



OFFICE OF THE  
INFORMATION &  
PRIVACY COMMISSIONER  
for British Columbia

Protecting privacy. Promoting transparency.

## Job Posting:

### Senior Communications Officer

One year Temporary Appointment - Band 2

Salary up to \$87,600.00

Victoria, BC

Up to 2 positions may be available

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*Apply your expertise in communications in the dynamic and evolving area of access to information, privacy protection, and transparency in lobbying.*

As the Senior Communications Officer you will deliver a variety of external and internal communications products in a dynamic and fast-paced environment. You will be responsible for managing the design and production of all Office of the Information and Privacy Commissioner (OIPC) and Office of the Registrar of Lobbyists (ORL) publications to ensure quality, accuracy, and consistency. This position provides communications advice and support to the Senior Communications Manager and OIPC/ORL staff. This position is also responsible for planning and coordinating multiple communications projects and services including media relations, writing and editing, website and social media.

#### Qualifications:

This opportunity may be of interest to those individuals who possess:

- Certificate or degree in public relations, publishing or other communications-related field
- Minimum of three years of experience in a dedicated communications role
- Experience developing corporate publications including editing, layout, formatting, and proofreading
- Experience developing written communications products including news releases, speeches, key messages and briefing materials
- Experience with media relations such as developing key messages or providing quick response
- Experience managing corporate websites and/or social media accounts
- An equivalent combination of education and experience may be considered

Complete qualifications, including competencies, are outlined in the job profile available on the careers section of our website: <http://www.oipc.bc.ca/about/careers.aspx>.

An eligibility list for full-time temporary or permanent future opportunities may be established. This position is excluded from union membership.

#### How to Apply:

To apply for this one year temporary opportunity you must submit a complete application package, which includes:

- 1) A cover letter
- 2) Your resume
- 3) A published piece of your written work, no longer than two pages (e.g., newspaper/journal article, news release, or equivalent)
- 4) Completed qualifications grid

Your application package must clearly demonstrate how you meet the qualifications for the position and must be received by email no later than **12:00 PST (noon), December 14, 2018**. Incomplete packages or submissions that are not received by the closing date and time will not be considered or acknowledged.

**Your application package must be submitted to:** [Competition56408@oipc.bc.ca](mailto:Competition56408@oipc.bc.ca)

Candidates may be asked to complete a written assignment as part of the selection process.

If you have questions related to the competition process, please contact Julia Vossen, HR Advisor, at (250) 953-4157 or at [jvossen@bcombudsperson.ca](mailto:jvossen@bcombudsperson.ca).

**Competition Number: 56408**

**Closing date: 12:00 PST (noon), December 14, 2018**