



**Communications Officer (Halifax - 1 full-time permanent position)  
Competition # UARB 02-24**

**PLEASE NOTE THIS IS NOT A CIVIL SERVICE OPPORTUNITY**

The Nova Scotia Utility and Review Board (NSUARB) is an independent quasi-judicial tribunal with broad regulatory responsibilities and adjudicative jurisdiction over a wide scope of subject areas. More information on the Board can be found [here](#).

We are looking for a Communications Officer who will report to the Executive Director. This position is generally responsible for developing and executing external and internal communication strategies; providing information to the public about proceedings, decisions, and processes; dealing with complaints or inquiries from external parties; and generally providing communications services to the Board.

This may be the right opportunity for you if you have the following skills and experience:

**You are:**

- An excellent communicator both oral/written.
- Detail-oriented and enjoy working in a professional team environment.
- An organized self-starter with the ability to work independently.
- Able to prioritize tasks and work within tight deadlines.

**Responsibilities include, but are not limited to, the following:**

- Providing communications advice to Board Members, Executive Director, and senior staff
- Supporting the Board's strategic priorities, goals, and objectives both internally and externally
- Developing and delivering a variety of content for all types of use (e.g., website, social media, presentations, hearing use, process guides, reports)
- Managing media and stakeholder relations, particularly in support of hearings or other operations. This includes developing and maintaining positive and trusted relationships with various media outlets and types of parties interacting with the Board including self-represented parties. It may also include conducting or arranging media interviews.
- Providing or arranging training to develop and enhance communication skills for Members and staff.
- Interacting with complainants and others to provide basic information on resolution processes and ensure they are resolved or appropriately directed internally or externally.
- Writing or assisting with various annual reports and other documents
- Performing other related duties as assigned.

**Qualifications Required:**

A university degree or college diploma in communications, public relations, marketing, journalism or in a related field. Advanced knowledge in creating, editing, and proofreading highly detailed and accurate communications products. (or an acceptable equivalent)

### **Academic and Technical:**

- 5-7 years related post-qualification experience.
- Knowledge and experience within a regulatory, energy sector, or government environment is an asset.
- Strong technical skills
- Bilingual (written and spoken) in French and English is an asset.

### **Personal:**

- Solid people skills with an ability to effectively interact and form appropriate working relationships with a wide range of audiences (e.g., media, government, hearing participants, complainants, Board Members, and staff)
- Excellent communication (oral and written) and presentation skills.
- Excellent working knowledge as a communication specialist
- Strong working knowledge of social media platforms
- Ability to develop and maintain confidentiality and to exercise sound judgement.
- Strong organizational and planning abilities and the ability to produce results within deadlines.
- Ability to coach and provide collaborative advice with a variety of communication products.
- Ability to function in a results-oriented environment with frequently changing priorities.
- Proficiency with MS Office software

An acceptable combination of education and experience may be considered. Please clearly indicate in your resume or covering letter how you meet the qualifications and requirements for this position.

Salary Range: \$3,351.92 to \$4,189.95 bi-weekly (depending on qualifications and experience).  
In addition, the NSUARB offers a comprehensive benefits package.

An offer of employment is conditional upon the satisfactory results of reference checks, criminal background checks, and verification of your credentials.

Closing date for applications is **4:30 pm, May 24, 2024**.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. All applicants who are members of an employment equity group are encouraged to self-identify. As a designated public institution under the French-language Services Regulations, the Nova Scotia Utility and Review Board encourages members of the Acadian and francophone community to consider applying for these positions.

Comme institution publique désignée en vertu de la Loi sur les services en français, la Commission des services publics et de révision encourage les membres de la communauté acadienne et francophone à soumettre leur candidature.

Applications received after the closing date will not be considered. Information about the Nova Scotia Utility and Review Board can be found by visiting our website at: [nsuarb.novascotia.ca](https://nsuarb.novascotia.ca)

Applicants replying by email submission are asked to merge their cover letter and resume into one file. Send merged document to [Darlene.Durant@novascotia.ca](mailto:Darlene.Durant@novascotia.ca). Please ensure the email subject line reads as: **Communications Officer - UARB 02-24.**

For those applying by regular mail or delivery please quote the competition number and job title in the cover letter and clearly mark the envelope PRIVATE & CONFIDENTIAL. Applications being submitted by regular mail should be sent to:

Darlene Durant, Human Resources Officer  
Nova Scotia Utility and Review Board  
1601 Lower Water Street  
P.O. Box 1692, Unit "M"  
Halifax, NS B3J 3S3

**We thank all applicants for their interest however, only those selected for an interview will be contacted.**