

SENIOR COMMUNICATION ADVISOR (COAL COMMUNICATIONS)

POSITION LOCATED IN EDMONTON AREA

FORWARD RESUME IN MS WORD TO:

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Purpose of Position

This position provides strategic communications support to the coal and mining operations in the areas of internal communications, stakeholder relations, issues management, local media relations, and community investment. This position is accountable to work with site leaders to create and execute appropriate communication solutions to Internal and External customers.

Accountable to develop, implement, and manage an annual internal communications business plan that advances communication strategies, employee engagement, and alignment with business objectives.

You will be responsible for designing and writing communications dialogue for the Managing Director, Coal HR and Stakeholder Relations that can be used to communicate to internal and external parties. You will be recognized for your industry knowledge or abilities to stay on top of what particular industries and doing and where to find information in order to stay up to date and develop correspondence that can be delivered.

Main Accountabilities of Position

1. Accountable for developing, implementing, managing and evaluating the annual communications business plan and delivering the agreed results. This includes adapting departmental plans and priorities to address resource and operational challenges.
2. Accountable to manage all aspects of the functional communications programs within a 1-2 year time frame including planning, organizing and providing direction and control to ensure on-time delivery within budget.
3. Accountable to develop and manage direct reports, delegating appropriate deliverables (e.g. of up to 3 months) and holding them accountable for delivery. This includes building bench strength.
4. Accountable to provide research, writing, editing and proofreading support for a wide variety of communications' channels including digital monitors, internal websites, e-mail, newsletters and print material
5. Accountable to provide communications coaching and consulting to business leaders who require support to build strategies and key messaging for improved engagement, integration and productivity.
6. Accountable to lead projects from planning to completion, including: managing a budget, vendors, collaborating with other internal business groups, and adhering to a defined schedule.
7. Accountable to provide content and support for the employee portal and social media tools while following defined procedures and online brand guidelines.
8. Accountable to assess, plan, recommend, and implement communication strategies in support of the Coal and Mining business plan, as well as identify opportunities to promote initiatives and activities that enhance employee engagement.
9. Accountable to ensure consistent, timely and accurate communications for the coal and mining business strategy, assuring alignment with corporate communications, fostering collaboration and identifying opportunities for joint messaging within the organization.

10. Accountable for identifying and mitigating risk.

Position Specific Authorities

1. Financial spending authority in accordance with Financial Policy 202
2. In consultation with the HR Managing Director, this position has the authority to hire, promote and terminate employees within the business unit.
3. Developing and directing messaging and coal and mining communications positioning
4. Representing coal and mining externally and in the media
Working with Coal and Mining Managing Directors in developing and executing communications plans

Required knowledge, Certifications and Accreditations

- University Degree or diploma in communications or public relations.
- Minimum eight years' experience in communications. Desired industry experience includes energy, mining or industrial sector

Technical Skills

- Demonstrated skills in external and internal communications, including strategic communications planning, issues management, community/stakeholder and media relations, project management, and communications collateral production.
- Excellent writing and editing skills for various communications mediums such as websites, employee portals and social media tools (Twitter, Facebook, YouTube).
- Excellent organizational consulting skills with high attention to quality, detail and accuracy.
- Demonstrated ability to successfully manage multiple simultaneous or large-scale projects while achieving deadlines and maintaining a tight budget, both independently and as a member of a team.
- Demonstrated ability to carry projects to completion within a changing environment, working successfully with different types of people across the organization.
- Proven ability to translate technical data into easily understood formats.
- Ability to build strong relationships with coal and mining leaders and staff; external stakeholders and work within a collaborative team environment.
- Sound judgement in dealing with highly sensitive and confidential information.

Social Process Skills

- Communication: Excellent writing and editing skills, with the proven ability to translate technical terms into easily understood language.
- Interpersonal effectiveness: Effectiveness in working collaboratively with others and building cross functional productive relationships

- Influencing Others: The ability to persuade or influence other people to accept a point of view, to adopt a specific agenda or to take a course of action.

Required Applications

- Must fully apply oneself to all requirements of the position.
- Values the work, is motivated and committed to putting energy into the work
- After hours support required
- Travel between sites as required
- Required to work extended and/or non-standard hours, with little notice and during emergency situations as required

We thank all applicants in advance however only those qualified and a Canadian Citizen or working paper or Visa authorization to work in Canada will be contacted all other resumes will be kept on file for future consideration. Forward resume in MS Word to:

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