



Office of the Auditor General of Ontario
Bureau de la vérificatrice générale de l'Ontario

Manager, Editorial Services and Lead Writer/Editor

(Salary commensurate with experience)

The Office of the Auditor General of Ontario (OAGO) communications team is recruiting an articulate manager and lead writer/editor, who is knowledgeable of and proficient at applying clear language principles when writing about complex and sometimes technical information. You must be a passionate storyteller, willing to work collaboratively with subject matter experts to craft easily understandable, engaging and informative reports as well as a wide range of collateral materials from briefing notes and background materials to speeches and news releases. You will also manage and ensure appropriate review and quality control for work performed by staff and contract writer/editors for major Office publications. You must be a team player, with strong initiative, dedicated to providing excellent communications and editorial services to all clients within our Office.

What can I expect to do in this role?

Reporting to the Director, Communications and Government Advertising Review you will:

- Provide writing and editing expertise to audit teams, senior management and executives for audit reports and other materials.
- Ensure quality in writing and editorial services provided by staff and contract writer/editors.
- Ensure appropriate management of timelines of writing and editing processes according to strict deadlines.
- Ensure final reports represent excellent quality writing and align with OAGO style and standards.
- Assess the need for, and manage the contracts and work of writer/editors contracted during times in the yearly business cycle each year when additional capacity is required.
- Assess, develop and or manage the delivery of writing training for audit staff and managers.
- In collaboration with the Supervisor, Production Design, ensure visual representation of data figures included in reports is appropriate, easy to understand and aligns with OAGO styles and standards.

- In collaboration with the Director, Communications and Government Advertising Review, develop media materials, web copy and other collateral material required for various report releases.
- Occasionally act for the Director, Communications and Government Advertising Review in the Director's absence.

How do I qualify?

- A minimum of a Bachelor's degree in communications, journalism, political science or other related social science; a Master's or PhD degree is preferred.
- At least 10 years of experience in a communications, journalism or similar public sector role with the majority of time spent in a writing and/or editing capacity.
- Excellent knowledge of communication best practices and the media landscape.
- Excellent knowledge of government structure, policies, procedures and operations.
- Demonstrated ability to manage, organize and prioritize competing priorities, and the ability to multi-task.

Note: Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

Interested candidates, please **submit a covering letter and resume** (as one document), by email quoting competition number **2104** by April 25, 2021 to:

Cindy MacDonald
 Director, Human Resources and Office Services
 Email: resumes3@auditor.on.ca

Address: 20 Dundas Street West, Suite 1530, Toronto, Ontario

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Office of the Auditor General of Ontario is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.