Job Description

**Job Title:** Manager, Government Relations (Position 00006134)

**Department:** Government Relations (ORG 5692)

**Reports To:** Associate Vice-President, Government Relations

**Jobs Reporting:** None

**Salary Grade:** USG 10

**Effective Date:** December 2015

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**Primary Purpose**

Creates and enhances the University of Waterloo’s relations with all levels of government. Supports the building and maintenance of strategic relationships with officials at the federal, provincial and municipal levels of government, as well as other public sector institutions. Coordinates and prepares briefing materials for meetings and projects, and acts as a liaison for government officials on campus.

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**Key Accountabilities**

**Government relations strategy and planning**
- A key contributor to the university’s broad advocacy and engagement strategy and ongoing awareness campaign for the internal community regarding the role of Government engagement.
- Assists in the development and tracking of an annual government relations plan including targets and measurable outcomes.
- Acts as a resource for the various faculties, departments/offices, faculty, staff, and students who are seeking advice and assistance on working and engaging with government (e.g. guest lists, funding opportunities, partnership opportunities).

**Government programs and environmental scans**
- Proactively monitors, analyzes, and interprets government programs and activities and provides advice on the implications and opportunities for the university.
- In conjunction with the Associate Vice-President, Institutional Analysis and Planning (IAP) and the Office of Research, conducts environmental scans of various issues as it pertains to government activity and the post-secondary sector.

**Government relations coordination**
- Creates and/or identifies opportunities for government officials to participate in activities at the university.
- Works with the University Relations team to manage guest lists, logistics, government announcements, events and VIP visits to campus.

**Project management**
- Leads and coordinates projects with other units in the university related to advancing and maintaining the university’s relationship with all levels of government. Develops appropriate communications or briefing materials for dissemination to target audiences in collaboration with other units in the university, as appropriate (e.g. University Relations, IAP, Research Office, Advancement, Deans’ Offices, etc.) to advance the university’s message and profile.
- Coordinates responses to inquiries from government officials.

**Government reporting and website management**
- Coordinates public sector compliance activities including: Federal Lobbyists Registry
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- Maintains the GR website and outreach plan for the Waterloo community including content creation for the government relations newsletter.
- Builds relationships with key post-secondary advocacy organizations (e.g. COU, Universities Canada, and U15).

**Communications**
- Prepares briefing notes, presentations and reports for the VPUR and members of the senior leadership team in advance of meetings with government officials or sector-wide meetings with government.
- Recommends key officials for meetings.

**Contact management system**
- Creates and maintains a government and community engagement contact management system.

**Event management**
- Acts as the primary contact for government-related events on campus and is the primary lead in relationships with local constituency offices.
- Acts as an additional contact for government officials at all levels.
- Represents the university at various local meetings and occasionally in Toronto or Ottawa.

**Other**
- Performs other duties of a comparable level/type as assigned.

**Required Qualifications**

**Education**
- Bachelor’s degree in a related field or equivalent education and experience.

**Experience**
- Five (5) to seven (7) years’ of experience working in the government (federal, provincial or municipal) sector or a post-secondary institution, including building relationships with multiple stakeholders.
- Experience in a post-secondary institution an asset.
- Experience leading high-profile projects.

**Knowledge/Skills/Abilities**
- Advanced relationship building skills and strong interpersonal skills required.
- Must possess creative problem solving skills.
- Sound judgment required.
- Excellent oral and written communications skills, including the ability to write and edit quickly, accurately and creatively.
- Ability to handle complex multiple assignments at the same time and meet tight deadlines.
- The majority of problems encountered in this position tend to be non-routine. At times the incumbent will seek direction from the Associate Vice-President, work together with the Associate Vice-President to reach a solution, or obtain advice from other managers or directors.
- MS Word and PowerPoint: advanced skills required.
- MS Excel: basic skills required.
- Must be confident with public speaking.
- Social media skills an asset.

**Nature and Scope**

**Contacts:**
Internal and external contacts are required in order to exchange and interpret information, provide advice/counsel on issues and respond to inquiries. Internal contacts include direct interaction with the
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Vice-President, University Relations, President, senior administration, UWaterloo employees and heads of departments, such as Deans, Institutional Analysis and Planning (IAP), Office of Research, President’s Office, etc.

External contacts include various stakeholders, including community groups and government officials. Assignments in this position generally arise because of contact with the Associate Vice-President, community stakeholders and government officials. Occasionally, they will arise because of contact with the Vice-President and other senior leadership.

- **Level of Responsibility:**
  The following are requirements of the position: instructing other employees in methods or procedures needed to carry out their job, even though the incumbent is not the direct supervisor; planning the work of others; providing advice to peers and others more senior at Waterloo that they must consider carefully before making a decision (e.g., providing advice regarding community engagement and engaging with government officials.).

  The incumbent is often required to increase the pace of work in order to meet frequent and conflicting deadlines. The incumbent is also required to handle frequent schedule changes and multiple conflicting deadlines. Schedules must on occasion be re-organized to meet unforeseen and unpredictable circumstances.

- **Decision-Making Authority:**
  Makes regular decisions related to expenses and costs incurred in the implementation of the Government Relations plans.

  As required, they make decisions related to the University’s broad advocacy and engagement strategy as it relates to Government Relations.

  The Manager, Government Relations must exercise sound judgment and consider the consequences of their decisions while exercising this judgment.

- **Physical and Sensory Demands:**
  The position requires regular mental and visual concentration while working on the computer, writing and reviewing documents for details and accuracy. Visual strain may result from these activities.

  Listening concentration is often required to respond to requests for information from employees, students and other internal and external groups and individuals.

- **Working Environment:**
  The majority of the incumbent's time is spent in normal office conditions.

  A varying work schedule and frequent deadlines sometimes require the incumbent to work periods of overtime.

  Most of the time, this position requires routine physical activity, including a mix of standing, sitting, walking and light lifting.

  Writing, editing, and attendance at meetings requires the incumbent to sit for extended periods of time. Manual dexterity is required for occasional periods of keyboarding.