



# Chatham–Kent Police Service

*INTERNAL/EXTERNAL JOB POSTING #024-2026*

|                       |                                                          |
|-----------------------|----------------------------------------------------------|
| <b>Position:</b>      | Corporate Communications                                 |
| <b>Rank/Level:</b>    | Civilian, Grade 3 (\$74,786.61 - \$84,533.80)            |
| <b>Department:</b>    | Administrative Support Branch                            |
| <b>Reports to:</b>    | Staff Sergeant, Corporate Services                       |
| <b>Work Location:</b> | Headquarters, Chatham                                    |
| <b>Hours of Work:</b> | 35-hour work week (Occasional overtime may be required.) |

## **Purpose:**

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

## **Core Responsibilities:**

### Internal/External Communications:

- 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, reels and videos.
- 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.
- Develop and maintain positive working relationships with local, regional, and provincial media representatives, serving as a key point of contact and ensuring media inquiries are addressed in a timely, professional, and collaborative manner.
- Coordinate and support the Front-Line Media Officer program by providing guidance, training, and ongoing development, while ensuring public communications, media releases, and social media content are accurate, consistent, timely, and aligned with organizational standards.
- Undertake special projects or perform other related duties as may be assigned.

### Communication Policy, Metrics, and Planning:

- 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.

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- Stay current regarding communications best practices and policing issues and make appropriate recommendations for improvements in communications practices.
- Develop, recommend, and maintain corporate communications policies, procedures, and standards consistent with the communications strategy and comply with relevant legislation.
- Coordinate the Front-Line Media Officer program, including training, resource development, ongoing support, and quality assurance of public communications, while developing and maintaining related standards, procedures, and resources.
- Represent the Chatham-Kent Police Service through participation in professional communications networks, committees, training, conferences, and development opportunities, including the Ontario Association of Chiefs of Police (OACP) Corporate Communicators Network and the Chatham-Kent Corporate Communications Network, to promote collaboration, share best practices, and support continuous improvement.

### Emergency Communications:

- Develop crisis communication plans, manage communications during emergencies and provide accurate information to stakeholders.
- Act as a communications advisor during critical incidents and major events.
- Coordinate the timely release of accurate public information during emergencies and significant investigations.
- Support and guide Front-Line Media Officers during critical incidents and high-profile events.

### **Essential Qualifications:**

- Post-secondary education in communications, public relations, journalism, marketing, digital media, or a related field. An equivalent combination of education, training, and directly related experience will be considered.
- Experience in media/public relations/communications.
- Mastery of the English language. (Speechwriting 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.
- Demonstrated commitment to ongoing professional development and staying current with emerging communications trends, technologies, and best practices.

### **Competencies:**

#### Complexity of Decision Making:

- Ability to make sound decisions within the confines of the organization's policy and procedural framework. If there is ambiguity, the incumbent can recommend next steps.

#### Problem Solving:

- Strong problem-solving abilities and research skills to effectively address communication challenges within existing best practices and find innovative solutions.

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## Impact of Action:

- Strong attention to detail to maintain accuracy and consistency in all communication materials and avoid brand scrutiny.

## Working Relationships:

- Ability to work collaboratively as a team member, fostering positive relationships and effective communication with internal departments and stakeholders.
- Leverage exceptional oral and written communication skills to craft communications that convey complex and/or sensitive information that is easily understood by a variety of audiences.
- Ability to establish credibility and work collaboratively with members of all ranks, Front-Line Media Officers, community partners, media representatives, and external stakeholders.
- Ability to provide guidance and influence communication practices across the organization without direct supervisory authority.

## Leadership:

- Ability to work independently while providing leadership, guidance, and subject matter expertise to members involved in communications activities across the organization.

## Accountability for Resources:

- Proficient in using a variety of software programs and social media platforms relevant to corporate communications.
- Makes recommendations for updated communication styles/mediums to enhance/improve corporate communications of the police service.

## Physical Demands:

- Work requires the incumbent to engage in light physical efforts (those required of a typical office job) on a regular basis.

## Sensory Demands:

- Proficient in prioritizing tasks, working under pressure, and managing quick turnaround times to meet deadlines and achieve objectives.
- Strong organizational skills, time management, and the ability to multitask efficiently to meet deadlines and achieve communication objectives.

## **Working Conditions:**

### Physical Hazards:

- Work is primarily done in an indoor office environment where access is restricted to authorized personnel only and physical hazards are limited.
- Duties may require attendance at community events, operational briefings, media events, crime scenes, or other locations throughout Chatham-Kent.

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## Psychological Hazards:

- The job may be exposed to profanity/rudeness when dealing with the public (<25% of the time).
- The job may be exposed to verbal abuse when dealing with the public (<25% of the time).
- Exposure to sensitive, graphic, traumatic, or emotionally disturbing information related to police investigations, emergencies, and critical incidents (<25% of the time).

## Travel and Hours:

- This job works standard daytime shifts, that remain static from week to week (e.g., Mon-Fri, every week).
- 35 hours per week.
- Role must be available for after-hours call-ins in emergency situations.
- Occasional overtime may be required.
- Occasional travel may be required to attend conferences, professional development opportunities, networking events, and meetings on behalf of the Service.

**Start Date:** To be determined.

**Closing Date:** Monday, October 26, 2026, at 09:00 hours.

## **Forward resumes by e-mail to:**

A/Staff Sergeant Lynette Rosina

[CKPScareers@chatham-kent.ca](mailto:CKPScareers@chatham-kent.ca)

**NOTE:** *The above job description outlines the principal functions of the job identified and shall not be considered a complete description of all the work requirements that may be inherent in this job.*

*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 required.*

*As members of the Chatham-Kent Police Service (CKPS), all employees are expected to embody the values of CKPS every single day. Each member is required to demonstrate integrity in their work, ensuring that ethical standards are consistently upheld while conducting themselves with honesty and fairness, which serve as the guiding principles for all actions and decisions. Furthermore, every member is responsible for delivering the highest quality of service to the community. This commitment requires maintaining honesty and professionalism in all interactions, fostering trust through accountability, and approaching each engagement with understanding and empathy.*

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