

**IDENTIFICATION**

<b>Department</b>		<b>Position Title</b>	
Workers' Safety and Compensation Commission		Policy and Communications Officer	
<b>Position Number(s)</b>	<b>Community(s)</b>	<b>Division/Region(s)</b>	
97-9960	Iqaluit	Legal and Compliance	

**PURPOSE OF THE POSITION**

The Policy and Communications Officer provides communications advice and policy research support to the Workers' Safety and Compensation Commission (WSSCC), its President, Senior Management Team (SMT) and Governance Council (GC) on a broad range of program and policy issues under the Northwest Territories and Nunavut *Workers' Compensation Acts, Safety Acts, Mine Health and Safety Acts, Explosive Use Acts, and Access to Information and Protection of Privacy Acts*, in support of the WSSCC's Vision, Mission and Values.

The Policy and Communications Officer also prepares and delivers internal and external communications materials for the WSSCC. All activities are intended to be coordinated and managed in a strategic manner that increases awareness and understanding of WSSCC services, enhances good stakeholder relationships and provides information about workplace rights and responsibilities and good safety practices to employers and workers in Nunavut.

**SCOPE**

The Workers' Safety and Compensation Commission (WSSCC) is a Crown Corporation of the Governments of the Northwest Territories and Nunavut, directed by a Governance Council through the President & CEO. The WSSCC operates from headquarters in Yellowknife, and regional operations in Iqaluit and Inuvik.

The WSSCC promotes safe work places through education and prevention, and cares for injured workers through a system of no-fault compensation. The *Workers' Compensation Acts* of the Northwest Territories and Nunavut govern the system, funded through the collection of assessments from employers.

The WSSCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

This position is located in Iqaluit, Nunavut and reports to the Manager, Communications based in Yellowknife. The Policy and Communications Officer position is within the Legal & Compliance Division and works closely with both the Policy and Communications teams to provide research support and communications expertise and recommendations, and advice with a particular focus on Nunavut. This position is part of an internal service delivery team that provides services to all WSCC Divisions and requires liaison with internal and external subject matter experts, general counsel and the WSCC SMT.

The Policy and Communications Officer plays a key role in the research and development of a variety of policy and program instruments. Decision-making instruments include option papers, research papers, jurisdictional scans, information items, briefing notes, policies and procedures. The incumbent conducts analytical and qualitative research on national and territorial issues related to workers' compensation and access to information and protection of privacy.

This position is also responsible for providing communications services and advice to WSCC employees and SMT. The Policy and Communications Officer assists in the coordination of official WSCC responses to issues and provides specialized services in the preparation of materials for a variety of media, including newsletters; reports; services brochures; education campaigns; website and social media, press releases; special events; and print, radio, and television advertising.

The incumbent works towards favourable outcomes for the WSCC on assigned projects, achieving a fair and reasonable balance between ideal solutions and those that are administratively feasible where competing interests exist. Negative outcomes could affect operations and public confidence in the organization, GC, President, SMT, and employees.

## **RESPONSIBILITIES**

### **1. Provides research and stakeholder engagement support for implementation of Comprehensive Policy Review Plan (CPRP), Administrative Policy Review Plan (APRP) and stakeholder engagement:**

- Supports the implementation of the CPRP and APRP by conducting research and preparing materials for policy recommendations to the Governance Council, President and SMT. This includes conducting jurisdictional scans and research on financial, political, and legal impacts on internal and external stakeholders
- Consults with research institutes, workers' compensation agencies, and other private and public sector organizations regarding industry best practices.
- Provides policy advice and information to organizational decision makers on a variety of issues related to workers' compensation and access to information and protection of privacy.
- Supports the drafting of policies and operational procedures consistent with workers' compensation and safety legislation, and the organizations Vision, Mission and Values.
- Prepares a wide range of documents for the President, SMT and the GC (e.g., research papers, information items and briefing notes).

- Develops support materials and presentations to ensure program area activities adhere to the organization's strategic direction. Supports the collection of appropriate interdivisional input during the policy review process.
- Presents information to decision makers by analyzing and summarizing key issues, specifying benefits and drawbacks, and supporting analysis and recommendations with valid arguments.
- Assesses relevant trends and issues and recommends appropriate organizational actions.
- Supports cross-unit and cross-divisional policy working groups.
- Participates in, and provides research for, legislative and regulatory reviews.

**2. Provides advice on and participates in the policy consultation and engagement process**

- Prepares and supports the coordination of information packages for consultation and engagement sessions with internal and external clients and stakeholders.
- Provides administrative support for consultation sessions by recording feedback, taking minutes, facilitating on-going communication.
- Analyses and summarizes information from consultation participants.
- Receives information from, and follows-up with, consultation participants to outline their input in the policy development process.
- Drafts reports to debrief stakeholder engagement or research issues for the Vice President, Executive Services, SMT, President and/or GC.

**3. Supports the ATIPP Coordinator with policy advice to WSCC staff about meeting obligations under the *Access to Information and Protection of Privacy Acts*.**

- Supports the ATIPP Coordinator, by facilitating communication with the requestor (including media applicants) on the legal, financial and administrative issues related to the request.
- Work with program area staff to identify and determine the location of the requested records and arrange for the retrieval of the records.
- Performs administrative duties related to the preparation and redaction when appropriate, of requested records.
- Supports the monitoring of the WSCC's practices in relation to the collection, use, disclosure, retention and disposal of personal information to ensure compliance with the *Acts*.

**4. Develops internal and external communications materials and resources, incorporating the use of Inuit Qaujimagatuqangit and Inuit Societal Values;**

- Provides advice, cultural knowledge and good practices to communications, marketing plans, strategies, tools and methods to enhance the presence of WSCC in Nunavut.
- Monitors, evaluates and enhances the production and marketing of WSCC services and workplace safety promotion to Nunavutmiut (people of Nunavut).
- Works with WSCC internal and external stakeholders to develop and implement communications and marketing plans and resources that effectively support the WSCC's Strategic and Corporate plans.

- Provides input on messaging, design, audience considerations, selection of communications vehicles, and delivery channels, including social media, audio-visual projects, radio, television, and print media as required.
- Prepares speaking notes and presentations for the WSCC Ministers responsible, GC, President, and SMT.

**5. Undertakes activities to promote positive community presence and WSCC initiatives.**

- Monitors traditional and social media and public response to identify and track emerging issues.
- Coordinates trade show attendance to promote a positive community presence.
- Leads or participates in internal and external programs, stakeholder meetings, community events, and presentations.
- Develops content for monthly electronic internal and external stakeholder newsletters.

**6. Ensures adherence to WSCC communications standards and guidelines.**

- Ensures accuracy and consistency of the WSCC visual identity.
- Implements internal communications guidelines, and supports adherence to WSCC’s commitment to clear and plain language.

**7. Other related duties, as required**

- Research initiatives, projects or duties, as required
- other administrative duties as required

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

**Mental Demands**

The incumbent is often faced with tight deadlines and large workloads with competing priorities and demands. Prolonged periods of concentration can be physically and mentally exhausting. The potential of providing inappropriate or inaccurate recommendations to the GC, SMT or other decision makers can cause stress. Occasional travel is required to WSCC’s headquarters in Yellowknife.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Experience working with or supporting policy development processes.
- Ability to interpret and analyze policies
- Strong knowledge of research and planning processes.

- Ability to facilitate stakeholder engagement processes.
- Excellent communication (verbal and written), interpersonal skills, and presentation skills
- Well-developed organizational, planning, and time management skills.
- Works effectively in a team environment with changing priorities and demands.
- Demonstrates objective and active listening skills, including the ability to respond in a tactful, helpful, and responsive manner.
- Ability to produce written documents (e.g. research papers, options papers, briefing notes and information items).
- Strong attention to detail.
- Analytical skills.
- Understanding of Inuit Qaujimajatuqangit and Inuit Societal Values
- Knowledge and understanding of political and social environment within NU and NT
- Ability to stay current with emerging issues and developments in relevant areas.
- Project management skills.
- Ability to conceptualize, research, and analyze complex and variable issues, policies, and programs; present results in clear, understandable format; and recommend appropriate action.
- Ability to be self-directed and display initiative.
- Ability to use a variety of computer applications including word processing, spread sheets, and presentation software.
- Ability to facilitate linkages/alignments with strategies and programs.
- Sound judgement in dealing with sensitive issues and the ability to communicate effectively with external and internal stakeholders is essential.

**Typically, the above qualifications would be attained by:**

A Bachelor’s Degree or diploma in a related field combined with three years of progressive experience in policy, program development and communications. Related education includes, but is not limited to, political science, communications, public administration, economics, and business administration.

Experience with workers’ compensation legislation or policy and/or privacy issues is an asset.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Aboriginal language:** To choose a language, click here.

Required

Preferred

**CERTIFICATION**

**Title:** Policy and Communications Officer

**Position Number(s):** 97-9960

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ President &amp; CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</p>
<p><b>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</b></p>	

Reviewed by Human Resources: \_\_\_\_\_