



# TREATY THREE POLICE SERVICE

## Employment Opportunity

### Communications Officer

Treaty Three Police Service is seeking a dynamic and enthusiastic individual to assist the organization in successfully meeting their mandate and mission statement.

The Communications Officer will be responsible for the continued development, implementation and maintenance of the corporate internal and external communication plan and media relations. Provides advice, recommendations and training to all levels of staff to ensure consistency and support of the Treaty Three Police Services' strategic communication goals.

#### **Duties & Responsibilities:**

- Collaborates with appropriate internal stakeholders to develop and maintain a corporate communication plan that is aligned with the organization's strategic priorities. Monitors, evaluates and reports on the effectiveness of the plan.
- Provides strategic communication advice to the Police Chief, Deputy Chief of Police and management staff to ensure all internal and external communications provide a high quality, balanced, objective and clear message.
- Undertakes a primary role in media and public relations during emergencies, coordinating clear, effective and timely communications, providing direction and advice on crisis communication.
- Coordinates responses to media inquires and interviews and assists employees as required to develop key messages and responses to interviews.
- Regular attendance at Police Service Board meetings, corporate events and meetings.
- In support of the Chief, Deputy Chief and management team research and prepare quality and timely communications and marketing materials including, but not limited to, publications, advertisements, news releases, displays, PowerPoint and related audio-visual presentations, speeches, web content, briefing notes, background articles and other materials as required.
- Researches, evaluates and selects the appropriate media systems and processes to maximize reach and value of communication.
- Continued development and evaluation of the Treaty Three Police Services social media outlets.
- Reviews print, electronic and digital media and, as required, updates Chief and Deputy Chief of Police and Senior Management on emerging communication trends or issues that may impact the Treaty Three Police Service.
- Develops and monitors best practices to identify and recommend opportunities to enhance public consultation and citizen engagement.
- Responsible for the continued development and maintenance of the Treaty Three Police Services' website.
- Participates in the annual budget development process and manages the communication budget to ensure the efficient use of financial resources to support service delivery.
- Performs additional duties as requested by the Police Chief.
- Ongoing review with the Police Chief, Committees/Boards, Supervisory staff and volunteers to ensure the exchange of information is done in a positive and effective manner.

#### **Education/Experience/Skills Training:**

- College Diploma in Public Relations and Corporate Communications or related field.
- Five (5) years progressive experience in communications role or public relations. Experience in the police services' field preferred.
- Superior verbal communication skills including courtesy, tact, discretion, explanation, interpretation, negotiation, judgement and presentation skill.
- Superior written communication skills including a flexible writing style to meet the varied responsibilities and medium being used; ability to write clean and concise and edit content, structure and spelling with a high degree of accuracy.

- Advanced computer skills including expertise on Internet, GroupWise, Word, Excel and PowerPoint is required. Experience with Microsoft Publisher, Adobe Photoshop, HTML, Graphic Design, Web Design and various social media outlets would be an asset.
- Organization and time management skills, including ability to meet deadlines and work under pressure.
- High degree of professionalism, political astuteness and interpersonal skills.

Interested applicants are encouraged to submit a cover letter and detailed resume along with a Treaty Three Police Service Consent to Disclose form to [hr@t3ps.ca](mailto:hr@t3ps.ca) using "JP0006" in your email subject line to reference the posting you are applying for.

Please email [hr@t3ps.ca](mailto:hr@t3ps.ca) to obtain a Consent to Disclose Form.

Closing date: **Tuesday, September 1, 2020 at 4:00 p.m.**

**NOTE: ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

***As an Indigenous employer we encourage First Nations, Inuit and Metis applicants to apply.***