

Job Title: Communications and Stakeholder Relations Advisor, Police Services Board				
Reports to: Police Services Board Executive Director		Dept.: Ottawa Police Services Board		
Branch: N/A	Affiliation: MPE	PG:	HRs: 35	JK: XXX

JOB SUMMARY: (Responsibilities, impact, scope and accountability)

This position provides support and advice to the Executive Director, Chair, and Ottawa Police Services Board (OPSB), a provincially mandated legal entity that operates independently from the City and Council. The OPSB is responsible for the provision of adequate and effective police services in the municipality, which must include, at a minimum, police services in crime prevention, law enforcement, assistance to victims of crime, public order maintenance and emergency response in accordance with Provincial legislation.

Under the direction of the Executive Director, this position is responsible for developing and managing the delivery of stakeholder engagement and communication strategies and initiatives that promote the Board's work. This includes providing strategic communications advice and counsel related to communication matters as well as strategically managing and advising concerning relationships with key stakeholders, including the Service, the public (including agencies, advocacy groups and issue-champions), other police services boards and oversight bodies, the law enforcement community and all levels of government. The incumbent is also responsible for the implementation of internal and external communication and stakeholder engagement activities that support the Board and its mandate.

The Advisor works to ensure that all communications and stakeholder initiatives promote strategic governance, align with the Board's mandate and priorities, and enhance the Board's reputation and credibility. The Advisor also generally contributes to the Board's mandate through the provision and compilation of information, conducting research and analysis, and drafting reports and communications for both the Board and the public. The Advisor assists with the co-ordination of media relations on behalf of the Board.

KEY DUTIES:

- 1) Co-ordinate media relations on behalf of the Board and lead all internal and external communication activities on its behalf including: community relations, crisis communications; and, government relations.
- 2) Creates communication materials, including website content, newsletters, correspondence, and reports.
- 3) Manages the Board's website.
- 4) Assist with the development of communication positions for the Chair's and/or the Board's consideration that clearly reflect the Board's goals and enable the Board to fulfil its legislated mandate while ensuring the members' awareness of the Service's and/or the community's concerns.

- 5) Leads the development of strategic stakeholder engagement strategies for Board initiatives, with an ability to effectively implement consultative strategies that demonstrate political acuity and an understanding of diverse community perspectives, all with a view to driving collaboration with stakeholders, including traditionally marginalized and/or vulnerable groups, to identify policy options, mitigate risk and create broad buy-in.
- 6) Works closely with the Board's Senior Policy Advisor to identify, develop and help implement, stakeholder engagement strategies to support the Board's policy development.
- 7) Exercise judgement regarding the most auspicious time to raise issues in order to avoid embarrassment, confusion, or the creation of a more complex problem.
- 8) Supports the work of Board sub-committees, including the development of agendas, minutes, reports and other administrative support as required. Identifies issues, appropriate responses and possible positions on complex issues taking the input of key stakeholder groups into consideration.
- 9) Applies superior analytical expertise to the development of all Board documents and correspondence (e.g. Board reports, briefing notes, presentations, etc.).
- 10) Performs other related duties consistent with the duties outlined above.

STATEMENT OF (MINIMUM) QUALIFICATIONS

EDUCATION

Four (4) year university under-graduate degree is required, preferably in communications, social sciences, public administration, public relations, or the equivalent.

EXPERIENCE

Five (5) years experience in a stakeholder engagement or communications role, or related discipline.

CERTIFICATE/ LICENSE

N/A

KNOWLEDGE

- The functions and responsibilities of a municipal police governing body.
- The Police Services Act of Ontario and related statutory regulations.
- General knowledge of the mandate and operations of an Ontario municipal police service.

SKILLS AND COMPETENCIES

- Able to manage multiple tasks and balance competing demands.
- Able to recognize and analyze problems and find solutions.
- Superior written and oral communication and listening skills.
- Able to anticipate needs and proactively address them.
- Deal effectively with deadlines.
- Strong organizational skills.
- Produce reports and make presentations.
- Conduct research and prepare comprehensive reports.
- Develop short and long term objectives and strategies.

PERSONAL SUITABILITY

- Must exercise sound judgement, discretion, initiative, alertness and a high degree of confidentiality.
- Exceptional interpersonal skills and the ability to interact cooperatively with others.
- Work effectively and efficiently under pressure.

SIGNATURES

This job description is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities and requirements.

Employee Section

I have read and understand the contents of the job description and have had the opportunity to comment.

SIGNATURE: _____
Employee

NAME: _____
(Please print)

DATE: _____

Police Services Board Chair

SIGNATURE: _____
Police Services Board Chair

NAME: _____
(Please print)

DATE: _____