



Internal Employment Opportunity Policy and Communications Officer

Job Description

Competition Number	HOA.PCO(P).17-18.005
Available Positions	1 Permanent
Employer	House of Assembly
Location	Confederation Building, East Block
Closing Date	September 27, 2017
Salary	HL-24 (\$76,866-\$99,925)

Duties	Under the direction of the Clerk of the House of Assembly (HOA), the incumbent is responsible for the policy and communications functions of the HOA. The incumbent is responsible for providing leadership, specialized expertise and advice in the areas of policy analyses and development, communications, public education and outreach for the HOA and its Statutory Offices. The incumbent provides support to the House of Assembly Management Commission (HOAMC) by developing briefing materials, drafting minutes, developing agendas, analyzing submissions and preparing the annual report. The incumbent drafts HOAMC policies, guidelines and directives for approval of the Commission. The incumbent ensures all handbooks and manuals, including the Members' Administration Guide are updated as needed. The incumbent directs the preparation of policy and procedures manuals for various Divisions and the Statutory Offices, in consultation with the division/office. The incumbent is the primary media contact. The incumbent prepares all press releases for the legislature and provides strategic communication advice to the Speaker, as required. The incumbent oversees and directs the development and delivery of orientation programs for the legislature. The incumbent will oversee the preparation of publications, including pamphlets and brochures, for distribution to visitors to the House of Assembly and the general public.
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Qualifications	This position involves high-level work which is confidential and often sensitive in nature, requiring professional capacity and the ability to work in a non-partisan environment. The incumbent must possess a combination of strong policy development and strategic communication skills. The incumbent must possess exceptional ability to communicate both orally and in writing. The incumbent must have knowledge of strategic, business and activity planning and quantitative and qualitative research techniques. The incumbent must be able to work independently and as part of a team. The incumbent must be able to anticipate issues and adjust priorities in a demanding and time sensitive environment. The position requires solid analytical and research skills, strong interpersonal and organizational skills and astute judgement and problem solving skills. The incumbent must possess a proven ability to provide strategic communications advice at the executive level. The incumbent must have considerable experience in a progressively responsible policy and communications position. The incumbent must be able to work collaboratively with the media. These qualifications would normally be acquired through the completion of a degree in business, humanities, social sciences or communications. Media relations experience is required. An equivalent combination of experience and training may be considered.
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How to Apply

Applications quoting Competition Number HOA.POC(P)17-18.005 should be submitted:

Online	HOACompetitions@gov.nl.ca
By Mail	Corporate and Members' Services Division Manager of Human Resources Services & Payroll Administration House of Assembly P.O. Box 8700 St. John's. NL A1B 4J6
By Fax	709 729-3078

For additional information on this position, please call 729-6943. This competition is open to **employees of the Public Service** including those on lay-off status, but does not include students. The House of Assembly of Newfoundland and Labrador values diversity in the work place and is an equal opportunity employer. Applications should be received before the close of business on the closing date - late applications with explanation may be considered. Your résumé must clearly demonstrate how you meet the required qualifications as stated in the job ad and must contain your current mailing address, contact number and e-mail, if applicable. This competition may be used to fill future similar vacancies with the Houses of Assembly of Newfoundland and Labrador.