



## Community Engagement Officer

The Municipality of South Bruce is currently recruiting for one (1) Full Time Community Engagement Officer for a 2 year contract position. This position will perform a variety of tasks to support the ongoing participation of the Municipality of South Bruce in the site selection process for the NWMO's Project to store Canada's used nuclear fuel. This individual will work with the municipality, and GHD, the Lead Consultant for South Bruce, coordinate the progress and communication of studies being carried out by the municipality and NWMO as well as peer reviews of NWMO studies. This position will support the municipality and delivery of studies to the community in South Bruce and with other key stakeholders as well as facilitate engagement activities related to ongoing Project studies.

For a full job description listed below.

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 pm Noon on Monday November 29, 2021** to:

Rhonda Niesen, Human Resources  
Municipality of South Bruce  
21 Gordon St E  
PO Box 540  
Teeswater, Ontario N0G 2S0

Resumes and cover letters may also be forwarded to [rniesen@southbruce.ca](mailto:rniesen@southbruce.ca)

*We thank all applicants who apply, however, only those considered for an interview will be acknowledged. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act, the Municipality is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. If you require accommodation, please indicate in your application to ensure your participation in the recruitment and selection process.*



## POSITION DESCRIPTION

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POSITION TITLE: **Community Engagement Officer**

DEPARTMENT: Administration/South Bruce Nuclear Exploration Team

SALARY GROUP: 7

SUPERVISOR: Project Manager

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### POSITION SUMMARY:

Under the direction of the Project Manager, the Community Engagement Officer will perform a variety of tasks to support the ongoing participation of the Municipality of South Bruce in the site selection process for the NWMO's Project to store Canada's used nuclear fuel. Deliver the results on over 40 studies and peer reviews in an understandable way to the community of South Bruce and area.

### GENERAL DUTIES/RESPONSIBILITIES:

- Working with and GHD, the Lead Consultant for South Bruce, coordinate the progress and communication of studies being carried out by the municipality and NWMO as well as peer reviews of NWMO studies.
- Develop and implement plans which consider the specific circumstances of the community and execute this plan.
- Support the municipality and delivery of studies to the community in South Bruce and with other key stakeholders
- Facilitate engagement activities related to ongoing Project studies – workshops, open houses, etc.
- Input and organize information into data management system accurately and in detail, using StakeTracker.
- Staff outreach and engagement activities facilitated through the Municipality in the community
- Coordinate relationship building and outreach to key stakeholder groups on behalf of the Municipality, including local community service groups, grassroots organizations, and regional municipalities and Indigenous communities
- Participate in training activities to enhance learning and professional development in relation to the Project.
- Complete other tasks to support Project Team and Municipal Staff as required.

### KNOWLEDGE AND SKILL:

- Knowledge of the NWMO Adaptive Phase Management Project for storage of Canada's used nuclear fuel considered an asset.
- Exceptional written and oral skills
- Ability to establish credibility and build relationships at all levels of the organization
- Must have sound working knowledge of computers particularly with Microsoft Office, email, Internet, graphic design and web page software
- Superior organizational and time management skills
- Ability to work independently and as part of a team
- Ability to deal with sensitive, confidential and/or potentially controversial subject matter in a tactful way.
- Understanding of local socio-economic and geo-political landscape.

**QUALIFICATIONS:**

- 4 year university education in aboriginal studies, environmental studies, public policy development/administration, and/or sociology or by having the equivalent education.
- 5 years of progressive experience working directly in public engagement
- Exceptional communication skills, both verbal and written.
- Demonstrated ability in public speaking with little or no preparation.
- Demonstrated strategic and creative thinking, intellectual curiosity, flexibility, organization and political sensitivity
- Must be self-motivated and able to practice good judgment in making decisions both independently and within a team
- Must be able to attend meetings, special events and activities outside of regular business hours and some weekends
- Required to obtain and maintain a satisfactory criminal record check at candidates' expense
- Strong public relations, interpersonal and organizational skills
- Excellent written and verbal communication skills
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively

**CONDITIONS OF EMPLOYMENT:**

- May be required to work outside and beyond the normal hours of work.
- Usual Office Hours: 8:30 a.m. to 4:30 p.m. with a one-hour lunch break. Work outside the standard hours is required from time to time to accommodate meetings.
- Work is sometimes subject to significant stress due to tight, unyielding deadlines imposed by statutes, shifting priorities and demands of the public.

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Prepared By: D Rushton, Project Manager  
Effective Date: Nov 2021

Approved By: Leanne Martin  
Supersedes Date: