

**Communications Officer**  
**Interagency Secretariat on Research Ethics**  
**Tri-Council Initiative**  
**Full-time position – Grade 09**

**PURPOSE**

Reporting to the Executive Director of the Secretariat on Research Ethics (SRE), the incumbent assists the Interagency Advisory Panel on Research Ethics (PRE), through its Secretariat, in addressing PRE's communications needs and initiatives, consistent with the discharge of PRE's mandate to advise on the evolution of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, 1998 (TCPS).<sup>1</sup>

In particular, the incumbent assists PRE/SRE in achieving and maintaining appropriate visibility and maintaining and improving credibility within the research ethics community and such target constituents as researchers, universities, Research Ethics Boards (REBs), the three granting Agencies (CIHR, NSERC, SSHRC), the federal government, and the public by acting as the main communications support person. The incumbent also contributes to the harmonization of interagency communications policy with respect to the ethics of research involving humans.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Acts as the main communications support person for PRE/SRE by:
  - Maintaining and/or supervising the maintenance of the website;
  - Researching, writing, editing and proof-reading communication products such as presentations, news releases/communiqués, backgrounders, speeches/speaking notes, etc;
  - Coordinating the translation of documents and dissemination of publications;
  - Coordinating official responses to public enquiries to ensure they are consistent with other communications and support PRE/SRE's strategic objectives;
  - Providing media and public relations support and advice;
  - Advising on communications delivery methods, techniques and tools;
  - Representing the Panel at conference exhibitors' booths.
  
- With the collaboration of the Secretariat's Administrative Officer, prepares contractual agreements for external communication professionals/companies (translators and editors), works with them and monitors their performance to ensure specifications and deadlines meet the requirements of SRE;
  
- In collaboration with external communications consulting firm, assists in the implementation of the Panel's communications framework and policy;
  
- Implements the Panel's public and community engagement initiatives;

Develops and builds strong relationships with counterparts in partner organizations (Agency communication divisions).

**LOCATION:** Ottawa, Ontario

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<sup>1</sup> [www.pre.ethics.gc.ca](http://www.pre.ethics.gc.ca).

**EMPLOYER:** Secretariat on Research Ethics

**KNOWLEDGE AND CERTIFICATION REQUIREMENTS**

- Strong practical understanding of communications principles and techniques for strategic planning and operational purposes
- Knowledge of Internet and electronic information dissemination systems
- Knowledge of publishing (electronic and print) techniques and government policies regarding publications
- Understanding of PRE/SRE's mandate, strategic objectives, operations and policies
- Knowledge of research communities, including health, social sciences, humanities, science and technology communities
- Knowledge of the federal public policy process, in particular at Health Canada and Industry Canada

**SKILL REQUIREMENTS**

- Strong oral and written communication skills
- Strong organizational and event planning skills
- Ability to implement and manage communication strategies and activities, including Web projects
- Strong understanding of media
- Strong understanding of the workings of government
- Strong interpersonal skills
- Ability to juggle priorities and manage several projects concurrently
- Ability to use PC office applications such as Word, Excel, and Power Point

**LANGUAGE REQUIREMENTS:** Bilingual imperative (CBC/CBC)

**CONDITIONS OF EMPLOYMENT**

Preference will be given to Canadian citizens and permanent residents; a Secret level security check is required prior to employment.

1. Candidates must clearly demonstrate in writing that they meet all of the above merit criteria. Failure to do so may result in your application not receiving further consideration.
2. If you have been tested for the Second Language Evaluation, please include with your application a copy of your most recent Second Language Evaluation results from the Public Service Commission of Canada.
3. Occasional travel
4. **Deadline Date for Application: Tuesday, May 20, 2008**

Send your application via e-mail to: [secretariat@pre.ethics.gc.ca](mailto:secretariat@pre.ethics.gc.ca)

Website posting: <http://www.pre.ethics.gc.ca/english/newsandevents/whatsnew.cfm>

**We would like to thank all candidates who apply. Only those selected for an interview will be contacted.**