

Manager, Strategic Communications - 2096

Position Title

Manager, Strategic Communications

Status of Position

Permanent Full Time



Position Description

Job posting closes: April 06, 2024, at 5:00 pm Yukon Standard Time

At our core, the City of Whitehorse is committed to cultivating an inclusive employee community and workspace, confronting racism and biases for fairness and equity, while advancing reconciliation and accessibility.

The City promotes work-life balance for its employees and offers flexible work arrangements, such as work-from-home and compressed work weeks, subject to applicable administrative directives.

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future **permanent full-time, permanent part-time, temporary full-time, temporary part-time, term or casual** vacancies within the same department and classification based on the organizational needs by going to the next highest ranked candidate until the eligibility list expires.

The City wishes to thank all applicants for their interest but only those candidates selected to advance in the recruitment will be contacted. Note that only those candidates eligible to legally work in Canada will be considered.

Manager, Strategic Communications

Job Code:149

Department: Strategic Communications

Job Summary:

The incumbent plans, manages, directs and evaluates the Communications department, overseeing all marketing campaigns, media relations and internal communications and implementing strategies.

Duties and Responsibilities:

1. Plan, develop, organize, manage and advise on all aspects of corporate communications and public relations programs and initiatives.
2. Oversee, write or edit communications material and public speaking notes for use in presentations, press releases and other purposes.
3. Provide city-wide advice, expertise and support relating to communications and public relations plans and initiatives.
4. Research, plan, develop and implement communications and public relations opportunities and promote the City's public image.

5. Monitor and analyze all forms of media to provide advice to ensure compliance with policies, programs and overall strategic direction.
6. Manage and provide leadership in all human resource areas for the department including recruitment and performance management consistent with collective agreements and/or employment contracts and city policies.
7. Participate on various committees to plan, coordinate and deliver communications, public relations and marketing programs.
8. Maintain and establish effective working relationships with a variety of internal staff and external contacts including political and government partners.
9. Develop, implement and maintain communications and public relations policies, practices, manuals and directives.
10. Provides crisis communications as the Public Information Officer during emergencies.
11. Prepare and control the department's annual Capital and Operation and Maintenance multi-year budgets.
12. Ensure, so far as is reasonably practicable, that safety procedures and standards are followed by personnel throughout the department.
13. Other related duties.

This description contains elements necessary for identification and evaluation of the job. The incumbent may be required to perform other related duties.

Category

Management

Position Requirements

Working Conditions:

Majority of the work is performed under normal office conditions.

Required Knowledge, Skill and Abilities:

- Degree in Communications, Journalism or equivalent.
- Eight years progressive, related experience, three of which has been in a communication environment and two at a supervisory or management level.
- Proven leadership and supervision skills with the ability to delegate, set clear expectations, train and develop, motivate and manage performance.
- Excellent organizational skills, prioritizing and ability to multitask with minimal supervision.
- Excellent skills relating to communications, team building, liaise with stakeholders, human relations, and problem solving.
- Project management skills
- Proven written and oral communication skills in both English and French to develop and present reports, position papers and proposals.

An equivalent combination of education, training and experience may be considered.

Examples of Equipment to Operate:

General office equipment including computer skills to operate software programs related to ERP system, spreadsheets, word processing, electronic mail, etc.

Other Details:

Job seekers are required to create an online profile and submit their application electronically through the City's online Applicant system via www.whitehorse.ca/careers. Instructions on applications are provided at <https://www.whitehorse.ca/our-government/employment/how-to-apply/>. If you have any further questions regarding this posting, please contact the recruiter at HR@whitehorse.ca.

To apply for this position, you are required to submit your resume.

Various tests and/or exams may be administered as part of the recruiting process.

At the time this posting closes, candidates must have valid and current licenses/certifications/education that match the position requirements. Candidates who are selected to continue with the recruiting process will be required to provide proof of qualifications during their interview.

Employment Contract

Management and Confidential Exclusion Bylaw

Range

\$80.42 - \$95.75

Hours Per Week

5 X 7.5 Hours

Guaranteed Minimum Hours

37.5

Start Date of Position

4/29/2024

End Date (Temporary and Term)

Number of Hires Needed

1