



Engagement Specialist

Classification: Band 2

Salary: \$76,500 – \$108,100

Job Type: Regular Full-Time

Location: Victoria, B.C.

An eligibility list may be established for future vacancies.

Do you want to be part of a challenging and rewarding work community?

The Office of the Auditor General of B.C. (OAG) is an independent office of the legislature that contributes to excellence in effective and accountable government. We offer opportunities for career growth, an excellent compensation package, and flexible working arrangements.

Our office promotes trust, cooperation, and teamwork in a diverse, inclusive, and respectful environment. We are committed to creating and reinforcing diversity, equity, inclusion, and psychological safety – creating a safe environment where everyone feels they belong and are encouraged to bring their whole selves to work. We support each other, celebrate our successes, and encourage a healthy work-life balance for everyone. Our staff events are socially, physically, and emotionally nourishing – with lots of great food – and fun!

Interested in growing your career? We offer support for your professional development and education and reimbursement of your professional dues. Other benefits include:

- extended health benefits,
- policies and benefits to support your personal and family needs,
- pservice pension,
- life insurance, and
- a confidential employee and family assistance program.

Our downtown Victoria location supports collaboration and includes a gym, indoor bike storage, and decks with views of the beautiful Inner Harbour.

About the Role

Reporting to the Director, Communications, the Engagement Specialist will be responsible for developing and implementing engagement strategies to work with the OAG's diverse partner communities, and – with a view to driving understanding, action and awareness – activates custom stakeholder-specific, multi-channel approaches to package and distribute the OAG's work. The Engagement Specialist is responsible for planning and coordinating multiple communication projects and services, including technical and strategic stakeholder and media relations for the OAG.

Accountabilities

- Collaborates with internal teams to help develop and activate audience-specific communication strategies, tactics and products (e.g., audit reports and highlights, media releases and events, presentation materials, and full suite of digital assets) ensuring quality, accuracy, consistency, and relevance to stakeholders.
- Participates in and/or leads consultation sessions with internal and external stakeholders with a view to creating practical stakeholder-specific approaches, policies, and processes.
- Proactively establishes and nurtures media, special interest, cross-jurisdiction, and influencer relationships to maximise the impact of the OAG's work.
- Supports the Director, Communications, as a media contact for the organization and its work.
- Implements and helps lead the OAG's online strategy and infrastructure (e.g., maintenance of the office intranet, public-facing website content and user experience, social media accounts, and email subscription service).
- Develops surveys, data analysis methodologies, strategies, and performance indicators for measuring tactical success, and uses findings to adjust and improve approaches to stakeholder engagement.
- Identifies resource and budget requirements for new stakeholder-specific communication initiatives and individual projects by providing cost data for the Director, Communications' approval.
- Recommends project schedules, monitors progress and takes/recommends corrective action to ensure projects are on time, within budget and meet quality standards, and prepares related reports for the OAG Executive team.
- Collaborates with the Multimedia Services Lead and Writing Services Lead to deliver engagement-related projects.

Job Requirements

- A diploma, bachelor's degree or master's degree in a related field, such as communications, public relations, marketing, or journalism.
- Minimum three years experience in an account management, media relations or stakeholder engagement role, including identifying, developing and nurturing strategic partnerships.
- Minimum three years experience working in a busy communications environment (e.g., in a public or private sector communications office, public relations, media relations, broadcasting or journalism, or other related capacity).
- Minimum three years experience developing strategic communication and/or marketing plans.
- Minimum three years experience implementing and evaluating communications materials.

Preferences

- Preference may be given to candidates with experience with government structure, executive and processes.
- Preference may be given to applicants who have experience with content management systems (e.g., Drupal, WordPress).
- Preference may be given to applicants with experience practicing advanced technical skills in any of the following: writing, social media marketing, web design, graphic design, and/or video production/animation.
- Preference may be given to applicants with work experience at an independent office of the legislature in B.C. or another province.

Knowledge, Skills and Abilities

- Ability to write and edit, quickly and accurately to tight deadlines.
- Demonstrated skills in grammar, plain language writing, and Canadian Press style.
- Knowledge of corporate communications processes.
- Excellent oral and written communication skills.
- Excellent interpersonal skills to establish and maintain effective working relationships with colleagues, organizational partners and interested parties.
- Strong knowledge and skills related to social media and corporate website maintenance.
- Ability to set priorities and manage multiple projects to tight deadlines and produce quality products in a timely manner.
- Ability to plan and manage a diverse range of projects with multiple components while dealing with conflicting demands, shifting priorities and tight deadlines.
- Knowledge of project management principles.

Proviso

- Must be eligible to work in Canada (Permanent Resident or Canadian citizen).
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or *Criminal Records Review Act* (CRRRA) check, and/or enhanced screening checks as required by the office.
- We support a flexible, hybrid work environment. However, you must be able to work in the office when required by your supervisor and/or operational requirements.

Please see the attached job profile for a full description of the accountabilities and required qualifications.

How to Apply

To be considered for this role candidates must submit both of the documents listed below:

1. A resume with the months and years at each position.
2. The attached **Qualifications Matrix** detailing how you meet the requirements of the position.

Please submit these together in **one** PDF document to HR@bcauditor.com.

Your application must state whether you are eligible to work in Canada, and whether this is temporary. Failure to provide all the requested documents as described above will result in your application being unsuccessful.

Applications will be accepted until 11:59 p.m. on **Thursday, October 10, 2024.**

We encourage candidates of all backgrounds and all abilities to apply. We invite candidates to ask for help if they need accommodations for the job application process.

For more information, please contact HR@bcauditor.com.