



EnQuest Group Communications Manager

Company Overview

EnQuest is an independent production and development company with operations in the UK North Sea and Malaysia. The Group's strategic vision is to be the operator of choice for maturing and underdeveloped hydrocarbon assets by focusing on operational excellence, differential capability, value enhancement and financial discipline.

We are committed to operating responsibly and will not compromise our health, safety or environmental standards to meet our business objectives. Through respect for our people, our contractors, our customers, our stakeholders and the environment, we will operate to achieve our principal aim: Safe Results, with no harm to people and respect for the environment.

We recognise that our people are critical to our success. We have a strong set of Values that underpin our way of working and are dedicated to delivering Safe Results. We provide a rewarding work environment, with opportunities for growth and learning while contributing to the delivery of our strategy. The successful candidate for this position will also be encouraged to contribute fresh ideas and take on new challenges that test their abilities and elevate their performance to new levels.

Position Overview

The Group Communications Manager is a high-profile role in the organisation, with responsibility for creating, directing and delivering high-quality, professional and consistent Group-wide communications to, and engagements with, EnQuest's internal and external stakeholders. In doing so, the candidate will ensure the Group's strategy and performance is well understood, while maintaining and enhancing EnQuest's reputation. The successful candidate will be based in Aberdeen but also support the teams in Malaysia, Dubai and London. The role reports to the Head of Investor Relations and Communications, who is based in London. The successful candidate will be expected to work closely with the London-based Investor Relations and Communications Manager to deliver aligned and effective outputs. Given the role requires out of hours support on occasions, a flexible working environment will be provided.

Principal Accountabilities

- Group-wide internal communications
 - **Ensure consistent communications narrative across the organisation:** direct and support country specific communications representatives; develop and deliver a structured communications plan across a variety of platforms to provide compelling internal communications. Platforms include: "Town Halls", business briefings; Chief Executive, Managing Director and Leadership Team communications; and intranet content
 - **Guidance and support to the employee forum:** developing summary narrative with the relevant Non-Executive Directors for disclosure of forum activities in the Annual Report and Accounts
 - **Stakeholder engagement:** includes developing a risk-based communication and stakeholder relations plan (presentation materials, key messages and "questions and answers", support of

operations and HR communications (technical workshops, operations initiatives, Values, and on-boarding, for example)



- **Guide and support the business development function**

- **Responsibility for intranet content and upgrades:** ensure information remains relevant and up to date

- **Board reporting:** provide clear, timely, accurate and relevant UK North Sea specific report as required by the country Managing Director; develop and deliver appropriate ad hoc reports as required

- External communications:

- **Media relations:** develop and maintain strong mainstream and local media relations; respond to incoming media enquiries; ensure the Group communication policy is up to date, relevant and adhered to; develop media training programme for relevant employees, ensuring they are prepared for any media potential media engagements

- **Crisis communications management:** develop and roll-out robust crisis management communications plans for the Group's operations; UK Crisis Management Team member during a situation with responsibility for developing relevant announcements; manage third-party relationship with crisis communications consultancy; ensure crisis communications contact details are kept up to date; support Malaysia crisis communications as required

- **Stakeholder engagement:** including developing risk-based communication and stakeholder relations plans (identify focal points, presentation materials, key messages and "questions and answers" for relevant industry body and/or other stakeholder meetings, such as those with local councils or community organisations), support of operations communications with partners

- **Presentations and speeches:** develop and review materials (including background briefings and "questions and answers" to provide guidance and support to Company presenters as required (e.g. for technical/trade/professional conferences)

- **Corporate website:** develop relevant content; ensure information remains relevant and up to date; relationship and budget management with third-party hosting company; manage dissemination of content via email marketing

- **Social media management:** includes developing and delivering a dynamic communications plan to promote EnQuest, incorporating regular and engaging cross-functional content to be shared across EnQuest's social media landscape

- Other responsibilities

- **Creation and ownership of the Group's style guide:** establish and maintain Group-wide use of a consistent corporate style

- **EnQuest brand management:** responsibility for Brand guidelines and ensuring consistent and relevant use

- **Annual Report and Accounts:** includes developing and delivering appropriate content, primarily in relation to CSR-related activities; assist with any relevant reviews and proof-reading of other sections as required



- **Results announcements, press releases and Capital Market Days:** support the development and delivery of appropriate, verifiable content, including liaison with the operations and management teams; assist in the development and review of associated presentation, scripts and “question and answer” materials for Executive Directors and Senior Management

- **Communications function forecast and budget management:** includes responsibility for managing relevant third-party supplier contracts

Key relationships

Internal

- CEO, CFO, Executive Committee, including specifically country Managing Director's, Group Business Development Director and Group Human Resources Director

External

- Tulchan Communications (Financial PR and media agency); BIG partnership (UK Crisis Communications partnership); Industry regulators

Person Specification

Interpersonal

- A strong team player with excellent networking and collaboration skills
- An ability to communicate and interact at all levels in the organisation: from the Board through to Group-wide employees
- Ability to support and cover for the Head of Investor Relations and Communications, particularly in relation to media relations

Skills

- Strategic and creative thinker with the ability to appreciate the wider picture and develop appropriate communication plans and responses
- Professional, motivated, proactive and flexible, with a willingness to travel occasionally
- A self-starter who has the ability to work autonomously within designated areas of responsibility
- Ability to work under pressure, respond to ad hoc requests and deliver a high-quality product; occasionally out of hours
- Ability to work with/manage highly confidential information
- Excellent written and oral communication skills with a high level of attention to detail
- Willing to learn and develop, driving continuous improvement and applying out of the box thinking
- Very strong business acumen with awareness of the current business environment, challenges and changes
- Highly competent on Microsoft Office, particularly Word and PowerPoint

Experience

- Background in general internal and external communications essential



- Track record of proactively developing and delivering relevant, coherent internal and external communications plans
- Track record of developing and delivering relevant, coherent stakeholder communications; including press releases, presentations, speeches, key messages and “questions and answers”
- Excellent knowledge and use of digital communications, particularly the relevant social media landscape
- Strong understanding and appreciation of national and local Media relations requirements; good network of contacts preferred
- Good knowledge of the oil and gas industry, or similar capital intensive, long life industry an advantage
- Successful project management
- Worked closely with Senior Management; ability to influence decision making at all levels
- Track record of developing strong formal and informal networks
- Track record of continuous improvement through change management

Closing Date

- 26 July 2019