

CORPORATE SUPPORT AND COMMUNICATIONS OFFICER APPLICATION FORM

March 2026

Ref No:

PERSONAL INFORMATION

Your name:	
Your contact details: Email and contact phone number	

APPLICATION

Your IT/digital skills and experience suitable for the role and for working in a modern office and an evolving digital environment

Please tell us what experience you have had using IT and digital tools which might be found in an office environment. Please describe how you developed your skills in using these products, and how you think such skill and experience can be useful in this role. You do not have to have gained this experience at work. For example, these skills could have been developed when studying or volunteering. (No more than 500 words):

Indicators

- Proficient in the use of MS Office / M365 (Word, Excel and Outlook) with a focus on collaborative working.
- Experience with file and document management on a shared platform such as SharePoint.
- Demonstrable ability to use MS Teams, Zoom or equivalent tools.
- Demonstrable ability to use the internet to undertake research.
- Demonstrable ability to use emerging technology to enhance communications (e.g. use of graphics, AI, animation and video).
- Ability to develop skills in website content management, including publishing, updating and managing content.

Your ability to independently plan and organise work

Please give an example of a project or piece of work you were involved in where you demonstrated this ability (No more than 500 words):

Indicators

- Plans ahead, setting relevant, realistic goals
- Effectively balances competing priorities
- Routinely reviews targets/goals and takes appropriate action to ensure results are achieved
- Manages time economically and efficiently
- Anticipates, identifies and minimises problems
- Produces accurate work in good time and to the agreed level of quality.
- Seeks out assistance and / or escalates issues when appropriate.

Your personal qualities that match our values

Please give an example of a project or activity you were involved in where you demonstrated these qualities. This does not have to be work-related. For example, this could relate to an interest or volunteering. (No more than 300 words):

Indicators

- Shows respect and empathy for others in line with office values
- Values people and their diversity and is committed to fairness, equality and inclusion
- Takes responsibility for mistakes and takes steps to improve when having done so
- Acts with honesty, integrity and transparency.

Qualifications / experience

Please explain how you feel you meet this requirement by having either / or (no more than 300 words):

- Degree qualification
- Gained an equivalent level of educational attainment through work experience

ADDITIONAL INFORMATION

Notice period	
Please indicate if you have any notice period required by a current employer:	

Referees	
Please provide details of two referees who could confirm your suitability to the role, one of whom should be your current or most recent line manager or equivalent (e.g. college/university professor if studying). Referees will only be contacted after interviews have been held.	

Conflict of interest	
Please indicate if you have any potential conflict of interest(s) for further consideration should you reach interview stage. By way of reminder, because it is important that the Commissioner and everyone in the Commissioner's employment carries out their role in a fair and transparent way, we need to understand anything which could reasonably be thought to potentially have any impact on your impartiality or judgement – for example: activity (including campaigning), memberships or other connections to any political party	