

## NOSM UNIVERSITY

JOB POSTING	
<b>Competition Number:</b>	<b>2025-2009-TC</b>
<b>Position Title:</b>	<b>Manager, Public Affairs and Strategic Relations</b>
<b>Unit:</b>	External Relations
<b>Location:</b>	Thunder Bay or Sudbury, Ontario, Canada
<b>Salary:</b>	\$90,624.86
<b>Term:</b>	Continuing
<b>Competition Closing Date:</b>	<b>July 18, 2025</b>

Reporting to the Associate Vice President, External Relations, the Manager, Public Affairs and Strategic Relations provides strategic leadership to advance NOSM University's government relations, public affairs, and engagement efforts. This role supports integrated strategic planning and reporting across the External Relations portfolio, offering expert advice on issues management, policy positioning, and interest-holder relations.

The Manager, Public Affairs and Strategic Relations drives the development and execution of strategies that align with institutional priorities, including advocacy, public policy, and community engagement. They oversee government submissions, briefing materials, and strategic reports while guiding communication frameworks and performance measurement. Success in this role requires political acumen, exceptional communication, and the ability to navigate complex environments with diplomacy and strategic insight, all in support of NOSM University's mission to improve health equity in Northern, remote, rural, Francophone and Indigenous communities.

## RESPONSIBILITIES

Tasks may include, but are not limited to, the following:

### Strategic Communications, Planning & Institutional Support

- Leads the development of strategic communications to support NOSM University's mission, including messaging, reports, and briefing materials for executive leadership and the Board.
- Supports the President with high-level communications and the coordination of special initiatives.
- Contributes to the development and implementation of the University's Strategic Plan and provides integrated planning and reporting support across the External Relations portfolio.

## **Government Relations & Public Affairs**

- Develops and maintains productive relationships with all levels of government and public agencies, positioning NOSM U's interests in alignment with provincial and federal policy priorities.
- Leads the preparation of government submissions, policy briefings, and advocacy strategies, while monitoring political and legislative developments that may impact the University.
- Oversees issues management and public positioning, offering advice on reputational risks and response strategies across a variety of public platforms.

## **Stakeholder Engagement & External Representation**

- Enhances institutional visibility and support through engagement with Northern Ontario municipalities, Indigenous partners, healthcare organizations, and community leaders.
- Represents the University at public events and stakeholder forums, including serving as emcee or spokesperson as needed.
- Supports relationship-building, outreach planning, and coordination of external visits, consultations, and engagement activities.
- Acts as a member of NOSM University's Management Group.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education**

- A University degree from a recognized university that meets Canadian accreditation standards in a related field, or an equivalent combination of education and experience is required.

### **Knowledge, Skills and Abilities**

- A minimum of five (5) years of directly related experience.
- Demonstrated experience in developing and implementing comprehensive public affairs strategies and contributing to strategic planning processes within complex organizations.
- Proven ability to provide strategic advice and counsel on communications and public affairs issues to senior management, exercising sound judgment and discretion.
- Knowledge of contemporary communication strategies, digital and social media, news media, polling public opinion, and various communication tools.
- In-depth understanding of government structures, funding mechanisms, and protocols for engaging effectively with government officials.
- Experience in a leadership position within a communications department and/or a medical or post-secondary education environment would be an asset.
- Experience working on Indigenous and Francophone relations and familiarity with related issues in the context of Northern communities is highly desirable.
- Expertise in Media relations/Public relations best practices and strategies.

- Excellent project management skills, with the ability to manage multiple priorities, meet deadlines, and adapt quickly in a fast-paced, dynamic environment.
- Strong interpersonal skills enabling effective communication and collaboration with diverse interest holders, including government dignitaries, education and health officials, media, and community members.
- Analytical and problem-solving skills to identify challenges and develop effective solutions.
- Familiarity with university administrative policies and procedures, with the ability to interpret and apply them appropriately in the execution of responsibilities.
- Ability to work both independently and collaboratively across portfolios to advance institutional strategic objectives.
- Highly organized, with a proven track record of managing workflow efficiently and thriving under competing deadlines and shifting priorities.

## Language

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Indigenous language skills would be considered asset

## Working Conditions

- Extended periods of sitting
- Interaction with employees, management, and the public at large
- Working in a busy office environment with frequent interruptions
- Travel as required

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # 2025-2009-TC no later than July 18, 2025 at 4:00 pm to:

**NOSM University**  
**Attention: Human Resources**  
**935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6**  
**Email: [HR@nosm.ca](mailto:HR@nosm.ca)**  
**Fax: (705) 671-3880**

*NOSM University offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version of this posting, please contact Human Resources via email at [hr@nosm.ca](mailto:hr@nosm.ca).*

*NOSM University invites applications from all qualified individuals. NOSM University is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.*

*NOSM University needs to gather information about applicants' status as either Permanent Residents of Canada or Canadian citizens. Applications need not identify their country of origin or current citizenship; however, all applications must include one of the following statements:*

*"I am a Canadian citizen or permanent resident of Canada."*

*"I am not a Canadian citizen or permanent resident of Canada but I am legally eligible to work in Canada."*

*"I am not a Canadian citizen or permanent resident of Canada or otherwise legally eligible to work in Canada."*

*While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.*