



## Job Title: Senior Bilingual Editor

Location:

Ottawa, Montréal, Toronto, ON, CA

Other Location(s):

Employment Type: Full-Time

Language Requirements: Bilingual Imperative (Professional)

Job ID: 151683

Job Details:

Job Requisition Id: 151683

Business Function: Communication

Primary City: Ottawa, Montréal, Toronto

Other Location(s):

Province: Ontario

Employment Type: Full-Time

Employment Status: Permanent

Language Requirement: Bilingual Imperative (Professional)

Employee Class and Level: CPMGA02

Number of Vacancies 1

Job Closing Date (MM/DD/YYYY): 03/04/2022

**Health and safety is our highest priority. With vaccination shown to be the most effective tool to reduce the risk of transmission of COVID-19 and protecting individuals from severe consequences of this virus, Canada Post has implemented a Vaccination Practice. Accordingly, you will be required to attest to being fully vaccinated. If you are unable to be vaccinated, you may request an accommodation due to a medical, religious, or other prohibited ground of discrimination as described in the Canadian Human Rights Act.**

### Job Description

Is responsible for the establishment and application of high-level corporate writing standards in both English and French. Plans, prioritizes, coordinates and executes the editing and proofreading of internal and external communications assignments in all media and in both

official languages. Reviews, edits and adapts high impacting and sensitive communications such as speeches, talking points, scripts, articles, opinion pieces, government committee submissions, press releases, websites as well as high stakes auditable documents, external print publications and other multi-faceted campaigns in a deadline driven and high pressured environment. Ensures that all material produced and/or revised/edited by Language Services is of the highest quality, befitting a major Canadian corporation, that the writing styles are consistent with our standards and that they are adapted for the intended audiences. Participates in development of Communication strategies and messaging and ensures that all material respects approved strategy and accurately conveys approved key messages. Is accountable for quality control for all written material produced by Writing Services and other Communications teams. Is accountable for final revision, editing and proofreading of all materials. Ensures that the objectives and priorities of the client are met in the final edited version, that professional standards and the Corporation's policies are upheld, and that the Corporation's brand is maintained.

## **Job Responsibilities**

Below are the main job requirements and responsibilities for the Senior Bilingual Editor.

- Establishes and maintains national writing standards in both official languages. Oversees the creation of English and French corporate style guides and ensures they are kept up to date, and the standards are communicated to writers across the company and consistently applied.
- Ensures client (and corporate) objectives are met and overall quality standards and corporate policies are maintained by editing material to give maximum clarity of meaning, accuracy, relevance, and consistency of style and format, while ensuring effectiveness of content to support underlying communications strategies.
- Adapts original and translated material to specific audiences to ensure that the language used is best suited for the intent of the piece; this applies specifically to training material, video scripts, speeches, marketing and promotional material and any content that requires carefully adapted style.
- Manages the final proofreading stages for high-stake written material, including external publications such as the annual report and marketing and promotional magazines, to ensure compliance with standards and consistency of style and message in both languages.
- Manages and schedules external revisors and proofreaders on behalf of internal clients, assigns work and provides editorial supervision. Monitors key contract performance indicators to ensure that all terms and conditions are met and takes corrective action to resolve problems and issues.

## **Job Responsibilities (continued)**

- Liaises with other Language Services team members to ensure integrity of message and consistency of language level and tone between original and translated versions of high-profile communication initiatives.

- Provides meaningful and effective client and stakeholder-focused advice, guidance and editing services in both official languages to internal clients at all management levels that support successful delivery of key communications messages in all media. Participates in, advises, influences and leads senior executive decisions on internal and external messages.
- Keeps informed of current best practices in Communications and Employee Engagement, and applies these practices to improve Canada Post's communications strategies. Develops creative solutions to meet communication requirements.
- Supports a positive work environment and culture within the function, the objectives and performance expectations of the Language Services group and the successful delivery of strategies overseen by Client Services. Shares best practices and the identification of opportunities that improve overall communications services.

## **Qualifications**

### **Education**

- Completed post-secondary, preferably in a related field OR a combination of equivalent professional experience and training

### **Experience**

- 3 to 5 years of relevant functional experience
- (If managing a team) 2 or more years' experience managing people
- One or more years of experience in a unionized environment an asset

### **Other Candidate Requirements**

- Proficient computer skills and competent with Microsoft Office programs
- Designation and or certifications programs may be required for certain positions (e.g. Finance & Engineering)
- (If managing a team) Excellent team building and leadership skills and experience
- Sound organizational, analytical, judgement and decision-making skills with proven abilities in problem solving
- Strong interpersonal skills with an ability to build and maintain relationships
- Strong oral and written communication skills

### **Other Information**

#### **Safety Sensitive Positions**

This position may be considered a Safety Sensitive position.

## **Employment Equity**

Canada Post will represent Canada's diversity and provide a safe and welcoming workplace that embraces and celebrates our differences.

We are committed to employment equity and encourage applications from women, Indigenous Peoples, persons with disabilities and visible minorities.

## **Conflict of Interest**

The Conflict of Interest Policy prohibits employees from hiring, supervising or reporting to, directly or indirectly via the reporting hierarchy, their immediate family or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the designated Human Resources representative.

## **Accommodation**

Canada Post is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by Canada Post regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential.

## **Important Message**

Your application must clearly demonstrate how you meet the requirements as Canada Post cannot make assumptions about your education and experience. We thank all those who apply. Only those selected for further consideration will be contacted.

## **Our Leadership Behaviours**

**Decision Making** – A champion of the organization who takes calculated risks and makes prudent, common sense decisions about current issues, future opportunities and resource requirements in a timely, well thought out manner that aligns with the corporation's best interests.

**Accountability** – An individual who strives for performance excellence and who holds him/herself and direct reports accountable for decisions and actions and for learning from mistakes when intended results are not achieved.

**Business Orientation** – A proactive individual who understands the competitive nature of the business, and is committed to sustaining the business through excellent customer service and new business opportunities.

**Execution** – A focused and self-motivated individual who acts with a sense of urgency and delivers on time and within budget, by dealing effectively with challenges and ambiguous situations.

**Leading People** – A compelling communicator and leader who engages, motivates and inspires others to achieve results and who encourages personal growth and finding better ways of doing things.

## **Our Values**

We value diversity as an essential part of who we are as a company, how we operate and how we see our future. We believe that attracting, developing, and retaining people who reflect the diversity of Canada is essential to our success because this matters to all communities and customers we serve.

Canada Post's corporate values reflect the principles, beliefs and aspirations that guide our behaviour and shape our culture.

**Safety** – We are committed to a safe and healthy environment for all our stakeholders.

**Customer** – We serve Canadians with pride and passion.

**Respect** – We treat each other with fairness and respect.

**Integrity** – We act responsibly and with integrity.

**Transformation** – We will innovate and transform to win in the marketplace.

Please apply online [here](#)