

Temple Scott Associates (TSA) is an established government and public relations firm whose clients range from Fortune 500 corporations to associations and charities to promising start-ups. Our clients rely on TSA for strategic, impactful and innovative solutions that allow them to operate successfully in Canada's challenging government and public environments.

TSA operates across multiple sectors, including financial services, energy and environment, entertainment and culture, transportation, health care, telecommunications and technology.

We are seeking an experienced **Senior Consultant**, to work onsite in TSA's Ottawa office, with a proven commitment to client success. You must be able to work collaboratively with other members of our team in a flat management structure. You will be responsible for providing government relations counsel and support to many of Canada's and the world's leading companies and organizations.

**Responsibilities:**

- As part of an Account Team, provide strategic advice and support on key TSA accounts active in a variety of sectors, including financial services, consumer products, energy, and transportation.
- Manage client accounts including responsibility for overall client satisfaction.
- Develop professional written materials, reports and summaries for TSA clients.
- Develop and execution of government affairs strategies and programs, designed to achieve clients' public policy goals.
- Track relevant federal and provincial legislation and proceedings and prepare summaries as required.
- Coordinate and manage client meeting programs and Hill Days.
- Review government reports, consultations, policy announcements and other relevant developments for decisions and trends that affect TSA clients.
- Conduct policy analysis as required.
- Proactively contribute with business development.
- Network within relevant government and political contacts.

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**Qualifications:**

- University degree in political science, economics, communications or a comparable field.
- MUST have 3-6 years combined experience working in government affairs or in a public policy capacity OR working as Ministerial, House of Commons or Senate staff, or within Government.
- Knowledge of the Federal Government decision-making process and the federal legislative processes.
- Strong network of contacts within the Federal Government.
- Strong analytical skills.
- Professional written and oral communication skills.
- Consistent attention to detail.
- Proven ability to manage multiple tasks.
- Ability to work under pressure in a fast-paced environment.
- Bilingualism is an asset.

Interested candidates should provide a cover letter **and** resume to [info@tsa.ca](mailto:info@tsa.ca).