

INTERNAL COMMUNICATIONS MANAGER
New Democrat BC Government Caucus

JOB OVERVIEW

Reporting to the Caucus Executive Director, the Internal Communications Manager works closely with the Caucus management group, staff in the Premier's Office and Ministers' Offices to ensure that MLAs, caucus and constituency staff are aware of, and up-to-date on, key government programs, policies and initiatives. The Internal Communications Manager also ensures that staff in Ministers' Offices are aware of key initiatives and issues coming from caucus and constituencies. The position is held in Government Caucus and performs an in-reach role to ensure effective tools, materials, briefings and advice are shared with MLAs and the staff who support them in a timely manner.

This position is housed in Victoria, BC, working out of the Caucus premises in the BC Legislative Assembly. The salary range is \$82,000 to \$105,000 depending on experience and qualifications.

Applications for the position will be accepted until December 15, 2021 and should be sent to roseanne.moran@leg.bc.ca

ACCOUNTABILITIES

- Ensures coordinated, timely and accurate information is provided to caucus and constituency staff and MLAs to ensure they can effectively communicate government priorities, programs and other initiatives.
- Acts as the primary point of contact between (MLAs, caucus and constituency staff) and (MOs, the PO and House Leader's Office) to ensure key government initiatives, legislation, programs and information are coordinated and communicated in a timely manner.
- Works with stakeholders across government and caucus outreach to coordinate and advise MLAs and constituency staffs on meetings/events/invitations and campaign correspondence relevant to all offices.
- Primary responsibility for coordinating briefings/presentations for CAs in coordination with the Caucus Constituency Support Manager.
- Primarily responsibility for directing MLAs, caucus and constituency staff to appropriate LASS policies and resources on issues of protocol, conflict of interests and parliamentary education.
- Functions as the Caucus Chief Privacy and Information Officer. In this role, the Internal Communications Manager draws on Legislative Assembly resources and works with appropriate caucus managers to ensure that MLAs, caucus and constituency staff have appropriate training in the areas of effectively managing sensitive and private information.

- Works with caucus managers to ensure appropriate information management policies and procedures are in place for caucus and constituency shared drives.
- Works to support caucus and constituency staff hiring, onboarding and other human resources related management tasks as needed.
- Other duties and projects as assigned.

JOB REQUIREMENTS

- Experience communicating and engaging with elected officials and political, public service, caucus and constituency staff.
- Experience identifying emerging and critical issues and ensuring that appropriate responses and strategies are developed and distributed in a timely way.
- Experience developing and maintaining systems and policies to support organizational effectiveness
- Experience working with confidential materials and handling sensitive human resources issues
- Experience working in the BC or other Legislature and a demonstrated understanding of legislative operations and process.
- Demonstrated understanding of key public policy issues in BC.
- Experience in a communications and/or management position an asset.
- Experience working with information management and privacy policies an asset

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work calmly, productively and empathetically with a wide range of personalities.
- Ability to identify problems, obstacles or opportunities and take appropriate action to address them.
- Excellent interpersonal, presentation and communication skills
- Ability to act decisively and to exercise a high degree of initiative and judgment on a wide range of issues.
- Ability to maintain confidentiality, and to operate with sensitivity and discretion
- Ability to be a strong team player and to follow through on commitments.
- Excellent project management and organizational skills.
- Ability to function effectively and with flexibility in a fast-paced, multi-disciplinary environment.

BEHAVIOURAL COMPETENCIES

- **Communicating Effectively** - involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies.
- **Personal Effectiveness** - able to work flexibly and adapt effectively within a variety of diverse situations and with diverse individuals or groups. Ability to improve operations and develop new solutions and systems. Ability to expand and use technical knowledge and to distribute work-related knowledge to others.
- **Problem Solving/Judgement** - the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Planning, Organizing and Coordinating** - involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing plans and monitoring and adjusting work to accomplish goals.
- **Effective relationships** involve building trusted relationships through consistency, integrity and accountability. This includes the ability to initiate and maintain key relationships across the organization through mutual respect, understanding and support.