



**DISTRICT OF SAANICH  
SAANICH POLICE DEPARTMENT  
ADMINISTRATION DIVISION**

**COMMUNICATIONS ADVISOR  
Permanent Full Time Position**

The Saanich Police Department is recruiting a creative and experienced Communications Advisor who will be responsible for safeguarding and enhancing the reputation of the Saanich Police Department (SPD) by ensuring the accuracy, appropriateness and effectiveness of internal and external communications including, but not limited to: media relations, public relations, social media, speech writing, internal and external publications, crisis communications, hosting events and ceremonies, Intranet updates and public website administration. You will accomplish this by managing the successful development, implementation and maintenance of the Department's Communications Plan and media relations. The Advisor frequently works with confidential or sensitive information that may relate to police operations, reputational risk, employment matters, legal issues, and fiscal considerations.

The ideal candidate will have strong communication skills including knowledge of the methods, practices, techniques and objectives in communications and public relations work and the ability to apply them effectively in a police environment; demonstrated ability to think strategically, recognize and remediate risks, and implement plans to meet specific and measurable outcomes; and excellent oral and written communication skills combined with proven social media and digital communication skills.

As a qualified candidate you will hold a university degree in Communications, Journalism, Public Relations, or related communications field of study and five years of progressive relevant communications experience, including: diverse communications and social media experience; senior level/strategic communications and issues management experience; developing and implementing successful communications strategies/plans and tactics; and experience with various software products including MS Office Suite, Adobe Pro and Photoshop, or other relevant programs. Candidates will also hold a valid BC Class 5 Driver's Licence and must pass/maintain the required police enhanced reliability security clearance check, including polygraph testing.

**The annual salary range for this exempt position is \$78,624.89 - \$92,298.79.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Tuesday, October 17, 2023 quoting competition 23315 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2023. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca). We thank all applicants for applying.