

Bermuda Monetary Authority is committed to attracting and developing the best people who are dedicated to providing exceptional service.



Assistant Director

Communications and Public Relations Department

Bermuda Monetary Authority seeks a skilled, qualified, experienced individual to perform the Assistant Director's duties for the Communications Department. Under the Director's direction, the Assistant Director manages communications team members and oversees the day-to-day management of various communications projects supporting the Communications Department's strategy while ensuring alignment of communications with the Authority's strategic annual business plan. The successful applicant will work closely with the various departments in the Authority and knowledgeable in financial services. Responsibilities will include, but not limited to, the development and implementation of approved communication tasks, creating and editing of detailed articles for press releases, publications, magazines, newsletters, reports, presentations and speeches. The incumbent will be responsible for explaining complex information clearly and concisely and working with staff to ensure information accuracy. The Assistant Director will work closely with the senior management team to execute communication strategies to broaden the reach and impact of the Authority's reputation and ensure consistency and appropriateness of the Authority's messaging.

This is a key role for the Authority and the post-holder will be responsible for but not limited to:

- Acts as sub-editor for the Authority's publications, as assigned (e.g. Annual Report, Business Plan, quarterly Regulatory Updates, newsletters), ensuring schedules are in place to manage production processes and to provide a professional and timely product
- Monitors performance of individual team members and provides routine mentoring and feedback and prepare formal performance appraisal reports
- Speaks and writes in a clear, consistent and credible manner, selecting the right tone and position for the situation and audience
- Can analyse organisational strengths and weaknesses and then combine these with knowledge of the industry, market and organisation to develop a long-term strategy
- Planning, developing, organising, writing and/or editing business plans, annual reports, speeches, consultation papers and guidance notes
- Prioritises work, well organised and is comfortable working in a fast-paced, deadline-driven organisation
- Standardising documentation for layout, style, and language and creating templates and scripts to automate as possible
- Design and layout of documentation, reports, social media, website
- Analysing documents to maintain continuity of style of content
- Managing updates and revisions to technical literature
- Responds to media inquiries and develops and manages media relationships

This position requires a proven technical and business background. Therefore, the post-holder should have:

- A Master's degree or equivalent qualification in a relevant field, including Marketing, Communications, Public Relations, English/Technical Writing, Business or Journalism
- A minimum of seven (7) years' relevant experience of which at least three (3) years in management with experience and expert knowledge in financial services – i.e., Insurance, Banking, Trusts, Corporate Services, Investments, Digital Assets, AML/ATF and/or policy consultation practices
- A demonstrated ability to write for publications, annual reports, speeches and solid, diverse writing skills
- Experience in overseeing the production and creative design of all documents, website, and social media
- Experience in creating and overseeing internal/external events
- Excellent written and verbal communication skills with strong attention to detail
- Ability to present concepts in new ways and from new perspectives
- A demonstrated ability to perform well under pressure and tight deadlines
- The ability to work well with groups of people and individually to write in explanatory and procedural styles for multiple audiences
- The demonstrated skill to prioritise and multi-task
- A strong sense of teamwork and the ability to both manage and execute initiatives
- Proficiency in MS Office

Bermuda Monetary Authority is the integrated regulator of the financial services sector in Bermuda. We offer the opportunity for broad exposure to international regulatory issues, special projects and a variety of work experience.

If you are looking for a challenging opportunity in a team environment, we invite you to submit your application online via our 'Careers at BMA' page at www.bma.bm. Applications for this position must be received no later than **21 April 2021**.

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Bermuda Monetary Authority is an Equal Opportunity Employer.

Individual Excellence...Collective Strength