



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

Senior Writer

Job ID	C5-F0-B1-EF-BF-D6	
Web Address	https://careers.indigenous.link/viewjob?jobname=C5-F0-B1-EF-BF-D6	
Company	Ministry Of Transportation	
Location	Toronto, Ontario	
Date Posted	From: 2023-04-26	To: 2023-10-23
Job	Type: Full-time	Category: Creative Media and Writers
Job Salary	\$1,486.97 - \$1,819.46 Per Week	
Languages	English	

Description

Are you a strong writer with experience in developing high-quality responses to correspondence on tight timelines? If you're a nimble team player who stays calm under pressure and takes pride in generating top-notch work, consider applying for this Senior Writer role with the Editorial and Corporate Services Unit at the Ministry of Transportation (MTO).

Senior Writers in the Editorial and Corporate Services Unit work as a collaborative team to ensure the MTO's Communications Branch delivers the highest quality correspondence services for the Minister and Associate Minister of Transportation as well as supporting the coordination of timely ministry responses to general public inquiries to the MTO information mailbox and MTO's corporate social media accounts, and other ministry editorial needs. Our work includes using the eCorrespondence system to review and action incoming letters and emails for response in an accurate and timely way. This includes drafting, editing, formatting and sending replies as well as creating and sending proactive letters, greetings and congratulatory notes. Senior Writers also work on other priority writing and editing projects for the Communications Branch, as required, including plain language reviews and edits of reports and public website content, and the creation of articles, blogs, scripts and speeches for public and internal employee audiences.

Note: These positions are located at 777 Bay St, Toronto; however, alternate work arrangements/locations may be available.

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the OPS Anti-Racism Policy < <https://www.ontario.ca/page/ontario-public-service-anti-racism-policy> > and the OPS Diversity and Inclusion Blueprint < <https://www.ontario.ca/page/ops-inclusion-diversity-blueprint> > pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's Human Rights Code < <http://www.ohrc.on.ca/en/ontario-human-rights-code> >. Refer to the application instructions below if you require a disability-related accommodation.

What can I expect to do in this role

With an assigned portfolio/program area client group, you will:

- research, write and edit complex and detailed responses to correspondence from elected officials, the public and stakeholder groups for executive (minister, deputy minister, assistant deputy minister) signature, ensuring it meets the ministry's service quality standards.
- consult with ministry staff to ensure the delivery of relevant technical and legislative information that educates and informs the public, elected officials and stakeholder groups.
- initiate reports and briefing material on the trends, contentious issues and potential policy implications raised by ministry correspondence.

Location: Toronto

How do I qualify

Research, Analytical and Coordination Skills:

- You have strong analytical skills to research, proofread and edit correspondence material and to assess client communication requirements and objectives for initiatives, recommending writing style and tone based on nature of objectives and audience.
- You have planning and coordination skills to facilitate responses between a variety of stakeholders.
- You have research skills to research, evaluate and interpret relevant information.

Communication Skills:

- You have advanced oral and written communication skills to write accurate and effective correspondence and respond to inquiries and letters from assigned clients.
- You have knowledge of communication methods/techniques, research practices, and writing techniques with an excellent grasp of grammar, punctuation and spelling.
- You have knowledge of editing practices/techniques for organization of text, and knowledge of writing styles to edit copy and research and recommend writing and style guidelines, e.g., use of new terminology.

Interpersonal, Relationship Management and Customer Service Skills:

- You can develop and maintain collaborative working relationships with a wide range of government officials, management staff and other internal and external stakeholders.
- You have excellent interpersonal, consultative, and customer service skills and an ability to work with a range of clients at all levels within the

organization and with representatives of outside organizations.

- You have strong organizational skills to prioritize work and meet deadlines under pressure.
- You have effective leadership skills to manage, and participate in, projects.

Technical Knowledge:

- You have demonstrated experience applying knowledge of current organization activities, issues and trends to research and analyze information for the preparation of correspondence and communications material, participate in projects, and provide input into policies, and procedures.
- You can learn and apply knowledge of ministry mandate, policies, procedures, regulations, services, operations and organization to identify sources of information; prepare responses to correspondence; and anticipate/assess potential reaction and controversy related to ministry issues/activities.
- You are proficient with computer software, including word processing, e.g., Word, Excel, database management (CTIS) and electronic mail.

Salary Range: \$1,486.97 - \$1,819.46 Per Week

Additional information:

- 2 Permanent, 777 Bay St, Toronto, Toronto Region

Please apply online, only, by Wednesday, May 10, 2023, by visiting www.ontario.ca/careers, and entering Job ID 197746 in the Job ID search field.

Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require a disability-related accommodation in order to participate in the recruitment process, please contact us at

www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's Human Rights Code.

www.ontario.ca/careers

How to Apply

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