



JOB TITLE: Communications Officer

DEPARTMENT: Office of the Vice-President, Research (Canadian Centre for Nuclear Innovation)

STATUS: 1.0 FTE, Permanent

SALARY INFORMATION: The salary range is \$57,206 to \$89,385 per annum. The starting salary will be commensurate with education and experience.

PRIMARY PURPOSE: The Communications Officer will develop and implement strategic communications plans to build the profile of the Canadian Centre for Nuclear Innovation (CCNI) with both internal and external audiences in coordination with founding stakeholders. The Communications Officer will play a key role in helping the CCNI place Saskatchewan among global leaders in nuclear research, development and training. The Communications Officer will manage outreach initiatives of the CCNI, mitigate reputational risks, and advise the CCNI about the nuclear communications environment.

NATURE OF WORK: The Communications Officer will report directly to the CCNI Executive Director, and will coordinate activities with the communications office of the University of Saskatchewan, Vice-President of Research. The Communications Officer may acquire and oversee support from university or external service providers, including, but not limited to Creative Design, Web Design, Information Technology Services, Event Coordination, and Media Relations, as may be necessary to carry out communication initiatives. Located at the University of Saskatchewan, the CCNI aims to build a community of participants who will propose and implement initiatives of research or education in the nuclear domain. Engagement of this community will demand proactive, welcoming communication with the researchers and educators who may come forward to lead specific activities. The work will be performed as part of a team environment that is engaged in continuous outreach, dialogues, meetings, negotiation, competing priorities and a potential for frequent interruptions. Mental stress may vary, as the work of the Communications Officer will be open for view and potential criticism by the community of participants in the CCNI activities, or stories in the public media. A key goal of the CCNI is to help foster proactive conversations about nuclear technology that are reasoned and fact-based. As the work of the Communications Officer involves preservation of the reputation of the CCNI and its stakeholders, concentration and attention to detail is of high importance. The Communications Officer will primarily work in the CCNI suite of offices, occasionally travelling to meet service providers at their locations, within the university or elsewhere in the province of Saskatchewan; as such, occasional travel may be required.

ACCOUNTABILITIES:

- Develop, implement and evaluate strategic internal and external communications plans in support of the CCNI business goals, including such initiatives as:
 - Communication of the impacts of CCNI activities through print and on-line publications associated with CCNI operation (proposals calls, reports, highlights)
 - Events for researchers to review and discuss impacts of activities, with public access
 - Promotion of engagement in CCNI key activities or discussion events
 - Response to timely issues (crisis communications planning)
 - Media relations and press releases
- Build effective relationships with stakeholders and media to promote informed discussion around nuclear issues.

- Oversee the development and maintenance of web-based tools to inform, engage and support the operational procedures of the CCNI.
- Liaise with communications offices of the university, government and key partners.
- Ensure the CCNI is current in emerging political and media environment by scanning media and public records; where necessary, advise the CCNI on how to respond.

QUALIFICATIONS

Education: Minimum of a bachelor's degree in communications, marketing, journalism, or related field.

Experience: Candidates require a minimum of five years in communications or marketing within a research, educational or research-funding environment. Successful impacts of the candidate's own communications work must be demonstrable. The candidate must demonstrate experience in overseeing and evaluating the quality of work by service providers. Knowledge of the nuclear communications fields, journalistic experience, and familiarity with university and/or government environments would be assets.

Skills: Superior skills in written and verbal communication; proficiency in Microsoft Office software (Word, Excel, PowerPoint and Outlook); demonstrated abilities to prioritize work and respect deadlines; working knowledge of best practices for communication, marketing, creative design, web-based communications and event management.

Other required competencies include:

- Sound judgment to make communication decisions that are aligned with the general principles and purpose of the CCNI with minimal need of direction from others
- Client focus, devoting attention to discover and meet their needs
- Results-orientation, focusing efforts of self and others to achieve high-quality results with minimal turnaround times
- Teamwork, engaging others to work cooperatively within and beyond the CCNI office
- Communication in a manner that is compelling, honest, persuasive and articulate, ensuring the message is clear, understood and consistent with CCNI objectives
- A strong sense of professionalism, integrity, and resiliency commitment to continuous learning

PLEASE APPLY NO LATER THAN February 14, 2012.

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