Chatham–Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #031-2024

Position: Corporate Communications

Department: Office of the Chief

Pay Grade: Civilian, Grade 7 ($70,500.19 - $79,688.72)

Reports to: Deputy Chief

Work Location: Headquarters, Chatham

Hours of Work: 35hrs a week. (Occasional overtime may be required.)

Essential Qualifications:

- University Degree in the field of public relations, communications, marketing, or related University Degree
- Experience in media/public relations/communications
- Mastery of the English language (Speech writing is an asset)
- Superior written and oral communications skills, including the ability to research, gather and interpret technical information to create a product that can be understood by a variety of audiences.
- Proven track record of successfully delivering impactful communications initiatives.
- Knowledge of photo and video-editing software.
- Knowledge and understanding of brand identity and marketing principles.

Competencies:

- Ability to handle confidential and sensitive information with the highest discretion and professionalism.
- Proficient in prioritizing tasks, working under pressure, and managing quick turnaround times to meet deadlines and achieve objectives.
- Strong problem-solving abilities and research skills to effectively address communication challenges and find innovative solutions.
- Exceptional oral and written communication skills.
- Proficient in using a variety of software programs and social media platforms relevant to corporate communications.
- Strong attention to detail to maintain accuracy and consistency in all communication materials.
- Strong organizational skills, time management, and the ability to multitask efficiently to meet deadlines and achieve communication objectives.
- Ability to make sound decisions within the confines of the organization's policy and procedural framework.
- Demonstrate ethical conduct, integrity, and good moral character.
- Punctual, self-motivated, and self-directed.

- Resilient and adaptable
- Ability to work collaboratively as a team member, fostering positive relationships and effective communication with internal departments and stakeholders.
- Ability to work under minimum supervision, taking ownership of communication projects and delivering high-quality results.

General Responsibility:

The Corporate Communications position will be responsible for facilitating the implementation of a corporate communications strategy to provide consistent, accurate and timely internal and external communication activities to a variety of audiences. This role will work to harmonize all communication and efforts of the Chatham-Kent Police Service to enhance public awareness and support the Chatham-Kent Police Service's key objectives and strategic plan.

The Corporate Communications will be responsible for the delivery of a broad array of written and visual materials, including communications plans, media advisories, articles, videos, and social media posts.

The nature of the position requires the incumbent to be available on a 24/7 basis should emergency communications be necessary.

Specific Responsibilities:

Proactively seek out and identify communications opportunities to bolster the Chatham-Kent Police Service's brand and reputation of excellence with the broader public community and media, as well as to stimulate pride internally.

Write, refine, update, and publish content for the Chatham-Kent Police Service's external website, and social media channels.

Record, edit, and upload professional-quality digital content, including podcasts and videos.

Track key metrics to monitor and measure the reach and effectiveness of communications initiatives.

Assist in updating and maintaining an editorial content calendar to maximize communications efficiency and consistency.

Review and edit written materials for the organization, including monthly and annual reports, e-newsletters, brochures, and other publications.

Provide strategic media relation/issues management coaching and advice on a variety of issues and initiatives, including those that may be contentious.

Stay current regarding communications best practices and policing issues and make appropriate recommendations for improvements in communications practices.

Develop crisis communication plans, manage communications during emergencies and providing accurate information to stakeholders.

Develop, recommend, and maintain corporate communications policies, procedures, and standards consistent with the communications strategy and comply with relevant legislation.

Undertake special projects or perform other related duties as may be assigned.

Start Date: To be determined.

Closing Date: Wednesday October 02, 2024 at 16:00 hours.

Resumes can be submitted directly by e-mail to: Inspector Matthew Stezycki
matthews@chatham-kent.ca

NOTE: *The Chatham-Kent Police Service is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve. We maintain the right to candidate selection and posting duration based on organizational objectives, goals, and long-term planning initiatives, contingent upon the needs of the service as require.*