



Vacancy

Position Title: Change Management and Communications Advisor
Current Program: Transformation Office
Position Available: ASAP
Position Category: Temporary, Full-Time (1.0 Full Time Equivalent (FTE), 35 hours per week)
Up to 19 months (up to March 2027)
Reports To: Manager, Change Management & Merger Communications
Union: Non-Union
Wage: \$50.07 - \$56.59/hour **Non-union salary is currently under review*
Office(s): Peterborough, Port Hope or Lindsay
Posting ID: 25-15038-C

Main Purpose

As a member of the Transformation Team, the Change Management & Communications Advisor provides change management advice, communications advice, and support and coordination in support of the Merger. This role will support a range of communication and change activities including, but not limited to, improving adoption of initiatives, building capacity, and minimizing resistance to change.

Duties and Responsibilities

- Liaise with project leads and other stakeholders to collect and/or share project information and updates.
- Develop change management plans for smaller scope projects or for parts of larger projects including:
 - Coordinate high level communications about projects to all staff.
 - Develop communication materials to support those impacted by change (staff, external clients, stakeholders) being sensitive to internal employee and labour relations considerations and external reputation.
 - Recognize when resistance arises and implement strategies or adapt approaches, in consultation with Manager, Change Management & Merger Communications (Manager, CM&MC) and Project Leads.
 - Assist with identification of training needs and support coordination of training and project activities related to change and communications.
 - Support project outcome evaluation including adoption of change.
- Manage and maintain a range of documentation including a change management plan registry and related project documentation and communication plans and tools.

Haliburton Office
191 Highland Street, Unit 301
Haliburton, ON, K0M 1S0
1-866-888-4577

Lindsay Office
108 Angeline Street South
Lindsay, ON, K9V 3L5
1-866-888-4577

Peterborough Office
185 King Street
Peterborough, ON, K9J 2R8
705-743-1000

Port Hope Office
200 Rose Glen Road
Port Hope, ON, L1A 3V5
1-866-888-4577

- Support change readiness and needs assessments; gather data, summarize findings and provide input into recommendations.
- Develop and/or update communication and change management plans for assigned projects, using standardized and comprehensive approaches that are reflective of HKNP's culture and state in the change process.
- Collaborate with Manager, CM&MC to implement and disseminate plans and communications.
- Collaborate within Transformation Team and across the organization to ensure effective information flow and appropriate timing and sequence of activities and communications.
- Communicate effectively and collaborate with project lead and across Corporate Services teams (Communications, HR, IT, Finance etc), recognizing interdependencies, resource requirements, and competing projects and demands, when developing/updating plans.
- May contribute to projects related to organizational changes or initiatives requiring sensitivity to employee engagement and feedback.
- Monitor project plans and timelines, raising risks and concerns to appropriate Project Lead and Manager.
- Effectively use technology to manage data and records and to support a range of communication methods and tools.

Job Requirements

Formal Education

- University Degree in business, human resources, communications, or a related field. A relevant combination of education, training and experience may be considered.
- Training and/or certification in change management is an asset.

Experience

- Minimum three to five years of progressive experience working in communications, change management and/or organizational initiatives.
- Experience ideally involves working in public sector (health or social services), in unionized settings and during significant organizational changes.
- Experience using project management tools and methodology is an asset.

Skills

- Sound knowledge of and ability to apply change management and communication principles, methodologies, and tools.
- Excellent communication skills (written and verbal), including during sensitive situations.
- Ability to support and provide recommendations for communication and change management plans across several projects and activities.
- Ability to build effective working relationships internally and externally.
- Strong commitment to confidentiality and ability to act with diplomacy and tact.
- Proficient computer skills including with MS Office Word, Excel, Outlook and Sharepoint.
- Strong organizational and prioritization skills.
- Project management skills is an asset.
- Valid Driver's License and access to a vehicle
- Current and satisfactory Criminal Records Check and Vulnerable Sector Check

- Proof of immunizations required by HKPRDHU/PPH

How to Apply:

- Apply in writing via email to: jobs@hkpr.on.ca.
- Include your name, the position classification, and the posting ID Example: "**Jane Smith, Safe Water & Vector-Borne Disease Student, 25-15002-C**"
- Attach a single file (doc, docx, or pdf), including your cover letter and resume, which addresses the qualifications noted above.

Haliburton Kawartha Northumberland Peterborough Health Unit is committed to meeting the needs of persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Standards. Accommodation will be provided throughout the recruitment process at the request of the applicant.

Please note that only applicants to be given further consideration will be contacted for an interview.

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Applications to be received no later than:

Tuesday, August 19, 2025 at 4:30 PM

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