



## Director Regulatory Affairs & Government Relations

Our client, the **Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI)**, is seeking an accomplished government relations professional to oversee its manufacturers division and execute HRAI's regulatory and government affairs. The role will have a significant focus on harmonization with U.S. regulations and across Canadian provinces. The person will build HRAI's position as a valued contributor to legislation, regulation, and standards across Canada. This is an excellent opportunity to build a senior-level career in the trade association space.

Among HRAI's aspirational goals are to be a recognized leader in Canada's campaign to address the climate crisis; a catalyst for a workforce that is well prepared to meet the demands of a low carbon economy; and a trusted resource for information on HVACR codes, standards, trends, and best practices.

As **Director, Regulatory Affairs & Government Relations**, you will bring a combination of management and government relations expertise to the job. The Director will also be responsible for building and maintaining strong relationships with key stakeholders and representing member interests.

The position reports to the Vice President, Government and Stakeholder Relations, with a dotted line responsibility to the President and CEO on certain files. The Director will also directly support member working groups at the national and regional levels.

You are now working in a trade association or other relevant setting where you have been a hands-on practitioner influencing regulatory and/or government relations. You will be the lead on various files impacting federal, provincial and regional/municipal jurisdictions, and positioning your organization to be "at the table" before decisions are made.

The preferred candidate will have experience consulting stakeholders and developing plans, be execution [plan implementation] focused, a highly organized manager of projects and issues, and comfortable meeting performance metrics. Strong, fact-based communication skills are essential, particularly the ability to interpret, synthesize, and succinctly explain complex subject matter. Experience with policy and regulatory issues facing the industry will be a strong asset.

Preference is for candidates to be in the Toronto area. The Director will be working with colleagues in Toronto and across Canada.

### Specific Responsibilities

- Annually assist in developing regulatory strategy, objectives, and related deliverables.
- Identify, create, implement opportunities to promote HRAI as the "Voice of Heating, Ventilation, Air Conditioning, and Refrigeration" (HVACR).

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115 George Street, Unit 601, Oakville, ON L6J 0A2 • Attn: Jack Shand, FCMC, CAE, Executive Partner  
Tel: (905) 274-7438 • Email: [hraigr@portagegroup.com](mailto:hraigr@portagegroup.com)

We thank all applicants for their interest in HRAI. Those selected for an interview will be contacted.  
For more information about HRAI, please visit [www.hrai.ca](http://www.hrai.ca)

For more information about The Portage Group Inc., please visit [www.portagegroup.com](http://www.portagegroup.com)

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- Regularly communicate the association's interests to members, governments and stakeholders.
- As part of a team, build positive external relationships with government representatives, key legislators (representing all political parties), key bureaucrats and other stakeholders to communicate HRAI's interests and regulatory positions.
- As required, represent HRAI on government advisory committees, trade advisory groups and other stakeholder groups.
- Review legislation, government budgets and studies, and present persuasive arguments for the industry's position (both written and oral).
- Prepare industry submissions, member notices, alerts, action requests, media releases, and speak on behalf of HRAI as needed and directed.
- Act as the primary contact with AHRI (U.S. counterpart on cross border regulatory issues and concerns).
- Periodically align with other business associations, as appropriate, to strengthen industry's position on key issues through alliances, networks, and coalitions.
- Engage with members on policy and regulatory issues to understand their needs, identify issues of priority, receive member input, and respond to member questions and requests.
- When necessary, create and co-ordinate member working groups or committees.
- Participate in organizing HRAI's annual "Day on the Hill" federal lobbying event and related provincial events as required.
- Periodically oversee research initiatives based on association best practices.
- Act as the primary staff lead for the Manufacturers Division and related Product Section Groups.

## Qualifications and Competencies

- University graduate, preferably with a degree in political science, public administration, or business.
- Five years' management experience as a public policy advocate on trade/industry issues in an association or similar setting.
- Superior project management capabilities including priority setting, planning, and budgeting.
- Flexibility to travel and work remotely when required.
- Strong analytic and policy development skills.
- Proven communication skills (verbal and written) and ability to influence.
- Excellent interpersonal skills and customer service orientation.
- Highly developed organization skills are a must. This role includes occasionally shifting demands with tight time frames for deliverables.
- Strong understanding of oral and written French would be an asset.

## Application Process

Qualified individuals are invited to apply, in confidence, to

### **The Portage Group**

**Attn: Jack Shand, FCMC, Executive Partner**

**Email: [hraigr@portagegroup.com](mailto:hraigr@portagegroup.com)**

Please include a résumé and a cover letter addressing fit to the role. Consideration of candidates will begin immediately and continue until a hiring decision is made. Candidates selected for interview will be contacted.

The salary range for the position is \$110,000-\$120,000, plus benefits, and bonus potential.

HRAI is strongly committed to employment equity and diversity in the workplace and welcomes applications from all with the experience the position requires.



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