



JOB POSTING (NON-UNION)

CORPORATE COMMUNICATIONS & BUSINESS ANALYST

Halton Hills Hydro Inc. (HHHI) is the electric distribution utility servicing approximately 23,000 homes and business across a 281sq. km service territory that comprises the Town of Halton Hills. At Halton Hills Hydro, safety for our employees and the community is our number one priority; we care about our work, our customers, and our business. We have a commitment to delivering quality service and each member of our team has a responsibility to help one another achieve success and satisfaction on the job, experiencing one of the highest growth models in all of Ontario. HHHI is regulated by the Ontario Energy Board (OEB).

WHO WE ARE LOOKING FOR:

We are searching for an enthusiastic individual with diverse skills sets to handle employee and stakeholder communications, assist in strategic and risk planning, data analytics, and work with various departments on continuous improvement to enhance business performance for our organisation. This position reports directly to the President and CEO.

THE ROLE:

This position plays a central role in our corporate communications requirements, for both internal and external clients. You will be responsible for monitoring and responding to social media posts on various platforms, which requires occasional evening and weekend monitoring. You will manage our website content and periodically post information of interest to our customers. Your strong communication and presentation skills will have you drafting corporate presentations, developing internal communications, and marketing plans. We also undertake customer, safety, and employee surveys, and this role is vital in managing those initiatives.

This role is critical in supporting continuous improvement and procurement within the organisation. You will use your strong analytical skills to assess company processes and procedures. You will work with various departments to develop process enhancement strategies and establish norms and standards of company performance. This may include implementation and rollout of new billing functionality. Collaborating with stakeholders and communicating your ideas and opinions to other members of management, your contributions will support increase in productivity and employee satisfaction. You will also be responsible to manage the forecasting of certain budgets while working with the relevant stakeholders.

It is important for our organisation to effectively manage our impact on society and the environment. You will have an understanding of developing corporate sustainability initiatives and strategies. You will engage with internal stakeholders, prepare and present regular sustainability reports on progress, and conduct sustainability assessments. You will manage the due diligence on all business units' sustainability policies.

This role plays a critical part in the organisations risk management plan. Using our risk management tools and working cross-organisation, you will identify, analyse, and report on enterprise risks. You will ensure the organisation's risk management policies and strategies are in compliance with the strategic imperatives of the organisation, to reduce and eliminate threats.

KEY REQUIREMENTS:

- Bachelor's degree, preferably in Business, Engineering or related field;
- A graduate degree in business or MBA would be beneficial;

- Minimum of 5-years' experience in an analytical capacity. Experience at the managerial level is an asset;
- A strategic and analytical mindset; dynamic thinker and problem-solving abilities;
- An excellent oral and written communicator with highly-effective presentation skills;
- Detail-oriented to identify weak points in processes and organisational structures;
- A thorough understanding of the latest process enhancement strategies;
- Electricity distribution industry knowledge is an asset.

WHAT WE OFFER:

- ✓ Competitive compensation and rewards package, comprehensive health and dental benefits plan, OMERS pension plan, and vacation entitlements;
- ✓ Opportunity to work with an experienced utility team;
- ✓ Direct experience within a highly regulated industry;
- ✓ Working in an environment with a strong commitment to safety;
- ✓ Training and development support and opportunities.

Resumes are to be forwarded in confidence to hr@haltonhillshydro.com. Please indicate **CORPORATE COMMUNICATIONS & BUSINESS ANALYST** in the subject line. We thank all applicants for their interest; only those selected for an interview will be contacted.

Date Posted: Monday, January 30, 2023
Closing Date: Monday, February 20, 2023

Halton Hills Hydro Inc. is an equal opportunity employer. Accommodation is available under the *Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. Applicants need to make their required accommodations known in advance.