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Partnering, Engagement and Communications Officer IV, Halifax, NS

Reference number: CAP23J-019343-000109

Selection process number: 2023-CAP-MNS-T-RM-OC-28

Parks Canada - Mainland Nova Scotia Field Unit
Halifax (Nova Scotia)
PM-04

Term position 12 months during the 2023-2024 season

\$71,820 to \$77,608 (Based on full-time year-round employment. Salary under review.)

Experience Canada by joining the Parks Canada Agency! [Parks Canada Web site](#)

Closing date: 19 July 2023 - 23:59, Pacific Time

Who can apply: All persons who have legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

[Apply online](#)

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

We will accept on-line applications received via the Public Service Resourcing System (GCJobs site) or via email at rhugnec-mnsfuhr@pc.gc.ca.

If you are applying online using the Public Service Resourcing System (GCJobs), or by email: you will need to provide a cover letter outlining how you meet each of the "Essential Qualifications".

You must provide specific examples to clearly demonstrate how you meet the education and each of the 3 experience requirements listed under "Essential Qualifications".

We can't make any assumptions about your experience. Simply saying you have the required qualifications or listing your current duties is not enough. Instead, provide concrete and detailed examples that clearly explain where, when, and how you gained the experience. We'll only use your résumé as a secondary source of information. If you don't clearly demonstrate you have the required experience, we won't ask for additional information and you may be screened out.

If at any point you are struggling with your application or have questions about what we are asking for, please reach out to one of the contacts listed at the bottom of this poster.

Duties

Parks Canada is seeking an individual to take on the role of Partnering, Engagement and Communications Officer IV (PM-04) for a one-year assignment with the Mainland Nova Scotia Field Unit, which includes the Halifax Citadel National Historic Site, Fort Anne National Historic Site, Port-Royal National Historic Site, Kejimikujik National Park and Historic Site, and Sable Island National Park Reserve.

We are looking for a self-motivated, collaborative, and organized individual, who is a strong writer and strategic thinker. This individual will communicate about these national treasures by developing and delivering public relations and communications strategies and services. As part of a multi-disciplinary team, this team member will engage the public, partners and stakeholders to help them understand, appreciate and protect these natural and cultural heritage places. They will provide strategic and policy advice to management and staff for making decisions.

Work environment

Parks Canada is a federal government agency responsible for the protection and presentation of Canada's outstanding natural and cultural resources through a system of national parks, national marine conservation areas and national historic sites in all regions of Canada.

Intent of the process

Preference may be given to qualified candidates who self-identify as Indigenous, visible minority group members or persons with disabilities. As such, we encourage you to self-identify in your application.

Given that the positions are located in Nova Scotia, we encourage members of the African Nova-Scotian and Mi'kmaq communities to apply and self-identify.

This process will be used to create a list of qualified candidates to staff similar positions with

various tenures, security levels or linguistic profiles in same or other parts of the country.

The job location is Halifax, NS, but remote work from a different Parks Canada office may be considered.

Positions to be filled: Number to be determined

Information you must provide

Your résumé.

A covering letter "Applicants must clearly demonstrate in their cover letter how they meet the Education and Experience criteria listed in the Statement of Qualifications (see below). Applicants must list both of these factors in their cover letter, and then write one or two paragraphs for each demonstrating how they meet these factors by providing concrete examples. Please note that it is not sufficient to only state that these factors are met or to provide a listing of current or past responsibilities. Resumes will be used as a secondary source to validate the experience described in the cover letter. Failure to clearly demonstrate in your cover letter how you meet the Education and Experience factors found on the Statement of Qualifications (see below), may result in the rejection of your application. Normally, applicants will not be solicited for incomplete or possible missing information."

Contact information for 3 references.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

EDUCATION:

- Graduation with a degree from a recognized university with specialization in communications, public relations, journalism, education, business administration or other discipline relevant to the position or an acceptable combination of education, training and experience in a field related to the position.

Degree equivalency

EXPERIENCE:

- Experience in writing and editing various communications products (i.e. news releases, communication plans, information bulletins, backgrounders, media lines, social media posts, etc.);
- Experience managing a variety of files with short deadlines.

The following will be applied / assessed at a later date (essential for the job)

Various language requirements

English essential, BBB/BBB, CBC/CBC

Information on language requirements

KNOWLEDGE:

- Knowledge of Parks Canada, its mandate, objectives and programs;
- Knowledge of a broad spectrum of communication media tools and techniques.

ABILITIES:

- Ability to communicate effectively both orally and in writing;
- Ability to manage conflicting priorities, to multi-task, and to work under time-sensitive conditions;
- Ability to plan and organize the logistics associated with special events;
- Ability to strategically identify, develop, and maintain successful relationships with stakeholders and partners.

PERSONAL SUITABILITY:

- Team player;
- Personally connects with people;
- Makes things happen;
- Exercises sound judgement;
- Strives for excellence;
- Ensures thoroughness;
- Promotes innovation.

The following may be applied / assessed at a later date (may be needed for the job)

OPERATIONAL REQUIREMENTS:

- Willingness to wear a Parks Canada uniform when required i.e. ceremonial purpose;
- Willingness to work irregular hours, overtime, weekends and/or statutory holidays and provincial/territorial holidays, when required;
- Willingness to work and/or travel in varied terrain, weather conditions, isolated locations and by various means of transportation.

Conditions of employment

Reliability Status security clearance - A security status screening is undertaken by Parks Canada for candidates who are successful in the competition. Our Human Resource team is available to answer any questions applicants may have on this process and are able to make accommodations during this process if requested.

- Possession of a valid Driver's license OR personal mobility to the extent normally associated with the possession of a valid Driver's license within the limits of the Treasury Board Policy.

Other information

Parks Canada is committed to the principles of diversity and employment equity under the Employment Equity Act, and strives to ensure that our workforce reflects the diverse nature of Canadian society. We encourage women, Aboriginal peoples, persons with disabilities and members of a visible minority group to self-identify in their application.

Information on employment equity: <https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/employment-equity.html>

Please submit your completed application, including all of the above-mentioned documentation. Failure to do so may result in your application being rejected.

For tips to navigate the application process step by step, refer to the following site: <https://www.youtube.com/watch?v=0GW7P3g9hhI>

Parks Canada is committed to advancing reconciliation and renewing the relationship with Indigenous peoples: <https://www.rcaanc-cirnac.gc.ca/eng/1400782178444/1529183710887>

Persons are entitled to participate in the appointment process in the official language of their choice.

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Laura Martin, Human Resources Advisor

rhugnec-mnsfuhr@pc.gc.ca

Jennifer Nicholson, A/ External Relations Manager

jennifer.nicholson@pc.gc.ca

Apply online

Date modified:

2023-06-21