

Posting #24-204EM

Government Relations Coordinator Office of the President Regular, Full-time

Purpose

Reporting to the Executive Director, Office of the President, the Government Relations Coordinator is responsible for supporting the execution of the institution's government relations strategy and protocol. This position focuses on managing the administration of lobbying activities and facilitating effective communication between the institution and officials in the government, noting where government policies, programs, and initiatives align with the institution's goals. The Coordinator will also advise and implement processes/actions that enhance the institution's reputation with government constituents, identify opportunities for funding and partnerships, and contribute to advocacy efforts on issues important to the institution's strategic goals.

Responsibilities

Duties include but are not limited to:

- Assisting in the development and execution of strategies to build and maintain relationships with government officials and policymakers;
- Supporting the institution's leadership in building partnerships with government entities to advance institutional priorities;
- Monitoring relevant legislation, regulations, and government policies that impact the institution, providing timely analysis and updates to leadership;
- Preparing briefing materials, reports, and presentations to inform government officials of the institution's priorities and concerns;
- Collaborating with faculty, researchers, and administrative staff to strategize on government support for projects, initiatives, and programs;
- Assisting with effective communication and collaboration between the institution and government representatives;
- Planning and coordinating government relations events and engagements, including campus tours for government officials, advocacy days, and conferences;
- Developing and maintaining a database of BC government contacts and interactions, tracking progress and outcomes of government relations activities;
- Preparing communications, reports, and documentation on government relations activities for senior leadership and the board of governors;
- Ensuring that all government engagement activities comply with applicable lobbying laws and regulations; and
- Representing the institution at external events, forums, and meetings related to government relations and public policy.

Qualifications

The successful candidate will possess the following:

- A Bachelor's degree in political science, public administration, public policy, or another relevant field;
- Minimum of five (5) years of professional experience in government relations, public affairs, or policy advocacy with a focus on engaging government officials at various levels;
- Strong political acumen and issues sensitivity;
- General knowledge and understanding of the functioning of ministerial cabinets and of the respective responsibilities of various levels of government in Canada;
- Strong understanding of government processes and policymaking at various levels of government;
- Ability to identify opportunities for engagement with government officials to advance advocacy;
- Excellent writing and research skills, and the ability to speak persuasively in meetings and larger groups;
- Outstanding interpersonal skills to work internally as an advisor on public affairs, as well as externally to build relationships;
- Ability to work independently to determine priorities on a day-to-day basis, organizing work to complete a wide variety of tasks on a timely basis; and
- Knowledge of, or experience in, the university sector and a strong network of government contacts in the provincial government would be considered assets.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$80,000 to \$90,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday. This position requires travel and work outside of normal office hours.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the



B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-204EM in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by January 16, 2025. Applications will be accepted until the position is filled.

