
MUNICIPALITY OF THE COUNTY OF ANTIGONISH

Position Description Strategic Initiatives Coordinator

Overview

The employee will act as project manager for projects of a corporate or strategic nature. In this role the employee will make meaningful and innovative contributions to the Municipality's strategic initiatives, adapt to changing circumstances and build relationships within the Municipality, community and stakeholders.

The Strategic Initiatives Coordinator will report to the Chief Administrative Officer.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Communication	Leading and Developing Others	Innovation
Teamwork	Working Strategically	

Key Outcomes and Responsibilities

The Coordinator, working with Municipal Council, senior leadership, staff, members of the community and other stakeholders as require is responsible for the following:

1. Identification, research, development and measurement of strategic initiatives undertaken by the Municipality. This will be achieved by:
 - Conducting appropriate research, identification of opportunities or barriers, development of project implementation and resource plans;
 - Preparing project reports and records as needed to obtain approval, inform designated parties, and ensure a project meets targets, budgets and timelines;
 - Developing appropriate measures to evaluate the project;
 - Planning and directing activities as required for full implementation of a project;
 - Coordinating and managing stakeholder engagement activities;
 - Report as necessary and appropriate to the CAO.
2. Development and implementation of a Municipal Communications Plan ensuring active communications between and among Council, departments, staff, communities and stakeholders. This will be achieved by:
 - Development of plans, tools and standards for how the Municipality communicates with the community;
 - Working with Department Heads to ensure appropriate communications plans are established and carried out for projects.

- Facilitating accurate and timely communication of information on Municipal issues to outside stakeholders and identifying potential issues that may develop as a result of Municipal policies, programs or Council decisions and recommends effective response.
 - Coordinating development and circulation of regular municipal communications mediums such as the County Connect.
 - Responsible for policies and procedure development around use of social media, advertising and promotions.
 - Providing oversight to municipality's website and social media platforms and ensures a continuous improvement program is in place. Approve all general postings to the web site.
 - EMO- Leads the communications management of issues and crisis situations and acts as an active member of the Municipal Emergency Response Team. Responsible for the functional design and use of the mass notification system.
3. Other related duties as assigned by the CAO, including but not limited to:
- Representing the Municipality at community, inter-municipal, provincial or national forums;
4. The employee maintains and observes all team, department and organizational standards as assigned, or arises from duties
- All work is undertaken in a manner way that recognizes and respects other team members and members of the public, as per MCA policies.
5. The employee/Incumbent is responsible to work and always apply all of the safety tools, resources and policies and procedures leading to a safe working environment for citizens, team members and others.
- Work is executed in a safe manner in accordance with organizational and other legislated Occupational Health and Safety policies, procedures, regulations, guidelines and/or standards.

Qualifications

Education and Experience

- University Degree in a related field.
- Minimum of five (5) years related experience in public sector, preferably local government.
- Experience in project management, communications, facilitation or community development.
- PMP designation considered an asset.
- An equivalent combination of education and experience will be given consideration.

Terms and Conditions of Employment

The Municipality of the County of Antigonish has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality of the County of Antigonish's Personnel Policy should be referred to for additional information regarding conditions of employment.