



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, please see below.

Interested candidates are invited to apply by submitting their resume with covering letter **by 4:00 pm on Monday December 5, 2022** 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

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

South Bruce Nuclear Exploration Project Team– Community Engagement Officer

POSITION TITLE: Community Engagement Officer
DEPARTMENT: Administration - Value Group 7, \$58,110 – \$69,178
GROUP: South Bruce Nuclear Exploration Project Team
SUPERVISOR: Reporting to Project Manager, Dave Rushton

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. This is a contract position.

GENERAL DUTIES/RESPONSIBILITIES:

- Working with NWMO 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.
- 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 and the NWMO in the community
- Coordinate relationship building and outreach to key stakeholder groups on behalf of the Municipality, including local community service groups and grassroots organizations
- 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
- Experience interacting with the public, meeting public needs.
- 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:

- 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
- Experience working in customer relations preferred

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.

Prepared By: D Rushton, Project Manager
Effective Date: 2022

Approved By:
Supersedes Date: