

## Supervising Editor

- **Organization:** Office of the Auditor General of Ontario
- **Department:** Communications
- **Location:** 20 Dundas Street West, Suite 1530, Toronto, Ontario
- **Job Term:** 1 Permanent
- **Job Code:** Individual Contributor 9 (IC9)
- **Salary:** \$82,228 - \$121,155
- **Posting Status:** Open
- **Job ID:** 2504

The Office of the **Auditor General of Ontario** is recruiting a highly motivated communications professional with a passion for public service. Our organization is an independent office of the Legislative Assembly that conducts performance and financial statement audits of the provincial government, its ministries and agencies. We also audit organizations in the broader public sector that receive provincial funding. Our vision is to deliver exceptional value and assurance to members of the Legislative Assembly, the Standing Committee on Public Accounts, and all Ontarians through high-quality work that promotes accountability, value for money and effective governance in the Ontario public sector.

Working within the Communications Team and reporting to the Director, Editorial Services and Production, the Supervising Editor provides editorial support for the development and production of performance audit reports and follow-up reports, other external communications undertaken by the Office such as auditee or stakeholder correspondence. The Supervising Editor assists in coordinating and supervising the work of consultant editors who work seasonally for the organization.

### What can I expect to do in this role?

- Support the Director, Editorial Services in onboarding, mentoring and supervising consultant editors who are working seasonally for the organization
- Maintain the house style guide and participate in decisions of style
- Collaborate as needed on Communications Team special projects
- Assist in scheduling and project management related to editorial and production deliverables
- Write and edit reports and associated report materials such as factsheets and press releases
  - Communicate diplomatically with report authors to propose changes to content and structure, including cuts to material
  - Perform stylistic editing interventions, including revising for plain language and clarity, improving sentence structure and word choice, ensuring flow and readability, and eliminating wordiness

- Perform copyediting interventions, including correcting for proper grammar, punctuation and spelling, consistently applying house style, querying errors in data and information
  - Review visual materials such as graphs, charts and tables and revise them to meet house style requirements
  - Liaise with in-house graphic designers to facilitate the laying out of figures and of reports
  - Maintain version control throughout the editorial process and file versions appropriately
- Proofread reports after layout to check for and flag fatal errors, bad breaks, typographical and formatting problems
- track the progress of report development
- provide training, templates, samples and advisement to report authors

### **How do I qualify?**

You will qualify for this position by demonstrating:

- Professional certification, qualifications or at least five years of experience as an editor working with long-form reports, government documents, whitepapers, scholarly articles, research reports or similar texts
- Advanced knowledge of MS Word; competency with mark-up tools in Adobe Acrobat;
- Ability to multi-task and work to deadline, sometimes under tight time constraints
- Ability to take convoluted passages and complex terminology and use plain language to turn it into communication that is clear and straightforward to a lay reader
- Ability to openly and easily communicate with others in written and oral format
- Strong interpersonal skills, and the ability to be flexible and adaptable

### **Nice to have**

- Interest and/or experience in the public sector and public service
- Experience with project management and people management
- Expertise with writing for Web or writing for a digital context

### **What's in it for you?**

- A flexible hybrid work environment offering in-office attendance of 3 days per week.
- Work with an innovative and high-performing organization, committed to creating a positive organizational culture.
- A defined benefit pension plan, comprehensive health plan, and life and disability insurance.
- Healthcare spending account.
- Fitness and Wellness benefit.
- Maternity and parental leave top-up benefits.

### **How to apply**

If you want to work in an environment that is positive, challenging, and safe, where your contributions are valued, please submit a cover letter and resume (as one document) by

May 16, 2025, to [resumes@auditor.on.ca](mailto:resumes@auditor.on.ca), and specify the competition number as #2504.

**Commitment to diversity, inclusion, accessibility, and anti-racism:**

We are committed to building a workforce that reflects Ontario's varied communities and promotes 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, racialized individuals, including Indigenous and Black applicants, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

We offer accommodation in all aspects of employment, including the recruitment process, consistent with the requirements of Ontario's Human Rights Code. If you require a disability-related accommodation to participate in the recruitment process, please contact the recruitment team at [resumes@auditor.on.ca](mailto:resumes@auditor.on.ca) who will respond to you within 72 hours.

We also believe in the importance of providing services to Ontarians in both official languages, and encourage interested bilingual candidates to apply, particularly for public-facing positions.

**Notes:**

**Canadian Police Information Centre (CPIC) Screening**

- Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

**Qualified List Information:**

- A list of qualified candidates will be established for the Supervising Editor position in the Office of the Auditor General of Ontario (OAGO) and will be in effect for twelve (12) months from the date the list is created. Qualified candidates on the list may be considered when filling future permanent and/or temporary vacancies in this position.