

Government Relations Officer President's Office

The mandate of the Government Relations office is to position Dalhousie as a partner with all levels of government and promote and further Dalhousie's positions and priorities through the development of government relations strategies and initiatives. The primary responsibility of the Government Relations Officer will be to engage with government officials, other post-secondary institutions, and relevant associations, as well as with Dalhousie colleagues, to support the university in reaching its strategic goals, and fulfilling its educational, research and community priorities.

Dalhousie University's Office of Government Relations is located in the President's Office. The Assistant Vice-President, Government Relations reports directly to the President. This newly created position will report to the AVP Government Relations.

Key Responsibilities:

- Monitor and analyze public policy of importance to Dalhousie University and identify issues that are relevant to the priorities of the institution;
- Analyze developments in post secondary education from a sectoral, national and international perspective;
- Monitor political platforms of various political parties and identify themes of interest to the university;
- Research information requests in support of senior administration;
- Monitor legislative, regulatory and policy developments at all three levels of government;
- Keep government stakeholders informed of university activities, achievements, needs and concerns;
- Participate in government relations initiatives and project development;
- Prepare or assist in the preparation of briefing material for internal and external stakeholders, including the preparation of presentation material;
- Contribute to the planning, development and implementation of government relations strategies and events for Dalhousie, including visits by government representatives to the campus.

Qualifications: The successful candidate will have a University degree (Graduate degree preferred), plus approximately five years related experience, such as experience in a government or political environment. S/he must have the ability to engage with internal and external audiences to support the advocacy efforts of Dalhousie. An understanding of the mechanisms of government legislative and regulatory processes, as well as knowledge of government programs and funding opportunities is required. Excellent analytical and communications skills, and the ability to synthesize large volumes of information and provide briefings is essential. Candidates selected for an interview will be asked provide a portfolio which demonstrates the above-mentioned skills.

As an employer of choice, Dalhousie University offers an attractive total compensation package, including a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance plan, and a tuition assistance program.

For more information and to apply, please visit www.dal.ca/staffing

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. Only candidates selected for an interview will be contacted.

Dalhousie University is an Employment Equity/Affirmative Action employer. The University encourages applications from qualified Aboriginal peoples, persons with a disability, racially visible persons, and women. For more information, visit the Office of Human Rights, Equity & Harassment Prevention at www.hrehp.dal.ca.