

**Communications Lead
(One Year Contract)
Mississauga Halton LHIN**

PRIMARY PURPOSE:

This is a one-year position to fill in for the current incumbent who will be going on a maternity leave soon. Serve as the communications and public relations resource and provides advice and support within the MH LHIN in the management of community relations. Provides support to MH LHIN program areas to identify and implement appropriate communication methods. The role encompasses promoting consistency and clarity of key messages in all communication activities, particularly as they relate to the public or media. Also provides project management and strategic direction on communication issues as well as liaises with communication staff of the ministry and providers on communications issues.

KEY ACCOUNTABILITIES:

1. Works with the management team, Board Chair and Board members to support communication needs of MH LHIN including delivery of corporate communication initiatives and products.
2. Identifies emerging issues that require a communications response including liaison with the ministry as required, and oversees management of communication response to high risk issues.
3. Acts as a communications resource to LHIN staff to identify and provide expert advice on appropriate communication methodologies and development of products.
4. Works with internal and external stakeholders to develop strategies and action plans to address communications opportunities, issues and challenges.
5. Manages media relations including organizing media relations campaigns, press conferences, develop media releases and arrange opportunities for interviews for Board Chair, CEO and others as determined from time to time.
6. Research and write external news releases on new programs, special events, LHIN's successes and promote story ideas in media and external events/presentations.
7. Liaises and works with local MPP offices; Ministry and Minister's communication staff and HSP communications staff to collectively manage issues arising in MH LHIN.
8. Work with Health System Development staff to ensure LHIN website is managed.
9. Undertake research on a broad range of topical areas and develop written material including speaking notes, presentation materials, development of annual reports, and promotional materials.

POSITION REQUIREMENTS:

Education:

- Post-secondary education and relevant training, preferably a university degree or college diploma in public relations, political science, health science, communications or journalism.

Experience:

- Demonstrated strategic planning and implementation experience including media relations, government affairs, and community relations.
- A mature individual with demonstrated experience working effectively in partnership with a broad range of diverse individuals and organizations, preferably within the health care sector.
- Excellent project management and presentation skills.
- Superior interpersonal and relationship management skills, supported by excellent written and oral communication skills.
- Experience in developing and maintaining partnerships with external media, the public, stakeholders and their communications staff.
- Event planning and evaluation experience an asset.
- Experience in government relations will be a definite asset.

Please forward your resume in confidence to:

Dominic Sloan,
Manager, Corporate Services,
Mississauga Halton LHIN,
700 Dorval Dr. Suite 500,
Oakville, Ontario L6K 3V3

or by e-mail at: dominic.sloan@lhins.on.ca

Visit our website at www.mississaugahaltonlhins.on.ca

We thank all applicants; however, only short-listed candidates will be contacted for interviews.