



JOB DESCRIPTION

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| Job Title/ Titre du poste : | Manager of Communications / Gestionnaire des communications |
| Department/ Service: | CHEO Research Institute / Institut de recherche du CHEO |
| Reports To/ Superviseur: | Chief Operations Officer, CHEO Research Institute |
| Salary Range / Échelle salariale : | Based on experience / En fonction de l'expérience |
| Position Status/ Statut du poste : | 1.0 FTE – permanent |

POSITION SUMMARY

The CHEO Research Institute conducts internationally competitive research in basic biomedicine, clinical medicine, population health and health services. We focus on excellence in research; supporting a community of committed researchers, helping to secure the resources needed for their work; promulgating the practice and recognition of research within CHEO and beyond and striving towards the beneficial translation of our research to Canadian society as a whole.

The CHEO Research Institute (RI) Manager of Communications is responsible for the implementation of a full suite of communications initiatives to promote the achievements of the CHEO RI and enhance both internal and external communication. Creative and resourceful, the RI Manager of Communications will be an outstanding storyteller – helping to enhance collaboration and inform scientists, investigators, RI staff and our community, regarding the world class research that is taking place at the CHEO RI.

As a member of the RI Administration team, the RI Manager of Communications will participate in strategic planning efforts, maintain positive relationships with the community and plan and execute a variety of communications activities – with a particular focus on:

- Writing and editing for diverse audiences
- Website content and design
- Developing novel communication strategies involving researchers, children, youth and their families

RESPONSIBILITIES

- Lead the development and execution of a communications strategy in support of the CHEO RI that is aligned to the CHEO Strategic Plan objectives and priorities.
- Maintain a communications activity monitoring and evaluation framework to measure the impact of communications efforts over time.
- Manage and execute all phases of the production of CHEO RI annual reports, including theme development and selection; content development, including all visual and written materials; working with graphic designers and translators on final design and production; and ensuring effective distribution of the final product and any related communications materials.

- Propose, write, edit, oversee and disseminate a full range of other communications material, including: press releases, backgrounders, internal communications (including two newsletters), researcher profiles, and video production.
- Conduct media outreach, maintain and grow media lists, provide customized media training to researchers in need, and populate social media feeds
- Provide writing, editing and proofreading support for a wider range of CHEO and CHEO Foundation publications including pamphlets, reports, and other material.
- Provide internal and external communications support to RI researchers and staff as required, e.g. publish study findings.
- Develop, organize, and maintain website content while meeting ADOA requirements
- Develop, organize and maintain Intranet content
- Work closely with the CHEO Foundation, to fulfill requests for story content, tours, and features for CHEO Telethon and other marquee fundraising events
- Collaborate with researchers and hospital clinicians to support knowledge translation practices.
- Provide both strategic communications advice and onsite/offsite operational support for special events, Ministerial visits, and media briefings.
- Manage vendor relationships including print, video, graphic design, translation and web development to name a few
- Liaise with partner organizations including uOttawa, The Ottawa Hospital, Research Canada to name a few
- Develop and maintain a strong partnership with the communications divisions of CHEO and the CHEO Foundation to identify opportunities for collaboration and promote an efficient flow of information as required for publications and fundraising efforts.
- Promote and ensure best practices in communications across the RI.
- Perform other related duties as assigned by supervisor.

QUALIFICATIONS

- Police Record Check (PRC) (Essential)
- University Degree in Journalism, Public Relations, or Marketing; or BA with focus on writing (Essential)
- Minimum six (6) years of related experience (Essential)
- Minimum six (6) years of professional writing experience; (Essential)
- Ability to ensure on-time completion of tasks; (Essential)
- Deal effectively with internal and external customers; (Essential)
- Experience with media relations and crisis communications; (Essential)
- Experience with website strategy and content design; (Preferred)
- Experience in science and research (Preferred)
- Fluently bilingual in English and French, with superior (A-level) writing skills in both languages; (Preferred)

Interested applicants, who have the required experience, may send a cover letter and CV to researchhr@cheo.on.ca by August 12, 2017

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.

We thank all applicants for their interest. However, only those invited for an interview will be contacted.