

1. Position No. 82051	2. Descriptive Working Title Senior Communications Advisor, Employee Communications		3. Present Classification AO IV
4. Department Employee Communications	5. Branch Communications and Public Affairs	Work Location Hybrid – Site Central	Date Feb 2023
7. Position No. of Supervisor 81190	8. Descriptive Work Title of Supervisor Manager, Employee Communications		9. Classification of Supervisor Excluded Management
10. Job Summary:			

The Senior Communications Advisor, Employee Communications, helps develop and implement communications and engagement plans for high-profile internal corporate initiatives impacting employees. She/he/they are responsible for the development and execution of communication and engagement activities for specific projects. The Advisor provides consultation and support to BC Housing's Executive, management and staff, including speaking remarks, email communications, presentation coaching, and relationship management advice; plans and organizes employee events; and prepares various documents and communications materials.

11. Duties:

1. Participates with the Manager in the identification and assessment of BC Housing's strategic communications needs and the development of comprehensive and proactive communications plans and programs pertaining to employee communications, internal communications, change management, executive communications, and corporate communications.
2. Develops and leads the implementation of high profile, complex internal communications plans for significant corporate initiatives, strategies, and programs, including ones that have internal and external implications, span multiple years, and involve diverse stakeholders and partners.
3. Collaborates with other departments around external communication of major internal initiatives and priorities.
4. Plans, schedules, coordinates and produces internal events, both in person and digitally.
5. Identifies and assesses a wide range of emerging high profile and sensitive communications risks and issues.
6. Plans, develops and manages the implementation of tactical plans and strategies for communication with internal and external partners, and follows up to expedite and ensure issues management and related mitigating measures are implemented successfully.
7. Provides communications counsel, support and training to BC Housing's Executive, management and staff to ensure they can respond effectively to a wide range of issues of importance to employees and the Board.
8. Evaluates the effectiveness of communications programs and prepare internal analytics reports.
9. Maintains a solid knowledge and understanding of BC Housing's operations and emerging trends and issues; liaises with various associations, professional and other organizations to remain current in the field.
10. Leads projects teams and provides advice, direction and technical guidance to other Communications staff, contractors and consultants in developing communications, change, and engagement strategies, and addressing a variety of high-profile communications issues.
11. Collaborates with other branches including Executive Office and Human Resources on significant change management initiatives and on communications strategies that support employee engagement.
12. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments

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4. Education, Training, and Experience
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Bachelor's degree in communications, public relations, or other relevant discipline

Extensive experience in communications in the areas of communications planning, issues management, internal communications, change management, or engagement for large, complex organizations.

Or an equivalent combination of education, training, and experience acceptable to the employer.

5. Knowledge and Skills:

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Considerable knowledge and understanding of the philosophy, theories and principles of the communications discipline, specifically in the public sector environment
 - Considerable knowledge of the objectives, programs and best practices of strategic communications planning, employee communications, internal communications, change communications and engagement
 - Proficient in the use of MS Office applications (Excel, Word, PowerPoint, Outlook, SharePoint, Teams)
 - Strong verbal, writing, editing, and presentation skills
 - Strong organizational and time-management skills
 - Strong interpersonal skills, with ability to work independently and as a team player
 - Ability to create and foster strong working relationships with internal and external partners and stakeholders in planning and implementing communication strategies, providing strategic communications advice, and facilitating problem solving in order to manage issues, mitigate risks and achieve results
 - Ability to produce high quality speaking notes, presentations, articles, and communications plans.
 - Ability to synthesize and articulate complex issues, problem solve and facilitate the implementation of effective solutions
 - Ability to develop and design presentations
 - Ability to provide strong team leadership on various projects, and provide advice and counsel to other staff in the performance of their duties
 - Ability to work under tight deadlines and pressures, with scrupulous attention to details
 - Ability to handle confidential and sensitive information in an appropriate manner while displaying a high degree of judgement, discretion and decision-making ability
 - Ability to travel on Commission business and work evenings and weekends as required

6. Occupational Certification
