



OFFICE OF THE  
INFORMATION &  
PRIVACY COMMISSIONER  
*for British Columbia*

Protecting privacy. Promoting transparency.

## Job Profile:

# Senior Communications Officer

<b>Classification:</b>	Band 2	<b>Position:</b>	108282
<b>Reports to:</b>	Senior Communications Manager	<b>Location:</b>	Victoria

### Context

The Senior Communications Officer delivers a variety of external and internal communications products in a dynamic and fast-paced environment. This position is primarily 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 communication projects and services including media relations, writing and editing, website and social media.

### Accountabilities

- Provides a broad range of communications services to the Office, including: media relations; preparing news releases and backgrounders; speech writing; events planning/management; preparing public statements and developing key messages on emerging issues.
- Provides communications advice and support to the Senior Communications Manager and OIPC/ORL staff.
- Contributes to the development of a communications plan that delivers on OIPC communications priorities in support of the OIPC strategic plan.
- Supports the publication of OIPC/ORL reports and other documents as required by providing input into the design, formatting, copy editing, and fact-checking and by working with OIPC staff on quality assurance.
- Supports issues management by tracking current, emerging and contentious issues through media monitoring and the legislature and informing the Senior Communications Manager as appropriate.
- Provides daily news clipping service to staff.
- In collaboration with the Senior Communications Manager, researches and develops a variety of communications materials including news releases, editorials, speeches, presentations, and other written communications products.
- Manages the OIPC website and social media accounts in alignment with the Office's web strategy.
- Liaises with external stakeholders to address communications issues and build relationships.
- Supports the implementation of special projects and events as required, including press events.
- Coordinates timely responses to media inquiries and serves as a point of contact in the absence of the Senior Communications Manager.
- Acts in the absence of the Senior Communications Manager.

## Qualifications

### Education and Experience:

- 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

### Knowledge, Skills and Abilities:

- Knowledge of communications principles and best practices
- Knowledge of the OIPC's role, mandate and legislative authorities
- Strong written and oral communication skills
- Exceptional organizational skills with the ability to organize and prioritize high volumes of time-sensitive and confidential work
- Ability to work under pressure, take initiative and work independently when required
- Ability to function with a high degree of tact and diplomacy
- Ability to develop positive working relationships with stakeholders, including journalists
- Ability to manage projects, including planning and executing events
- Familiarity with Canadian legal processes, publications and citations would be considered an asset

## Competencies

- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Concern for Image Impact** is an awareness of how one's self, one's role and the organization are seen by others. The highest level of this competency involves an awareness of, and preference for, respect for the organization by the community. Concern for Image Impact is particularly appropriate for senior management positions.
- **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Initiative** is the ability to identify problems, obstacles or opportunities and to take appropriate action to address them. Initiative is proactively doing things, not simply thinking about future actions.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

## ***BC's Information and Privacy Commissioner***

*Promoting and protecting the information and privacy rights of British Columbians.*

*<http://www.oipc.bc.ca/>*