

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Writer/Editor

Requested Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

DMO, Ministerial Correspondence Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Writer/Editor works with team members within the Ministerial Correspondence Unit (MCU) to provide the Premier, Minister, MLAs, Deputy Minister, and department staff with quality information and correspondence within tight timelines.

The Writer/Editor provides coordination, support, and editing services to Ministry staff, and works within the policies and guidelines set out in the current style guides, including department-developed resources, cross-government guidelines, and the Canadian Press Stylebook. The Writer/Editor also acts as a resource for technical knowledge of generally accepted communications practices and procedures, as well as ministerial preferences.

This position requires the Writer/Editor to stay current on transportation issues and subject matter to ensure communication material is accurate, relevant, and appropriate. The key to success in this position is building relationships and networks. Strong interpersonal skills are needed to receive timely, accurate information necessary to complete action requests (ARs).

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Develop a range of communications materials including briefing notes, letters, and memos.

Activities:

- Edit content, and when necessary, write content, using information provided by ministry staff, while ensuring conformity to the Correspondence Manual, templates, and standard messaging.
- Draft responses to incoming public inquiries and assign to division staff to complete and send responses.
- Critically review and evaluate incoming materials to ensure all necessary content is provided in the response, and ensure the response aligns with the ministry's current policies and strategic direction.
- Conduct independent research to ensure accuracy within ARs, including review and analysis of government and stakeholder reports, business plans, websites, and other documents.
- Ensure all documents are error-free and meet standards for English grammar as set out in the Canadian Press Stylebook and Canadian Press Caps and Spelling.
- Complete ARs within the required timelines and according to assigned specifications.
- Ensure appropriate materials accompany response documents.

2. Provide communications advice to department staff.

Activities:

- Maintain ongoing communication with ministry staff to provide knowledge of communication practices and procedures, and ministerial preferences.
- Provide leadership and guidance to department staff on AR processes.
- Collaborate with MCU colleagues to plan and deliver AR writing workshops.

3. Support the development and maintenance of processes and information systems to continually improve and enhance the quality and timeliness of the department's correspondence and other documents.

Activities:

- Maintain and assist in developing response templates, processes, and information technology procedures.
- Maintain MCU's online presence on the Intranet/Sharepoint site.
- Work with Manager to ensure expectations of Minister's Office and Deputy Minister's Office are being met.
- Consult with MCU colleagues and department staff to support and inform continuous improvement of business processes.
- Develop and maintain excellent working relationships with the Minister's Office, Deputy Minister's Office, and key contacts within the department and other government departments.

4. Perform other duties and provide support, as required.

Activities:

- Act as Manager during his/her absence.
- Perform administrative tasks, as needed, in ARTS Administrator's absence.
- Provide support to the Deputy Minister's office and Minister's office as requested.

Problem Solving

Typical problems solved:

This position must be able to:

- critically analyze draft documents, assessing for completeness, correctness, and accuracy.
- apply a systems-thinking approach to determine whether discrete work assignments are interrelated.
- develop and apply process management approaches with a goal of continuous improvement.
- manage multiple tasks under tight timelines with minimal supervision.
- re-prioritize work as needed to accommodate shifting or competing deadlines.
- establish and maintain strong working relationships, including navigating tension within those relationships.

Types of guidance available for problem solving:

Resources available to the writer/editor include the Ministerial Correspondence Style Guide, the APS Cross-Government Correspondence Guide, the Canadian Press Stylebook, Canadian Press Caps and Spelling, and the MCU Action Request Procedures Guide. The incumbent also relies on strong working relationships with staff from across the ministry as well as those in other departments to support information-gathering activities required to solve problems effectively.

Direct or indirect impacts of decisions:

The outcomes of this position impact the credibility of the Minister's and DM's offices and the department as a whole. The writer/editor regularly interacts with staff at all levels to ensure high-quality, timely responses are provided to senior government officials, stakeholders, and the public.

Key Relationships

Major stakeholders and purpose of interactions:

- Works closely with Deputy Minister and Minister's offices to provide timely, accurate, appropriate, and high-quality responses and briefing notes for the Deputy Minister, Minister, MLAs, and Premier.
- Works closely with Assistant Deputy Ministers' offices to seek clarification of content, ensure stylistic/ structural changes do not affect the overall intent of the content or document, and provide assistance or constructive feedback on drafting processes.
- Works closely with other MCU team members to provide cover-off/backup and support, and to meet unit's overall performance targets.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Arts	Education	

If other, specify:

BA in English, BEd, or a degree in communications, journalism, poli sci, public relations, or related field.

Job-specific experience, technical competencies, certification and/or training:

Superior knowledge of English grammar, punctuation, usage, and formatting.
 Critical thinking and problem-solving skills, including the ability to analyze and synthesize information when editing or writing documents.
 Strong organizational skills, including ability to prioritize workload to meet clients' needs and department's deadlines.
 Exceptional interpersonal skills with a history of approachability, tact, and political sensitivity.
 Ability to work as a team player with minimal supervision.
 Knowledge of government's communication philosophy, procedures, preferences, and policies.
 Knowledge of legislative process, as well as department legislation, policies, programs, and projects.
 Exceptional computer skills, particularly with the Microsoft Office suite and ARTS; SharePoint is an asset.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on 	<ul style="list-style-type: none"> • Recognizes when ambiguous wording or grammar contribute to a lack of clarity in documents • Develops alternate wording options for approval, and explains how each option impacts the overall meaning of the document • Presents wording options in a way that is

		<p>goals</p> <ul style="list-style-type: none"> • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>respectful of original drafter's expertise</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Works closely with staff from MO, DMO, and ADMOs to produce high-quality documents on tight and competing deadlines.</p> <p>Recognizes others' expertise and seeks out advice or feedback as needed.</p> <p>Acknowledges when competing priorities or ideas may create friction, and provides options for compromises and respectful resolutions.</p>
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	<p>Identifies professional development opportunities, such as training programs, and advocates to participate in them.</p> <p>Seeks out feedback on performance and incorporates it into daily tasks.</p> <p>Sets aside time regularly to review current and emerging best practices in writing and editing.</p> <p>Works to support team members' development.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>Identifies department business cycles and anticipates work volumes.</p> <p>Works collaboratively with divisions during periods of high volumes to continue producing quality documents on time, even with competing priorities.</p> <p>Prioritizes day-to-day work with little direction, and flags high priority items for other team members.</p>