

# Public Engagement Consultant II

Strategy & Transformation Department

Communications & Public Engagement Division

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(Permanent full-time)

**Posting No. 098(222)**

The City of Saskatoon is an Employment Equity employer

**DUTIES:**

1. Develops, implements, and manages the public engagement process and engagement plans to ensure alignment with strategic goals for civic departments and divisions.
2. Assists in developing public engagement processes, policies, procedures and framework and ensure they are followed in a consistent and coordinated manner throughout the corporation.
3. Provides collaborative consultation for all stakeholders to identify and resolve public engagement issues and opportunities.
4. Oversees quality application of tools and practices of engagement activities across the organization.
5. Communicates and supports stakeholders with public engagement initiatives, processes, procedures, and results
6. Assist with the preparation of reports and other related materials from analysis of data collected.
7. Analyzes emerging best practices and trends in engagement tools and techniques and recommends appropriate strategies for their use.
8. Participates in the coordination and facilitation of public engagement activities.
9. Moderates messaging and strategies for corporate online engagement tools and social media websites.
10. Assist with the budget and tendering process.
11. Collaborates with communications and marketing staff to ensure the public and stakeholders are aware of opportunities to participate
12. Performs other related duties as assigned.

**QUALIFICATIONS:**

- Degree in human/social sciences (public policy, psychology, sociology), community development, education, planning, business or related field. Course work related to public consultation design would be an asset.
- Four to six years' progressively responsible experience in public engagement, project management and strategic communications.
- Eligible for the IAP2 membership and Canadian accreditation or similar training.
- Ability to develop and maintain effective working relationships within the organization and community.
- Ability to build consensus, generate common understanding, and create a shared vision with diverse stakeholders and interests.
- Ability to exercise sound judgement and decision-making under strict time constraints and competing priorities.
- Ability to maintain confidentiality while handling sensitive information.
- Demonstrated written and verbal communication skills.
- Ability to work independently.
- Demonstrated ability to manage sensitive situations

**HOURS OF WORK:**

Must be available be on-call.

**SALARY:**

\$73,065.12 to \$ 85,937.76 per annum (2016 Rates)

**CLOSING DATE:**

Friday, February 22, 2019