

## Wensink, Alison PREM:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 24, 2017 10:05 AM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Re: mtg with Geoff to discuss job description

Thank you very much.

Sage

Sent from my mobile device

On Oct 24, 2017, at 10:02 AM, Wong, Tamarra PREM:EX <[Tamarra.Wong@gov.bc.ca](mailto:Tamarra.Wong@gov.bc.ca)> wrote:

I cancelled today's and extended your meeting with him on Friday to be an hour.

**Tamarra Wong**

Executive Coordinator to the Chief of Staff  
Office of the Premier  
E: [tamarra.wong@gov.bc.ca](mailto:tamarra.wong@gov.bc.ca)  
Tel: 250-356-2785 | Cell: 250-208-3085

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**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 24, 2017 9:59 AM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Re: mtg with Geoff to discuss job description

If you can find another time that would be great - I have a conflict with a briefing with the premier.

Sage

Sent from my mobile device

On Oct 24, 2017, at 9:54 AM, Wong, Tamarra PREM:EX <[Tamarra.Wong@gov.bc.ca](mailto:Tamarra.Wong@gov.bc.ca)> wrote:

Sorry he has another meeting at that time. I can try to reschedule to some other time this week.

**Tamarra Wong**

Executive Coordinator to the Chief of Staff  
Office of the Premier  
E: [tamarra.wong@gov.bc.ca](mailto:tamarra.wong@gov.bc.ca)  
Tel: 250-356-2785 | Cell: 250-208-3085

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**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 24, 2017 9:53 AM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Re: mtg with Geoff to discuss job description

Any chance of moving this to 130?

Sage

Sent from my mobile device

On Oct 24, 2017, at 9:28 AM, Wong, Tamarra PREM:EX <[Tamarra.Wong@gov.bc.ca](mailto:Tamarra.Wong@gov.bc.ca)> wrote:

Yup it should be today for 2pm. I'll resend you the invitation so you have it.

**Tamarra Wong**

Executive Coordinator to the Chief of Staff  
Office of the Premier  
E: [tamarra.wong@gov.bc.ca](mailto:tamarra.wong@gov.bc.ca)  
Tel: 250-356-2785 | Cell: 250-208-3085

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**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 24, 2017 9:27 AM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** mtg with Geoff to discuss job description

Hi Tamarra,  
I thought the above meeting was today but I don't see it in my calendar.  
Am I wrong?

**Sage Aaron, Communications Director**  
Office of the Premier | Government of BC  
501 Belleville St, Victoria, BC V8V 2L8 | 778-678-0832

## Wensink, Alison PREM:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 24, 2017 9:35 AM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** RE: mtg with Geoff to discuss job description

Thanks.

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**From:** Wong, Tamarra PREM:EX  
**Sent:** Tuesday, October 24, 2017 9:28 AM  
**To:** Aaron, Sage PREM:EX  
**Subject:** RE: mtg with Geoff to discuss job description

Yup it should be today for 2pm. I'll resend you the invitation so you have it.

**Tamarra Wong**  
Executive Coordinator to the Chief of Staff  
Office of the Premier  
E: [tamarra.wong@gov.bc.ca](mailto:tamarra.wong@gov.bc.ca)  
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**Sage Aaron, Communications Director**  
Office of the Premier | Government of BC  
501 Belleville St, Victoria, BC V8V 2L8 | 778-678-0832

## Wensink, Alison PREM:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 24, 2017 10:12 AM  
**To:** Nash, Amber PREM:EX  
**Subject:** Re: mtg with Geoff to discuss job description

It's ok, I've moved my meeting with Geoff.

Sage

Sent from my mobile device

On Oct 24, 2017, at 9:47 AM, Nash, Amber PREM:EX <[Amber.Nash@gov.bc.ca](mailto:Amber.Nash@gov.bc.ca)> wrote:

I can move it up half an hour but I can't move it back. Let me know if a 1:30pm start is helpful.

Amber

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**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 24, 2017 9:43 AM  
**To:** Nash, Amber PREM:EX  
**Subject:** FW: mtg with Geoff to discuss job description

Hi Amber,

I had this appointment in my head but for some reason not in my calendar.

It conflicts with the VIES review event. Can we push the VIES review back? Alternatively I can ask Tamarra to push my meeting with Geoff.

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**From:** Wong, Tamarra PREM:EX  
**Sent:** Tuesday, October 24, 2017 9:28 AM  
**To:** Aaron, Sage PREM:EX  
**Subject:** RE: mtg with Geoff to discuss job description

Yup it should be today for 2pm. I'll resend you the invitation so you have it.

### **Tamarra Wong**

Executive Coordinator to the Chief of Staff

Office of the Premier

E: [tamarra.wong@gov.bc.ca](mailto:tamarra.wong@gov.bc.ca)

Tel: 250-356-2785 | Cell: 250-208-3085

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**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 24, 2017 9:27 AM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** mtg with Geoff to discuss job description

Hi Tamarra,

I thought the above meeting was today but I don't see it in my calendar.

Am I wrong?

**Sage Aaron, Communications Director**  
Office of the Premier | Government of BC  
501 Belleville St, Victoria, BC V8V 2L8 | 778-678-0832

**From:** Aaron, Sage PREM:EX  
**Sent:** Friday, October 27, 2017 2:07 PM  
**To:** Meggs, Geoff PREM:EX  
**Subject:** Accepted: Weekly Check in: Sage / Geoff - Review Job Description

## Wensink, Alison PREM:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 24, 2017 10:09 AM  
**To:** Meggs, Geoff PREM:EX  
**Subject:** Accepted: Weekly Check in: Sage / Geoff - Review Job Description

## Wensink, Alison PREM:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** Thursday, October 19, 2017 10:45 AM  
**To:** Meggs, Geoff PREM:EX  
**Subject:** Accepted: Weekly Check in: Sage / Geoff - Review job description

## Wong, Tamarra PREM:EX

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**From:** Van Meer-Mass, Kate PREM:EX  
**Sent:** Monday, September 25, 2017 12:38 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Wong, Tamarra PREM:EX  
**Subject:** FW: Emailing: Draft Chief of Staff Job Description, Draft Deputy Director of Communications Job Description, Draft Director of Communications Job Description, Draft Director of Liaison and Coordination Job Description, Draft Director of Operations Job Des

**Attachments:** Draft Chief of Staff Job Description.docx; Draft Deputy Director of Communications Job Description.docx; Draft Director of Communications Job Description.docx; Draft Director of Liaison and Coordination Job Description.docx; Draft Director of Operations Job Description.docx; Draft Director of Stakeholder Relations Job Description.docx; Draft Executive Assistant to the Premier Job Description.docx; Draft Executive Coordinator to the Chief of Staff Job Description.docx; Draft Executive Coordinator to the Premier Job Description.docx; Draft Executive Director of Vancouver Cabinet Office Job Description.docx; Draft Press Secretary Job Description.docx; Special Advisor Job Description August 31, 2017.docx

Hi Elizabeth,

When you have time this week can you add the following lines with the job title onto the end of each of the attached documents and send to Tamarra? Thanks!

Kate

### Confidentiality

As an Order in Council appointee, the (Job Title) must conduct him/herself in a manner that maintains and enhances the public's trust and confidence in the public service and are accountable for upholding the Standards of Conduct for Political Staff.

The (Job Title), must at all times, maintain the confidentiality of highly sensitive information and materials both written and verbal.

-----Original Message-----

**From:** Van Meer-Mass, Kate PREM:EX  
**Sent:** Wednesday, September 20, 2017 9:40 AM  
**To:** Clark, Layne PREM:EX; Cavanagh, Judy PREM:EX  
**Cc:** Wong, Tamarra PREM:EX  
**Subject:** Emailing: Draft Chief of Staff Job Description, Draft Deputy Director of Communications Job Description, Draft Director of Communications Job Description, Draft Director of Liaison and Coordination Job Description, Draft Director of Operations Job Descrip

Morning all,

Attached are the clean copies of the job descriptions I will be giving to Geoff today for review. These have all been updated based on Judy's and I's conversations. The second round of descriptions will go to Geoff post UBCM.

Kate



Your message is ready to be sent with the following file or link attachments:

Draft Chief of Staff Job Description

Draft Deputy Director of Communications Job Description Draft Director of Communications Job Description Draft Director of Liaison and Coordination Job Description Draft Director of Operations Job Description Draft Director of Stakeholder Relations Job Description Draft Executive Assistant to the Premier Job Description Draft Executive Coordinator to the Chief of Staff Job Description Draft Executive Coordinator to the Premier Job Description Draft Executive Director of Vancouver Cabinet Office Job Description Draft Press Secretary Job Description Special Advisor Job Description August 31, 2017

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

## Wong, Tamarra PREM:EX

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**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Thursday, September 28, 2017 5:30 PM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Draft Job Descriptions  
**Attachments:** Draft Chief of Staff Job Description.docx; Draft Deputy Director of Communications Job Description.docx; Draft Director of Communications Job Description.docx; Draft Director of Liaison and Coordination Job Description.docx; Draft Director of Operations Job Description.docx; Draft Director of Stakeholder Relations Job Description.docx; Draft Executive Assistant to the Premier Job Description.docx; Draft Executive Coordinator to the Chief of Staff Job Description.docx; Draft Executive Director of Vancouver Cabinet Office Job Description.docx; Draft Press Secretary Job Description.docx; Special Advisor Job Description August 31 2017.docx; Draft Executive Coordinator to the Premier Job Description.docx

Hi Tamarra,

Attached are the draft Job Descriptions as per Kate.

Thanks,



*Elizabeth Parkinson*

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

## **DRAFT DIRECTOR OF COMMUNICATIONS JOB DESCRIPTION**

<b>JOB TITLE</b>	Director of Communications		
<b>DEPARTMENT/OFFICE</b>	Office of the Premier		
<b>REPORTS TO</b>	Chief of Staff		
<b>CLASSIFICATION</b>		<b>BAND</b>	6
<b>DATE APPROVED</b>		<b>REVIEW DATE</b>	Yearly

### **Position Summary:**

Reporting to the Chief of Staff to the Premier, the Director of Communications serves to coordinate and oversee the communications of the Premiers Office. They ensure that the overall strategic vision of the Premier is reflected in all outward communications.

The position requires leadership and sound judgement in identifying issues that require action, recommendations and resolution. The position requires attention to detail and an ability to work under tight deadlines while balancing priorities. The person who holds this role must have the ability to influence and exemplify the characteristics of teamwork, ethics, diplomacy, tact and discretion, to ensure public trust and confidence.

### **Accountabilities/Responsibilities:**

The specific accountabilities and responsibilities for this position will be determined by the Chief of Staff to the Premier and may include, but not be limited to the following:

- Manages the work of the communications units in the Premier's Office working appropriately and collaboratively with Ministers and caucus staff.
- Develops and implements communications coordination related to the Premier. This includes:
  - Coordination of news releases, backgrounders, columns, op-eds, letters to the editor, speech notes, ministerial statements, legislative introductions, special acknowledgements, video and radio scripts, quotes, messages, media scans and written publications.
  - Ensuring all proactive communication materials are appropriately structured and communicated to the media
  - Media Relations
- Responsible for keeping the Office of the Premier apprised of emerging issues and events that are of potential interest to provincial media
- Responsible for ensuring that all media availabilities, scrums and press conferences are conducted in appropriate manner
- Responsible for working with Government Communications and Public Engagement staff to ensure that all information that specifically relates to the Office of the Premier is coordinated and communicated in an appropriate manner.

### **Qualifications**

A combination of relevant education and experience demonstrating the following:

- Interest in and knowledge of party platforms and policies
- Analytical problem solving and strategic planning
- Ability to comprehend complex regulations and procedures
- Thorough attention to detail and adherence to timelines
- Excellent oral and written communication skills
- Ability to lead and learn through inquiry, respect and openness
- Ability to balance multiple competing demands on resources and time
- Ability to maintain the integrity of confidential information
- Ability to work both collaboratively and independently
- Ability to establish positive, productive working relationships

### **Contacts and Relationships**

The Director of Communications, under the direction of the Chief of Staff and as part of the Premier's Office team, interacts with GCPE staff, MLA's, Caucus Staff and Cabinet to provide communications strategy and implementation support.

### **Working Conditions**

Work will be performed in an office environment. Meetings with stakeholders and partner groups may be held in offices outside government buildings. Must respond to emerging and changing priorities and issues, which may involve intense periods of work, tight deadlines and extended days. Weekend and evening work can be required on short notice. Occasional travel, including driving, may be required.

### **Confidentiality**

As an Order in Council appointee, the Director of Communications must conduct him/herself in a manner that maintains and enhances the public's trust and confidence in the public service and are accountable for upholding the Standards of Conduct for Political Staff. The Director of Communications, must at all times, maintain the confidentiality of highly sensitive information and materials both written and verbal.



PERSONAL AND CONFIDENTIAL

July 19, 2017

Sage Aaron  
(hand delivered)

Dear Sage:

As your supervisor, I am pleased to confirm your appointment as Director of Communications, Office of the Premier as specified in the appointment Order in Council, effective July 18, 2017.

Your salary will be \$125,000 per annum. This salary represents the Band 6 classification of the Salary Range Regulation (OIC 219/2017). The terms and conditions of your employment are equivalent to those established for category C appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees>. Please take some time to familiarize yourself with them. If you have any questions, please contact Dawn-Lynn Phillips ([Dawn-Lynn.Phillips@gov.bc.ca](mailto:Dawn-Lynn.Phillips@gov.bc.ca)), BC Public Service Agency.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. This offer of employment is subject to a satisfactory outcome of this criminal record check that is currently being processed.

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct for Political Staff, a copy of which is attached. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.

Once you have signed this letter indicating your acceptance, please scan and email to Dawn-Lynn Phillips.

Office of the Premier

Deputy Minister's Office

Mailing Address:  
Box 9041 Stn Prov Govt  
Victoria BC V8W 9E1

Telephone: 250 387-2226  
Facsimile: 250 356-7258  
Website: [www.gov.bc.ca](http://www.gov.bc.ca)

Lastly, I want to extend my best wishes for your success in this role.

Yours truly,



Geoff Meggs  
Chief of Staff  
Office of the Premier

pc: Dawn-Lynn Phillips, BC Public Service Agency

I have read and accept the terms and conditions of this appointment.

  
Sage Aaron

July 24/17  
Date

## DRAFT DIRECTOR OF COMMUNICATIONS JOB DESCRIPTION

*OK  
for  
Oct. 27/17*

JOB TITLE	Director of Communications		
DEPARTMENT/OFFICE	Office of the Premier		
REPORTS TO	Chief of Staff		
CLASSIFICATION		BAND	6
DATE APPROVED		REVIEW DATE	Yearly

### Position Summary:

Reporting to the Chief of Staff to the Premier, the Director of Communications serves to coordinate and oversee the communications of the Premiers Office. They ensure that the overall strategic vision of the Premier is reflected in all outward communications.

The position requires leadership and sound judgement in identifying issues that require action, recommendations and resolution. The position requires attention to detail and an ability to work under tight deadlines while balancing priorities. The person who holds this role must have the ability to influence and exemplify the characteristics of teamwork, ethics, diplomacy, tact and discretion, to ensure public trust and confidence.

### Accountabilities/Responsibilities:

*Act as the Chief of Staff Liaison to GCLB, with responsibility for*

The specific accountabilities and responsibilities for this position will be determined by the Chief of Staff to the Premier and may include, but not be limited to the following:

- Responsible for developing strategic communications for the government and acting on*
- ~~Manages~~ the work of the communications units in the Premier's Office working appropriately and collaboratively with Ministers and caucus staff.
  - Develops and implements communications coordination related to the Premier. This includes:
    - Coordination of news releases, backgrounders, columns, op-eds, letters to the editor, speech notes, ministerial statements, legislative introductions, special acknowledgements, video and radio scripts, quotes, messages, media scans and written publications.
    - Ensuring all proactive communication materials are appropriately structured and communicated to the media *prepared.*
    - Media Relations
  - Responsible for keeping the Office of the Premier apprised of emerging issues and events that are of potential interest to provincial media
  - Responsible for ensuring that all media availabilities, scrums and press conferences are conducted in appropriate manner

*add. digital and social media strategy*

- Responsible for working with Government Communications and Public Engagement staff to ensure that all information that specifically relates to the Office of the Premier is coordinated and communicated in an appropriate manner.

### Qualifications

A combination of relevant education and experience demonstrating the following:

- Interest in and knowledge of party platforms and policies
- Analytical problem solving and strategic planning
- Ability to comprehend complex regulations and procedures
- Thorough attention to detail and adherence to timelines
- Excellent oral and written communication skills
- Ability to lead and learn through inquiry, respect and openness
- Ability to balance multiple competing demands on resources and time
- Ability to maintain the integrity of confidential information
- Ability to work both collaboratively and independently
- Ability to establish positive, productive working relationships

### Contacts and Relationships

The Director of Communications, under the direction of the Chief of Staff and as part of the Premier's Office team, interacts with GCPE staff, MLA's, Caucus Staff and Cabinet to provide communications strategy and implementation support.

### Confidentiality

As an Order in Council appointee, the Director of Communications must conduct him/herself in a manner that maintains and enhances the public's trust and confidence in the public service and are accountable for upholding the Standards of Conduct for Political Staff.

The Director of Communications, must at all times, maintain the confidentiality of highly sensitive information and materials both written and verbal.

### Working Conditions

Work will be performed in an office environment. Meetings with stakeholders and partner groups may be held in offices outside government buildings. Must respond to emerging and changing priorities and issues, which may involve intense periods of work, tight deadlines and extended days. Weekend and evening work can be required on short notice. Occasional travel, including driving, may be required.



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<b>REPORTS TO</b>	Chief of Staff		
<b>CLASSIFICATION</b>		<b>BAND</b>	6
<b>DATE APPROVED</b>		<b>REVIEW DATE</b>	Yearly

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### **Accountabilities/Responsibilities:**

The specific accountabilities and responsibilities for this position will be determined by the Chief of Staff to the Premier and may include, but not be limited to the following:

- Responsible for developing strategic communications of the government and act as the Chief of Staff liaison to Government Communications and Public Engagement (GCPE).
- Responsible for the work of the communications units in the Premier's Office working appropriately and collaboratively with Ministers and caucus staff.
- Develops and implements communications coordination related to the Premier. This includes:
  - Coordination of news releases, backgrounders, columns, op-eds, letters to the editor, speech notes, ministerial statements, legislative introductions, special acknowledgements, video and radio scripts, quotes, messages, media scans, digital and social media strategy and written publications.
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