



Director of Communications

(Job #107)

Cambridge is a thriving city located in Canada's rich industrial heartland of Southern Ontario. We are strategically located astride Highway 401 and minutes from major metropolitan cities. Our quality of life makes Cambridge a fine place to call home for over 130,000 citizens. Cambridge offers historic, small-town charm with diverse recreational facilities, trails and parkland, a wide range of arts, culture and theatre events and attractions throughout the year and a strong future of continued cultural, residential, commercial and industrial growth and development. Our distinctive 19th century architecture offers a beautiful backdrop for shopping, dining and colourful festivals. Please visit the City of Cambridge web site at www.cambridge.ca for more information.

Reporting to the Deputy City Manager; Corporate Services, the Director of Communications is responsible to provide strategic and operational leadership to a team of communications professionals that delivers a variety of integrated communications solutions. The successful candidate will demonstrate commitment to our corporate values of Integrity, Respect, Inclusiveness, and Service.

Duties will include; Providing strategic and tactical communications expertise to assist in achieving program and service objectives; ensuring alignment with, and understanding of, corporate strategic objectives and priorities; Planning, developing, implementing and evaluating internal and external communication strategies encompassing media, community, and multi-jurisdictional government relations; Working with all levels of management, teams and customers, utilizing skills to deal with diverse local, regional, provincial and federal stakeholders; Researching and drafting speeches, briefing materials, media inquiry responses, media conferences/briefings, press releases, employee communications; Liaising with the media and coordinating media relations, while anticipating and managing reputational risks, assisting with timely and effective responses; Attending Council and Committee meetings as required and providing strategic communications advice to the Mayor and Council and all levels of staff on issues related to the Corporation, which may be of a sensitive nature and involving community engagement processes; Creating, implementing and measuring the success of a Corporate Communications/Public Relations Strategy, Corporate Marketing Strategy and communications plans for specific corporate initiatives; Developing and implementing internal communications programs for city staff to raise understanding and awareness and promote corporate priorities; Overseeing all website content, ensuring compliance with the provisions of the Accessibility for Ontarians with Disabilities Act; Acting as the Emergency Information Officer as per regulation by-law and as outlined in the City of Cambridge Emergency Response Plan; Fostering a positive, healthy, and safe working environment, including providing effective leadership to the division and supporting the development of staff through coaching, mentoring, and performance feedback.

Minimum Requirements for this position include:

- Possession of a university degree in journalism, marketing, communications, public relations or other related discipline. A designation, membership or certification from a recognized communications association is an asset.
- Ten years' experience in agency communications, preferably with some corporate communications, including strategic communications planning, stakeholder engagement, media relations and public relations, including a minimum five years' supervisory level experience in communications.
- Strong organizational, project management, time management capabilities and strong attention to detail.
- Business and financial acumen with a strong understanding of local government (budgeting, procurement, etc.).
- Demonstrated tenacity and strength of character to ensure the efficient and effective completion of all mandates.
- Superior written and oral communication, research, and presentations skills.
- Possession of a valid drivers' license.

This position is in Band Level 8 of the Non-Union Salary Scale and has an annual salary range of \$101,744 to \$124,078 (July 1, 2015), and we offer a comprehensive benefit program.

We invite qualified candidates to apply for this position by visiting:

<http://www.jobs.net/jobs/cambridge/en-us/search/> by 4:30 p.m., Friday, July 15th, 2016.

If you require support or accommodation due to a disability, please contact

hraccessibility@cambridge.ca or 519.740.4680, extension 4640.

Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act. This information will be used to determine eligibility for employment with the City of Cambridge only. If you have any questions about this collection of personal information, you can contact the Freedom of Information and Privacy Coordinator, Clerks Division, at 519.740.4680, extension 4583.