

JOB DESCRIPTION

JOB DETAILS

Job Title: Copy Editor

Job ID: CO1402

Classification: Communications Officer R14

Classification Date:
(MM/DD/YYYY)

Branch: Plan & Member Communications

Unit: MEX-Plan & Member Comm

Reports to: Quality Review & Strategic Communications
Advisor

Security Screening: Yes

Union/Excluded: BCGEU

BRANCH DESCRIPTION

As part of the Member Experience Division, the Plan & Member Communications Branch provides all communication services to various pension plan boards of trustees, their employers and members for the Pension Corporation. These services include providing strategic communication advice, researching, writing, editing, creative design, production and distribution functions for print and web application, and photography and video services.

JOB SUMMARY

Reporting to the Manager, Communications, the Copy Editor edits and proofs communication products to ensure clarity and standardization. Communication products can be complex, controversial and sensitive in nature. The potential for content to be miscommunicated may have a negative impact on the Pension Corporation and exacerbate sensitive circumstances and cause embarrassment to the Corporation. The Copy Editor provides feedback to the writer on all aspects of the written product. The position must establish strong relationships with all levels of staff across the Corporation.

JOB RESPONSIBILITIES

Copy Editing:

Perform copy editing services to ensure copy is clear, correct, concise, comprehensive and consistent for a variety of external and internal products including publications, web pages, briefing notes, communication plans etc. such as:

- Corrects grammar, spelling, punctuation and structure to ensure text is readable, accurate and ready for publication
- Recognizes potential legal problems and makes recommendations
- Conducts research and interviews
- Gathers and verifies facts; raises queries with author, as needed
- Ensures illustrations and captions are correct, cross references to text and follows up on discrepancies
- Works with branch management staff and the Quality Review & Strategic Communications Advisor to develop and monitor a business communications quality review program for the division that is effective and practical, and supports the division's service commitments

Project Management:

- Leads multi-disciplinary project teams on various Branch projects; determines project-team goals and performance objectives; sets timelines, milestones and schedules; takes action where required to ensure projects are on track
- Builds and manages relationships with key stakeholders, at all levels of the organization
- Responsible for identifying required resources and/or resourcing issues
- Manages 'quality' of all deliverables (i.e. making sure the right people are providing feedback on the content; making sure all deliverables are completed and signed off)

Quality Review Services:

- Develops standard language and templates and disseminates correspondence advice and consultation to assist staff (i.e. grammar, style guides, correspondence standards, letter templates, etc.)
- Responds to correspondence-related inquiries regarding tracking, problem solving, procedures, and standard language from staff
- Recommends new procedures to improve the efficiency of correspondence services

EDUCATION

Degree/Diploma Obtained

Program of Study

journalism or an equivalent combination of related education, training and experience.

EXPERIENCE

Years of Experience

Type of Experience

Two

- Editing and proof reading or related experience which encompasses multiple communication channels and products suitable for the level of the position.
- Experience using computer skills with proficiency in Microsoft Word, Excel, Outlook, Adobe and able to conduct internet research
- Experience with the Chicago Manual of Style

KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal, written and interpersonal communication skills
- Expert knowledge of grammar and English language structure
- Demonstrated editing and proofreading skills
- Strong organizational skills and the ability to handle a fast paced environment with tight deadlines without compromising quality of work
- Excellent computer skills with proficiency in Microsoft Word, Excel, Outlook, Adobe and able to conduct internet research
- Proven accuracy and acute eye for detail
- Ability to interview, research, gather and verify facts
- Familiar with the Chicago Manual of Style

CORE COMPETENCIES

Navigating Change L1

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Suggests improvements in the way things are done in the organization.
- Adopts new ideas and ways of doing things.
- Identifies challenges related to change.
- Remains effective in the face of difficult or demanding situations.

Embracing Learning L1

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Self-assesses against expectations and standards to identify own learning needs in the current position.
- Reflects on completed activities, identifying what worked well, what didn't, and how to improve own performance.
- Openly shares knowledge with other employees.
- Seeks to learn from other employees.
- Takes advantage of learning opportunities provided to meet job requirements.

Client Orientation L1

Making it easy for our external and internal clients - seeing things through their eyes.

- Follows established processes to ensure consistent service.
- Responds to client needs in a timely, respectful, helpful, and courteous manner.
- Addresses client issues in order of priority.
- Keeps clients up-to-date on the progress of the service they are receiving.
- Directs clients to alternate service channels that may better meet their service needs.

Accountability L1

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Organizes own work load, clarifying priorities and expectations.
- Participates in monitoring own performance.
- Adjusts actions to meet expectations.

- Takes action on things that need attention.
 - Supports organizational initiatives and activities.
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Inspiring Trust L1

Inspiring confidence by demonstrating integrity and building credibility.

- Communicates professionally with others.
 - Presents information in a clear and confident manner.
 - Expresses own views while remaining open to alternative perspectives.
 - Respects other perspectives and opinions.
 - Speaks well of the organization and of each other.
 - Follows through on commitments.
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Decision Making L1

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Makes decisions within scope of responsibility.
 - Applies guidelines and procedures in making decisions.
 - Gathers input / information from different sources to support decision making or further action.
 - Seeks guidance when the situation is unclear.
 - Applies lessons learned when making decisions.
 - Supports established decisions.
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Organizational Focus L1

Aligning work priorities, processes and practices to achieve the strategic direction.

- Considers the impact of own actions on others.
- Identifies obstacles to existing processes and practices.
- Supports others in the achievement of work unit priorities.