

Press Secretary
Office of the Government House Leader

Role

The Government House Leader's Press Secretary is responsible for providing strategic communications advice to the House Leader, while also liaising with Premier's Office, Caucus and Minister's Offices in order to ensure an awareness of the government's legislative agenda and to identify emerging issues. The Press Secretary also has oversight of three to four legislative committees; ensuring issues emerging from those committees are addressed while working with relevant ministries to ensure that members are appropriately briefed.

Key Responsibilities

Listed below are the core responsibilities for the role at this time. Changes within the Minister's Office or across government may alter the specific responsibilities listed in this description.

- Provide input and support on strategic communications, messaging, writing and public relations
- Provide input into and support the creation and evaluation of communications materials and media responses
- Work with Ministries to ensure smooth passage of Legislation through the committee process
- Provide procedural and strategic advice to Members during Committee proceedings
- Work with the Whip's Office to organize Committee briefings, including ensuring background materials are complete and provided in advance
- Establish and maintain positive relationships with Caucus so that Members are fully supported and properly prepared throughout Committee proceedings.
- Establish and maintain positive relationship between Minister, Minister's Office and media through consistent direct interaction with media
- As required, act as spokesperson for the Minister

Skills & Qualifications

- Strong understanding the legislative process
- Excellent interpersonal and relationship skills
- Strong written and verbal communications skills
- Experience with writing and editing key messages, quotes and media responses

JOB ID MO-16-019

- Ability to strategically analyze and manage issues in a rapidly changing environment, and provide sound advice on how to move forward
- Sound political acuity, judgment and discretion
- Ability to work effectively under intense time pressures

Application Process

You must apply by submitting your application as an attachment by email to po.jobs@ontario.ca.

To ensure accurate processing of your application, **the subject line of your email must be JOB ID MO-16-019.**

Please customize your application to the qualifications listed on this job description. Using concrete examples, you must show how you have demonstrated the requirements for the job. We rely on the information you provide us.

The deadline to apply for this position is **Monday, March 14, 2016.**

We thank you for your interest. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation is available under the Ontario *Human Rights Code*.