

PERMANENT EMPLOYMENT OPPORTUNITY

Communications Advisor

Halifax, Nova Scotia

About the Workers' Compensation Board of Nova Scotia

Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

About the Role

The Communications Advisor covers a range of professional communications and partnerships work, including development and implementation of tactical communications plans, government and stakeholder outreach plans, briefing documents, and supporting materials in relation to health and safety and workers' compensation issues, in collaboration with the Senior Communications Advisor and in consultation with project leaders; implementing tactical communications plans to support projects, e.g., the annual rate announcement; establishing and adhering to budgets, managing the production and distribution of communications content and materials including design, printing, and ongoing contact with vendors.

Work at the Communications Advisor level includes providing strategic communications counsel and support on issues concerning occupational health and safety and workers' compensation; and participating in or leading interdisciplinary projects and assignments; responding to inquiries from the public; preparing speeches, non-routine correspondence, preparing and delivering presentations; and coordinating information sessions or events for internal and external customers.

The incumbent may also be responsible for contracting, management, production and coordination of the Annual Report and, employer newsletter and for functioning as the editor and writer of various publications and maintaining the WCB's website. The incumbent is responsible for managing, facilitating and or participating in focus groups and surveys, including preparation of preliminary research and process planning.

Your Experience & Skills

- A degree or diploma in Public Relations, plus two years' experience in a strategic communications environment.
- Experience in internal and external communications, including developing and implementing strategic communications plans is required.
- Excellent writing skills are mandatory. Good organizational skills are essential and project management experience would be considered an asset.
- An equivalent combination of relevant education and experience may be considered.

We offer a competitive compensation package ranging from \$63,239 - \$79,037.

Application Details

Please email your resume and cover letter to hrdept@wcb.ns.ca by **4pm on February 7, 2025**. In the **subject line of your email, please quote the competition number: JV 12-25 EXT Communications Advisor.**

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews. *Please note:* WCB is required to check all employment references before presenting an offer to the successful candidate.

Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit www.wcb.ns.ca or connect with us on [LinkedIn](#).