



Government Relations Officer

The University of Manitoba is a driving force of innovation, discovery, and advancement. Our momentum is propelled by our campus community – UM faculty, staff, and students whose determination and curiosity shape our world for the better. Our teaching, learning and work environment is uniquely strengthened and enriched by Indigenous perspectives. With two main campuses in Winnipeg, satellite campuses throughout Manitoba, and world-wide research, UM's impact is global.

Discover outstanding employee benefits, experience world-class facilities, and join a dynamic community that values reconciliation, sustainability, diversity, and inclusion. We are one of Manitoba's Top Employers and one of Canada's Best Diversity Employers. At the University of Manitoba, what inspires you can change everything.

The opportunity:

Government Relations Officer is a key contributing member to a dynamic team actively advancing the University of Manitoba's priorities and perspectives with the government.

Reporting to the Director, Government and Community Engagement, the ideal candidate's:

- Primary responsibilities of this position are to support the University's government relations activities at the municipal, provincial and federal levels through executing strategies and action plans for direct advocacy with governments.
- Monitoring and researching public policy and legislative developments.
- Preparing written briefing material for internal and external audiences and initiating applications to secure non-traditional sources of funding for University activities.
- These activities directly support the University's five-year strategic planning framework.
- The secondary responsibilities of this position are to support the Director of Government and Community Engagement in Community engagement activities include but are not limited to engagement with chambers of commerce and business groups, community-oriented organizations, and any events or meetings that support overall government and community engagement priorities.
- Represent the Director of Government and Community Engagement, and the University of Manitoba, in meetings with internal and external stakeholders.
- The incumbent will regularly face multiple time-sensitive tasks and/or projects simultaneously.

The qualifications and experience we're looking for:

- A University degree and at least 3-5 years demonstrated background knowledge of government is required.

EXPERIENCE:

- Some experience in government and community engagement, with a comprehensive knowledge of

University advancement.

- Knowledge and experience within a University setting and awareness of University academic and administrative departments are preferred.
- Proven record of success in government relations, community engagement, communications and/or public affairs.
- An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

- Demonstrated ability to work with all levels of staff, including senior administration, senior volunteers, including board members; external stakeholders; government officials; business leaders and community representatives.
- Superior leadership, organizational, communication and management skills.
- High degree of independence, diplomacy, and ability to work with many different types of individuals.
- Advanced skills in Microsoft 365, Microsoft Teams, Microsoft Office, Word, Excel, and related automated management information systems.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

Why the University of Manitoba?

Along with being one of Manitoba’s top employers, we are proud to provide a collaborative and enriching work environment. In addition to a strong compensation package with a competitive salary, the University provides an exceptional workplace that includes:

- Comprehensive group benefits and pension plan.
- Competitive vacation time.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Apply today through the University of Manitoba’s recruitment site, UM Careers:
https://viproduct.ad.umanitoba.ca/DEFAULT.ASPX?REQ_ID= 23298

Closing Date: September 26, 2022

Applications will only be accepted if you apply on UM Careers.

All members of the University of Manitoba community are required to submit proof of COVID-19 vaccination. For more information, please visit the University of Manitoba COVID website:
<https://umanitoba.ca/coronavirus>.

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.
