

Senior Communications Specialist



Topaz Energy and Marine is a leading offshore vessel support company that provides marine logistics solutions to the global energy industry. We operate in the Caspian, Middle East, West Africa and subsea markets with a fleet of over 100 vessels and a team of over 1800 people.

Dubai-UAE, is the headquarters of Topaz where it oversees the operation of a combined fleet of 120 vessels with its corporate offices in the Jumeirah Lake Towers supported by an operational centre inside the Jebel Ali Free Zone and Port.

Position Details

Job Title	Senior Communications Specialist
Department	Strategy and Corporate Planning
Business Unit	Corporate
Location	Dubai

Job Purpose

To ensure that Topaz is appropriately represented in the eyes of its relevant audiences in important markets through the use of various external and internal communications channels.

Direct Reporting Line Head of Strategy & Corporate Planning

Key Accountabilities

- Lead the development of, and maintain, Topaz's communications strategy for both internal and external stakeholders, incl. facilitating discussions with senior company executives.
- Act as the primary point of contact for all communications related issues and provide communications support to all divisions and business units across the Group.
- Manage the primary relationship with communications agencies and service providers.
- Messaging:
 - Develop messages for broader audiences as well as tailored to specific groups, to support the strategy and goals of the company.
 - Draft notices and press releases as required.
 - Lead the development of a "plc quality" Annual Report and various investor presentations.
 - Oversee the development of the corporate calendar.
- Projects:
 - Drive the process (with Head of Strategy) to develop and test comprehensive stakeholder engagement plans for specific projects (e.g. for the Tengiz project, together with the client and our consortium partners).
 - Drive the implementation of communications around corporate transactions.
 - Lead the refresh of the "Topaz Way" in collaboration with the executive team and ensure on-going roll-out to the entire organization, incl. recruits.
- Channels:
 - Lead the preparation for quarterly global town halls, incl. development of messages, presentation material, follow-up surveys and practicalities

- Develop the rationale for, and organize Topaz's participation in local/regional exhibitions and events.
- Oversee message development, graphic design and editing of advertisements and brochures.
- Manage Topaz social networking accounts and subscriptions
- Develop the intranet platform to meet the needs of the organization, together with IT.
- Ensure the Topaz website portrays Topaz as an industry leader and make sure the website is of an equivalent standard to that of Topaz's peer group. Ensure all Topaz website content is current and relevant.
- Branding
 - Deliver Topaz's collateral and graphical requirements.
 - Ensure adherence to corporate brand guidelines across the organization.
 - Lead the development of coordinate video and photography.
 - Oversee the development and production of greeting cards, year-end and other corporate gifts, corporate stationery and templates.
- Lead the planning and implementation of guidelines and policies related to the communications strategy.
- Develop and maintain communications related training materials and deliver corporate communications related trainings as required.
- Develop and control the company-wide corporate communications budget, for approval by Head of Strategy.

Qualifications, Experience & Skills

Minimum Qualifications:

- Bachelor's Degree in communications or a related field required

Minimum Experience:

- Six-eight years of experience in corporate communications or marketing, preferably in the oil & gas industry

Job-Specific Skills:

- Excellent verbal and written communications skills
- Strong experience in developing messaging and copy editing
- Very strong proficiency in Powerpoint and Word, working knowledge of Excel
- Functional knowledge of Adobe Creative Suite (Indesign, Illustrator, Photoshop, Lightroom)
- Basic understanding of HTML and CMS for website management, of Sharepoint for intranet management preferred
- Attention to detail, accurate proofreading
- Some experience in preparing branded material for publication or production
- Strong organizational skills and ability to multi-task and prioritize a variety of projects
- Exhibition / event planning experience preferred
- Ability to maintain confidential information
- Ability to lead discussions with senior leadership
- Ability to work independently with little supervision or as part of a team

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