

Job Description

JOB TITLE: Communications Coordinator
DEPARTMENT: Safety Office
REPORTS TO: Director of Safety
JOBS REPORTING: none
SALARY GRADE: 8
EFFECTIVE DATE: August 2017

Primary Purpose

Responsible for supporting the effective, efficient, and comprehensive delivery of assigned health, safety and environmental program services through coordination of and maintenance of Safety Office communications, training and incident management.

Key Accountabilities

<p>Responsible for Safety Office webpage development and maintenance</p> <ul style="list-style-type: none"> Creates, edits and updates content for an expansive content resource recognized as an authoritative source of health, safety and environment information, applying the specific principles of writing content for online publications Coordinates and recommends content improvement while complying with best practice guidelines as set out by the University Provides regular content updates by continually monitoring and refreshing content, as required Organizes the integration of print and digital publications
<p>Coordinates campus communications and materials development</p> <ul style="list-style-type: none"> Develops communication initiatives that align with Safety Office and University objectives Organizes and develops regular stakeholder communications via print or digital media Builds and fosters collaborative partnerships with Safety Office team members to better understand communication needs across the department, and to ensure integrated and consolidated approach to content development and delivery Actively provides communications support, as required within the department Creates, writes, designs and edits promotional materials such as publications/posters/brochures with progressive design techniques in accordance with University standards and overall marketing strategy, maintaining consistent design direction Ensures arrangements for training and events are well planned and executed
<p>Assists with technical development and maintenance of online and classroom training materials and administration.</p> <ul style="list-style-type: none"> Adapts training content to e-Learning principles and formats, utilizing content authoring software and the University's learning management system (LMS) Assists with the development and production of educational materials in consultation with content experts Manages training administration (schedules, records and materials) for online and classroom training Handles requests for assistance with respect to safety training records and supports improvement of training records system
<p>Supports the administration and monitoring of the University's Health, Safety & Environment Management System (HSEMS)</p> <ul style="list-style-type: none"> Provides administrative expertise in the confirmation and documentation of incident-related data and preventive/corrective actions Provides records management support within the incident management program and database Assists with the development and communication of incident analysis

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Required Qualifications

Education <ul style="list-style-type: none"> University degree or an equivalent combination of education and experience in communications and professional/technical writing 			
Experience <ul style="list-style-type: none"> 1-3 years' experience in a communications role, ideally in an educational setting Experience in interpreting and applying health and safety legislation an asset Experience in development of training materials, preferably in an online environment and application of adult learning principles preferred Proven ability to work independently and as a team member in a busy and varied environment Demonstrated ability to handle multiple tasks, set and meet deadlines and adjust to changing needs Ability to be positive, collaborative and work effectively with colleagues and on-campus partners Flexible and adaptive to changing needs 			
Knowledge/Skills/Abilities <ul style="list-style-type: none"> Excellent writing, editing and proofreading skills Critical thinking and analytical skills to enable the execution and assessment of communication plans and training content Strong organizational skills 			
Technical <ul style="list-style-type: none"> Ability to learn and adapt to new software technology. Incumbent will be an internal resource to team members with respect to Learning Management Systems and e-Learning authoring software. Proficiency in MS Office suite and web editing 			
MS Word	Excel	PowerPoint	Other
Advanced	Intermediate	Advanced	SharePoint, WCMS, LEARN, Articulate

Nature and Scope

Interpersonal Skills: Must be able to establish strong professional working relationships with Safety Office team members and on-campus partners to provide excellent service, through effective training and web resources and communications.

Level of Responsibility:

The position is responsible for developing and maintaining accurate, timely and effective outward-facing resources and communications.

Decision-Making Authority:

Makes decisions about the most effective methods of developing and implementing online training and web content in consultation with Safety Office staff.

Physical and Sensory Demands:

Moderate sensory demands typical of a position in a busy customer focused office environment with interruptions and competing priorities.

Working Environment:

Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with specialized position responsibilities. Typically works Monday to Friday schedule.