



## Order in Council Job Description

JOB TITLE: <b>Strategic Issues Management Lead</b>	LEADERSHIP ROLE: <b>Strategic</b>	CHIPS POS NUM: <b>85688</b>
BRANCH / REGION / DISTRICT: <b>Government Communications &amp; Public Engagement, Victoria</b>		DIVISION: <b>Deputy Minister's Office</b>
SUPERVISORS TITLE: <b>Deputy Minister</b>	LEADERSHIP ROLE: <b>DM</b>	CHIPS POS NUM: <b>84905</b>

### PROGRAM:

Government Communications and Public Engagement is a dynamic, progressive organization that supports the government in its ongoing dialogue with British Columbians. Government Communications and Public Engagement leads and coordinates government communications through its four divisions: Communications Services, Support Services, Strategic Planning and Corporate Communications; and, Operations and Human Resources.

### PURPOSE OF POSITION:

The Strategic Issues Management Lead, reports to the Deputy Minister, Government Communications and Public Engagement and is accountable for the following functions: strategic communications planning and project management; external communications and issues management; media relations; communications services; staff supervision and direction; research and report preparation and interest group communications.

### NATURE OF WORK AND POSITION LINKS:

The Strategic Issues Management Lead, provides communications, project management and consultancy expertise on Government Communications and Public Engagement key priority files as assigned by the Deputy Minister. This position works closely with Deputy Ministers, Ministers, Agency Heads, peer Communication Directors and other senior Government Communications and Public Engagement officials.

#### Position links:

- Deputy Minister, Government Communications and Public Engagement – to maintain daily contact for strategic communications advice, coordination and project management
- Ministers, Ministers of State and Minister's Office staff - to provide advice and recommended responses to public issues
- Premier's Office staff - regarding issues management, strategic communications and cross-government communications
- Ministry Deputy Minister/Agency Head and executive - to provide advice and direction regarding ministry/agency communication plans and services
- Peer Communications Directors - on common issues, cross-government priorities, etc.
- External interest groups, partner businesses communities and intergovernmental peers- to identify concerns and facilitate opportunities
- Intergovernmental Affairs Secretariat Deputy Minister and Executive Committee to support strategic communications planning and implementation.

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### SPECIFIC ACCOUNTABILITIES:

- Works closely with the Deputy Minister Public Affairs, to ensure that project assignments support corporate priorities and the Government Communications and Public Engagement service plan
- Works closely with assigned Ministers, Agency Heads and their staff in the provision of advice and services to ensure corporate consistency, efficiency and effectiveness and in keeping with government objectives
- Works in partnership with peer communications directors and other agencies on interministerial, interagency and joint interest group communications initiatives
- Works closely with the Intergovernmental Affairs Secretariat to provide communications advice and support to executive members and senior program staff
- Acts as Government Communications and Public Engagement project lead for interagency and interministerial assignments on key issues and initiatives.
- Provides communications leadership and continuity during acting assignments to fill temporary Ministry and PAB Executive vacancies
- Leads, directs and delivers a broad range of strategic and tactical communications services for priority file assignments including: internal and external strategic communications planning; issues management; domestic and international media relations; government outreach programs; news releases and backgrounders; publications content; speech writing; web content; media monitoring; events planning/management; staff supervision and direction; report research and writing; and legislative communications
- Provides project committee leadership to ensure an open exchange of information and active participation
- Provides mentorship to IGR communications development position assignees and other positions as assigned
- Supervises and conducts performance reviews for Manager, Strategic Communications, Intergovernmental Affairs Secretariat
- Provides input into Bureau planning processes and identifies product and service improvement opportunities and tactics.

### ORGANIZATION CHART:

(see attached)

### APPROVED:

INCUMBENT	DATE RECEIVED
IMMEDIATE EXCLUDED MANAGER	DATE APPROVED
HUMAN RESOURCE OFFICER	DATE EFFECTIVE

# GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

## Executive

