communications role</li> <li>• Experience of working in a large organisation</li> <li>• Extensive experience of working with media and PR professionals</li> <li>• Proven ability to work with people at all levels and the ability to negotiate and influence others</li> <li>• Proven ability to think and plan strategically, monitor and evaluate.</li> <li>• Experience of developing communication material for print as well as online platforms</li> <li>• Recent experience of working with local and national media</li> <li>• Experience of communicating managing organisational change</li> <li>• Excellent IT skills and proven experience of social networking and web sites methods of communications</li> <li>• Experience of emergency services / military or other regulated organisation (desirable)</li> </ul> <p><b>Essential competencies:</b></p> <ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Team working</li> <li>• Drive for continuous improvement</li> <li>• Customer service orientation</li> </ul>
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<b>8</b>	<b>Context / Special Features:</b>
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	<p>short to medium term the role will have a significant focus on establishing the engagement strategy for the top external stakeholders, promoting culture change as well as developing the managers internally to improve their engagement performance.</p> <p><b>Culture change:</b> Part of the transformation is also aim to shift from functional / "siloed" culture to a more integrated way of working. Being part of senior management the role holder will play a key role in leading by example and demonstrating the right behaviours required in the new world, which include team working, collaboration, customer service.</p>	
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