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## Communications Specialist

Permanent, Full Time

Competition Number: 202239

BC Oil & Gas Commission: Victoria, Kelowna, Fort St. John

Grid 24: \$73,448.02 - \$83,705.71

*\*Posted salary includes a JFMM Allowance of 10%*

*\*\* If located in Fort St. John, salary will include a Location Allowance of 3%*

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The BC Oil and Gas Commission (Commission) is the provincial single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

### PURPOSE OF POSITION

The Communications Specialist is responsible for providing professional communications expertise and a range of communications services. The Specialist prepares a variety of communications products and services, supporting the strategic objectives of the Commission. This position will also assist with developing web content, archiving, content migration and planning a data centre for the Commission's new website.

### SELECTION CRITERIA

- A Degree, Diploma or Certificate in Public Relations, Journalism or Marketing or a combination of five years related experience, education and training;
- Proven experience working in, or with, media or in a public relations / corporate and communications environment;
- Proven experience with report set-up, desktop publication, graphic and web design;
- Experience working with data sets and data visualization an asset;
- Working knowledge of Content Management Systems and developing web content an asset;
- Proven experience with report set-up, desktop publication, graphic and web design and/or social media programs - experience with Adobe suite of products an asset;
- Proficient with videography, photography and related editing software;
- Demonstrated ability to translate technical writing to plain language or vice versa, to edit and proofread documents; preference will be given to those familiar with CP Style;
- Demonstrated success researching, planning and delivering projects within tight timelines;
- Demonstrated experience building relationships with partners such as government and industry considered an asset.

Effective January 10, 2022, employment with the Commission is conditional on employees being fully vaccinated against COVID-19 and providing proof of vaccination to the Commission upon request. If you are interested in applying for this role and meet the minimum selection criteria, please select "[Apply Now](#)" and submit your cover letter and resume prior to **11 pm August 11, 2022**. Please note, applicants will only be contacted if they are selected to proceed further in the process. An eligibility list with a duration of 6 months may be established.

The Commission is an equal employment opportunity employer and committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, or any other characteristic protected by provincial law.

**For More Information:**

**Recruitment 250-419-4463**

POSITION TITLE:	Communications Specialist	POSITION #:	573849/ 573850/ 573851/ 573852
DIVISION:	People, Strategy & Transformation	CLASSIFICATION:	Grid 24
Program Area:	Public Trust	LOCATION:	Fort St. John, Kelowna, or Victoria
SUPERVISOR'S TITLE:	Manager, Communications	POSITION #:	573007/573866
SUPERVISOR'S CLASSIFICATION:	Management Band A	LOCATION:	Victoria/ Kelowna

The BC Oil and Gas Commission (Commission) is the Province of B.C.'s single-window energy resources regulator. The Commission is a Crown agency with a mandate to ensure both the environment and public safety are protected, and those with concerns have the opportunity to have their voices heard in the sustainable development of British Columbia's energy resources.

As a cost recoverable, values driven organization, we prioritize safety, stewardship and Indigenous interests throughout the full project lifecycle – from exploration to reclamation – and support the transition to clean energy. The Commission is committed to reconciliation with Indigenous Peoples, honouring the Provincial commitment to the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the *Declaration on the Rights of Indigenous Peoples Act*, and the Truth and Reconciliation Commission's (TRC) Calls to Action. Through fostering respectful and collaborative relationships with Indigenous partners and stakeholders, the Commission delivers on Government's priorities.

The Commission has an innovative forward-thinking workplace that demonstrates our core values. Through continuous improvement and development, the Commission is agile and responsive to the rapidly changing environment in which we operate. We are diverse and inclusive, with transparency, innovation, and integrity as foundation of our respectful culture.

### **JOB OVERVIEW**

The Communications Specialist is responsible for providing professional communications expertise and a range of communications services. The Specialist prepares a variety of communications products and services, supporting the strategic objectives of the Commission. This position will also assist with developing web content, archiving, content migration and planning a data centre for the Commission's new website.

Public Trust provides strategic advice, logistic and tactical communication support and service to other branches within the Commission. It includes issues management and media relations, internal communications and graphics, videography and video editing, social media content development and monitoring, writing and web development; as well as industry and government relations.

### **ACCOUNTABILITIES**

- Provides a variety of corporate initiatives within tight timeframes. Activities are often subject to significant public, political and industry scrutiny.
- Provides the development of a variety of products including operational reports, multi-media presentations, corporate and social media videos, speeches and scripts, web content, fact sheets, bulletins, safety advisories, directives, newsletters, briefing materials and news releases.
- Develops social media content, including campaigns, proactive issues management and educational posts.

- Develops basic graphic material and graphic design treatment for presentations, social media, and reports.
- Uses an evidence-based approach to transform Commission online datasets into easily accessible information for the general public and other users.
- Responds to media inquiries, works with Commission subject matter experts to develop messaging and responses.
- Writes and develops web content that is plain language and accessible to all user groups.
- Develops relationships with internal stakeholders and represents the Public Trust team on a variety of internal and external committees/ projects as needed.

## ORGANIZATION CHART

Commissioner, Chief Executive Officer

Executive Vice President, People, Strategy & Transformation

Vice President, Information Technology & Public Trust

Executive Director, Public Trust

Director, Public Trust

Manager, Communications

**Communications Specialist (Topic Position)**

## EDUCATION AND EXPERIENCE REQUIREMENTS

### Education:

- A Degree, Diploma or Certificate in Public Relations, Journalism or Marketing or a combination of five years related experience, education and training.
- *Related education could include:*
  - Diploma or Certificate in Business Administration, Office Administration, or other administrative management program.
  - Degree or Diploma in Economics, Statistics or Data Analysis and a proven track record of digital communications.

### Experience:

- Proven experience working in, or with, media or in a public relations / corporate and communications environment;
- Proven experience with report set-up, desktop publication, graphic and web design;
- Experience working with data sets and data visualization an asset;
- Working knowledge of Content Management Systems and developing web content an asset;
- Proven experience with report set-up, desktop publication, graphic and web design and/or social media programs - experience with Adobe suite of products an asset;
- Proficient with videography, photography and related editing software;
- Demonstrated ability to translate technical writing to plain language or vice versa, to edit and proofread documents; preference will be given to those familiar with CP Style;
- Demonstrated success researching, planning and delivering projects within tight timelines;
- Demonstrated experience building relationships with partners such as government and industry considered an asset.

## KEY COMPETENCIES

**Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

**Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

**Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

**Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

**Organizational Commitment** is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.