

[◀ Previous Job](#)[Next Job ▶](#)**Job Details**

Job Title	Manager (Public Affairs) Ottawa Based	Job ID	51258 Regular/Temporary Regular
Location	Central Campus	Open Date	11/18/2022
Job Type	Continuing	Close Date	12/01/2022
Employee Group	TMG	Favorite Job	☆
Department	CMPA Public Affairs		
Salary Grade/Band	Band L		
Salary Range	\$84176.00 - \$126264.00 (annual)		
Hours per Week	35		

Job Description

Ranked as one of the world's top 100 universities, McMaster University is devoted to the cultivation of human potential, realized through innovative educational programs, cutting-edge research, and the diverse students, faculty, staff and alumni who make up the McMaster family. Dedicated to creating a Brighter World, we recognize that our people are our most valuable resource. Those who join McMaster will find a community of talented individuals who are inspired by the university's commitment to embodying the values of integrity, quality, inclusiveness and teamwork. It is through these talented individuals, their creativity and drive for results that has earned McMaster its reputation as being Canada's "most innovative" university.

Communications Marketing and Public Affairs (CMPA) is an integrated department reporting to the President. It is responsible for McMaster's communications and strategic content strategy, marketing and branding, public affairs with all 3 levels of government, advancement communications and reputation development of the university. We are seeking an equally talented Manager, Public Affairs to join our award-winning team. This position reports to the Executive Director Public Affairs and is based in Ottawa where the primary activity is in relation to the federal government portfolio. Starting salary for this position is between the range of \$84,176.00 to \$97,000 (annual) depending on level of experience.

The Manager will successfully manage the development and implementation of policies and programs under the purview of the department. This position takes a leadership role in the management and development of strategic communications and public affairs planning and issues management with the federal government, and provides strategic counsel to the University's senior management team.

How You'll Succeed

- Strategic development & execution:
 - Manages the successful development of strategic communications and public affairs strategies on a wide range of University issues
 - Provides a leadership role in the development, implementation and management of the University public affairs programs which is instrumental in the University's ability to achieve its objectives with the federal government
 - Develops and leads public affairs plans and strategies in consult with the Executive Advisor Public Affairs
 - Responsible for the development of programs that will facilitate increased understanding of McMaster's goals, objectives, and successes by increasing the University's profile in key internal and external publics
 - Manages and prepares a variety of forms of internal and external strategic communications
 - Assists with preparing and producing strategic communication materials for a government audience
 - Develops and manages a comprehensive and proactive strategic public affairs program to highlight McMaster initiatives with the federal government and manage reputation
- Relationship building:
 - Represents the University to key internal and external publics such as politicians, at all levels of government with a particular focus on the federal level and community leaders
 - Responsible for relationship development with the University's key publics such as faculty, staff, bargaining agents, students, media, alumni, supporters, government and the community.
 - Proactive role in ensuring all members of the senior executive team receive timely, reliable and measured advice and successfully implemented programs for internal and external issues;
- Communications and Coordination:
 - Supports McMaster's Communications, Marketing and Public Affairs priorities
 - Identifies and develops opportunities for senior officers to maximize effective government relations with government
 - Implements the University's crisis management communication plan as needed
 - Creates, implements and evaluates the effectiveness of all related projects
 - Acts as a University spokesperson, as required

Who You Are

- You bring a minimum 4 years' experience in government and/or government relations
- You can demonstrate experience in exercising judgment in dealing with sensitive situations, experience with issue management and superior organizational skills and ability to deliver high quality work under pressure.
- You embrace and champion change. You'll continuously evolve your thinking and the way you work in order to deliver your best. Proof of a capacity to sort meaningful, relevant and useful insights from overwhelming streams of data.
- English is essential however fluency in Canada's two official languages would be an asset.
- Your influence and presence in Ottawa makes an impact
- You're creative, agile and look to innovate evolving technologies.
- You bring a University degree

Additional Information:

- Primary work location to be Ottawa. It will require some travel to Hamilton and evening and weekend work as needed.

Starting salary for this position is between the range of \$84,176.00 to \$97,000 (annual) depending on level of experience. As a member of The Management Group (TMG), the successful candidate will be provided with a highly competitive [Total Rewards Program](#) which includes:

- Hybrid work arrangements and flexible working hours to promote employee wellbeing
- Industry-leading paid time off (vacation, personal management days, and holiday closure)
- Generous salary range with annual performance pay and merit-informed salary review processes
- Comprehensive benefits package (physical health, mental health, dental, vision and healthcare spending account) and group retirement plans
- Top-up for pregnancy and parental leaves
- Annual professional development allowance as well as Tuition Assistance Program

Employment Equity Statement

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the "Dish With One Spoon" wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

As part of McMaster's commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to equity-seeking groups that have historically faced and continue to face barriers in employment. Please refer to the [Applicant Diversity Survey - Statement of Collection](#) for additional information.

Job applicants requiring accommodation to participate in the hiring process should contact:

- [Human Resources Service Centre](#) at 905-525-9140 ext. 222-HR (22247), or
- [Faculty of Health Sciences HR Office](#) at ext. 22207, or
- [School of Graduate Studies](#) at ext. 23679

to communicate accommodation needs.

Starting salary for this position is between the range of \$84,176.00 to \$97,000 (annual) depending on level of experience. As a member of The Management Group (TMG), the successful candidate will be provided with a highly competitive [Total Rewards Program](#) which includes:

- Hybrid work arrangements and flexible working hours to promote employee wellbeing
- Industry-leading paid time off (vacation, personal management days, and holiday closure)
- Generous salary range with annual performance pay and merit-informed salary review processes
- Comprehensive benefits package (physical health, mental health, dental, vision and healthcare spending account) and group retirement plans
- Top-up for pregnancy and parental leaves
- Annual professional development allowance as well as Tuition Assistance Program

Vaccination Policy Statement

The University is committed to providing and maintaining healthy and safe working and learning environments for all employees, students, volunteers and visitors. The University's [Vaccination Policy-COVID-19 Requirements for Employees and Students](#) (the "Vaccination Policy"), requires all McMaster community members, including employees, accessing a McMaster campus or facility in person to be fully vaccinated or to have received an exemption from the University for a valid human rights ground. While the Policy will be currently paused, this Policy may resume quickly and on short notice, as informed by public health advice and direction. As a result, failure to achieve and maintain fully vaccinated status or an approved human rights-based exemption may result in termination of employment. This is a term and condition of employment. The University will continue to follow the guidance of public health organizations to define fully vaccinated status.

Apply

Email to Friend

[Return to Previous Page](#)