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Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.

Manager, Creative Services - External Relations and Communications

Reporting to the Director, Communications, the Manager, Creative Services is responsible for supervising and leading the CFI's creative and language services in the efficient planning, development, design, implementation, production and evaluation of a range of communications products. The role ensures all CFI communications products are creative, and that they relay corporate messaging and meet the highest standards in both official languages.

KEY ACTIVITIES :

- Manage the ongoing planning, development and execution of innovative ways to communicate with our various audiences, ensuring accurate, accessible, timely and engaging content is aligned with corporate priorities and communications strategies.
- Manage and monitor the creative services workflow process for multiple communications projects from development and implementation to tracking success. Recommend areas for improvement.
- Supervise a team of communications specialists, maintaining a productive, positive and respectful work environment, and provide coaching/mentorship for team members.
- Plan, manage, track and report on the annual communications budget.
- Review and approve print, online and multimedia content to ensure the integrity of CFI brand and excellence standards. Monitor brand use and guidelines.
- Oversee the development, drafting and editing of documents, presentations, video scripts, speeches, website content and other communications materials in both official languages.
- Manage relationships with external suppliers, ensuring the quality and timeliness of products and deliverables.
- Work with the Director and the outreach group within the Communications team to strategically disseminate content and communications products.
- Establish and provide quality control on all deliverables, measure the effectiveness of communications activities and products delivered, and implement improvements as required.
- Advise the Director and the Vice-President on all aspects of creative services.
- Oversee service delivery procedures, guidelines and tracking tools to support communications activities.
- Work with language services to develop linguistic guidelines and appropriate resources for the organization.
- Assess clients' satisfaction and evolving needs.

Requirements:

- Minimum of five years' experience managing communications or creative teams
- Exceptional organizational and interpersonal skills
- Creative, organized, results-oriented, self-motivated and able to work independently and collaboratively
- Proven project management skills and the ability to get buy-in and support for projects from various stakeholders
- Experience mining trending topics for opportunities to develop content and integrate in existing communications products and activities
- Strong hands-on experience in writing in a range of styles
- Experience in planning, implementing and monitoring multimedia communications
- Demonstrated experience in the tracking and assessment of the efficiency of web and other digital platforms and online communications
- Track record in managing multiple projects and delivering on deadline
- Ability to deal with diverse groups of people with diplomacy and tact
- Ability to work in a cross functional environment, including with senior leadership
- Strong understanding of print and online standards and production processes
- Degree in communications, journalism or equivalent from a recognized post-secondary institution or an acceptable combination of education and work experience
- Awareness and understanding of the research environment in which the CFI operates, including the major initiatives, science and innovation policies and priorities of the federal government

Language skills

Writing, editing and proof reading skills as well as strong attention to detail are essential. Please indicate your current proficiency for these skills in both English and French; preference may be given to candidates with fluent bilingual capabilities.

Physical demands

This is a headquarters based function with potential for limited travel.

Salary

Salary will be commensurate with qualifications and experience

Please send your cv and a covering letter by end of day on January 31, 2017 to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation, 230 Queen Street, Suite 450
Ottawa ON K1P 5E4
Fax: (613) 943-0923
hr@innovation.ca

Creative Services Manager, External Relations and Communications

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted. The Canada Foundation for Innovation supports official language and employment equality principles, and respects Ontario's Accessibility Standard for Customer Service policy.

Visit our website: www.innovation.ca for more information about the CFI.