

Product Development (Communications) Specialist **(12-month contract)**

Public Health Ontario is seeking a digital communications or marketing professional to advise on best approach, flow, and design of content to maximize use and readership from end-users. You will work with content authors and internal stakeholders from idea through to published product!

As the **Product Development Specialist**, you will lead PHO's knowledge product development and planning support by providing product design and development expertise and advice to PHO content authors, to ensure knowledge products follow established development processes, meet PHO's publishing quality standards and address stakeholder knowledge gaps.

By collaborating with and advising content authors on new knowledge product development and support development of web-based and digital products and interactive data applications and provide overall product management to the design and development of knowledge products; including the development of product plans, roadmaps/work plans, conceptual models and other background documents/materials; coordinating with other resources, overseeing requirements gathering and ensuring quality outcomes.

Successful candidates will demonstrate the following:

- ✓ Five years progressive experience in knowledge product and resource/tool development.
- ✓ Exceptional advisory skills to consult and provide recommendations to content authors and stakeholders.
- ✓ Strong project management, problem solving, organizational and prioritizing skills to plan and coordinate the development and publishing of products and resources.
- ✓ Knowledge of quality assurance principles, to coordinate input and feedback to update and enhance the Knowledge Product development processes, supporting documentation and training materials.
- ✓ Proficiency with various software programs including MS Office and Adobe Suite
- ✓ Understanding of Accessibility of Ontarians with Disabilities Act (AODA) and delivering products to WCAG 2.0 Level AA standards.

How to Apply

To apply, please forward your resume and cover letter to HR Associates (our recruitment partner) at PHO@hrassociates.ca by **February 18th, 2022**. If you have questions, please contact Luciana Da Silva at 416-237-1500 x266 or Luciana.dasilva@hrassociates.ca. For more information about PHO please visit www.publichealthontario.ca.

***Great people, exceptional teams building a stronger
Public Health Ontario.***

All new PHO employees are required to be fully vaccinated as a condition of hire in accordance with Public Health Ontario's Mandatory COVID-19 Vaccination Policy, unless they are exempt on the basis of medical or other grounds pursuant to the Ontario Human Rights Code.

We thank all external applicants for their interest, however, only those selected for further consideration will be contacted. Applications will be reviewed on a rolling basis. Public Health Ontario is an equal opportunity employer. Accommodation, if required, will be provided throughout the hiring process in accordance with the Human Rights Code.