



Position Overview

The **Department of Government Relations** within the **Office of the President** is currently seeking a Full-time Regular **Director, Government Relations**.

The University of Calgary is seeking a Director, Government Relations to lead the university's government relations activities. The ideal candidate is an innovative and experienced individual with a proven track record of advocacy success. Reporting to the Associate Vice-President, Government Relations, the Director, Government Relations leads the university's Government Relations Office and manages the institution's day-to-day government relations activities. The position is suited for an experienced individual who can provide solid leadership and effective management in all areas of advocacy, project management and administration.

As part of the Office of the President the Government Relations Office is mandated to position the university as a key partner with governments by developing and furthering the university's relationships with the three levels of government, and to promote to governments the university's perspectives, positions and priorities. It fosters and supports the university's overall engagement with government. In so doing, the team has strong working relationships with other university units, including the Office of the President, the Executive Leadership Team and faculties and business units across campus.

Leading a small team of government relations professionals, the Director, Government Relations is responsible for creating and nurturing strong and mutually beneficial relationships between the university and all levels of government. They act as a key liaison between the university and government bodies, ensuring inquiries are dealt with promptly and strategically. The incumbent ensures regular meetings occur between senior university leadership and government representatives. They are also responsible for managing and/or preparing presentations, briefing materials, position papers, policy briefs, advocacy tools and other materials necessary to support interactions with governments at all levels.

The Director, Government Relations is responsible for ensuring all levels of government are kept informed about the activities, achievements, needs, concerns and proposals of the University of Calgary and actively works to obtain support for university initiatives. They will also explore opportunities for the University of Calgary to access non-traditional government support and will advise and manage the development of funding proposals to government and related agencies.

Position Description

Summary of Key Responsibilities (job functions include but are not limited to):

Strategic Advocacy Related Activities

- Work closely with the Associate Vice-President to develop an annual government engagement strategy with clear objectives, strategies and methods of evaluation and in alignment with the university's and Eyes High strategy and associated goals and objectives

- Responsible for the creation and management of a corresponding implementation plan
- Identify key policy issues in the provincial and federal governments, and provide strategic advice to the Associate Vice-President on those issues
- Support the Associate Vice-President through policy research and developing advocacy materials
- Develop project-specific government engagement plans
- Identify opportunities for the university to participate in and influence the development of public policy in areas central to its mandate

Government Relations

- Prepare carefully considered written and oral briefings for use by the senior management in communicating with government
- Build and maintain relationships with government officials, elected representatives and staff at all levels in the federal and provincial governments
- Develop working relationships, and policy understandings of stakeholder groups that affect the university's interaction with government
- Ensure the university community is aware of new policy, development of programs, announcements and legislation where the university's operations, development prospects, and/or performance may be impacted by legislative or regulatory change
- Develop and maintain a contact map and database of federal and provincial governments
- Keep government stakeholders informed of the university's impact, activities, needs, concerns and proposals
- Actively seek opportunities for the university to access non-traditional government grants and funding, manage proposal writing and submissions and share information internally as required

Supervision and Staff Management

- Manage personal and team time effectively to ensure implementation of annual engagement plan and that projects, reports and communications are completed on a timely basis
- Direct the recruitment, selection, performance management and retention of Government Relations staff
- Provide advice to the Associate Vice-President regarding expenditure allocations

Qualifications / Requirements

- Post-secondary degree in business, public administration, political science, communications or a related field
- At least 7 years of relevant work experience in an advocacy capacity and/or senior position within government, demonstrating gradually increasing responsibility
- Proven track record of advocacy success
- Comprehensive knowledge of government structures and decision making processes at all levels of government
- Thorough understanding of the relationship between the university and the different levels of government
- The ability to develop positive working relationships with government officials, elected representatives and staff at all levels
- Strong interpersonal skills, tact, creativity, analytical and strategic thinking
- Superior written and verbal communication skills
- Knowledge and expertise in formulating competitive strategies and managing policies, project management and industry best practices
- Available for work-related travel and other requirements outside traditional work hours

Application Deadline: March 8, 2023

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.

Additional Information

This position is classified in the Management Career Band, Level 3 of the Management and Professional Staff Career Framework. Management and Professional Staff (MaPS) Positions are currently under review as part of the Alberta Labour Relations Board exclusion review process. Visit the [HR website](#) for more information.

To find out more about management and staff opportunities at the University of Calgary and all we have to offer, view our [Management and Staff Careers website](#).

The University strongly recommends all faculty and staff are fully vaccinated against COVID-19.

About the University of Calgary

The University of Calgary is Canada's leading next-generation university – a living, growing and youthful institution that embraces change and opportunity with a can-do attitude. Located in the nation's most enterprising city, the university is making tremendous progress on its Eyes High journey to be recognized as one of Canada's top five research universities, grounded in innovative learning and teaching and fully integrated with the community it both serves and leads. The University of Calgary inspires and supports discovery, creativity and innovation across all disciplines. For more information, visit ucalgary.ca.

The University of Calgary has launched an institution-wide [Indigenous Strategy](#) in line with the foundational goals of [Eyes High](#), committing to creating a rich, vibrant, and culturally competent campus that welcomes and supports Indigenous Peoples, encourages Indigenous community partnerships, is inclusive of Indigenous perspectives in all that we do.

As an equitable and inclusive employer, the University of Calgary recognizes that a diverse staff/faculty benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to removing barriers that have been historically encountered by some people in our society. We strive to recruit individuals who will further enhance our diversity and will support their academic and professional success while they are here. In particular, we encourage members of the designated groups (women, Indigenous peoples, persons with disabilities, members of visible/racialized minorities, and diverse sexual orientation and gender identities) to apply. To ensure a fair and equitable assessment, we offer accommodation at any stage during the recruitment process to applicants with disabilities. Questions regarding [diversity] EDI at UCalgary can be sent to the [Office of Equity, Diversity and Inclusion](#) (equity@ucalgary.ca) and requests for accommodations can be sent to Human Resources (hrhire@ucalgary.ca).

We encourage all qualified applicants to apply, however preference will be given to Canadian citizens and permanent residents of Canada.

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