



We're building change in Brampton.
The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

Exciting things are happening at the City of Brampton. Take a look at what employees are working on related to our [Term of Council Priorities](#) moving us forward towards [The Brampton 2040 Vision](#).

GOVERNMENT RELATIONS SPECIALIST

POSTING NUMBER: 104469

STARTING AT \$81,325.00

AREA OF RESPONSIBILITY:

The Corporate Project, Policy and Liaison Division (CPPL) is designed to align specific functions to allow for continuous improvement on the delivery of identified corporate and Council initiatives. The four primary functions of the Division are: Corporate Projects, Corporate Policy, Equity, and Public Affairs. Although each business unit is responsible for their unique operations and capital projects, the Office of the CAO via the CPPL team provides management support through a centralized lens to ensure successful outcomes on corporate priorities.

Reporting to the Manager, Government Relations and Public Liaison, this role contributes to the development and implementation of government relations initiatives to support the Mayor, Councillors, Chief Administrative Officer and the Corporate Leadership Team. Establishes linkages for the City of Brampton with opportunities arising from all orders of Government (local, regional, provincial, federal) in efforts to identify opportunities and advance priorities. Collaborates with internal and external stakeholders to identify, align projects, and develop initiatives and services that could be eligible for external funding.

Government Relations

- Provide consistent, regular and reliable information and advice to Mayor, Councillors, Corporate Leadership Team on strategies that contribute to positive government relations outcomes.
- Regularly monitor, report and advise on government activities, initiatives and public policy decisions impacting the City.
- Working collaboratively with other departments, take a lead role in the research, development and identification of external funding opportunities for the City to leverage improving its financial stability.
- Maintain a current list of locally elected officials, Members of Cabinet and key senior officials at the provincial and federal levels.
- Provide support and input to federal and provincial government public policy development, including submissions to federal and provincial standing committees, task forces and commissions.
- Proactively conduct research and analysis (including benchmarking and best practices), and prepare documents relating to current public policy issues, trends, recommendations and potential impact(s) to the City.
- Assist in the implementation of key government relations initiatives, including pre-budget submissions, election strategies and communications with legislative committees.

Corporate Contribution

- Conducts research and analysis using internal and external resources to gain insight into current public policy, programs and processes.
- Identifies current trends in influencing provincial and federal decision making.
- Contribute to regular briefings to Mayor, Councillors and Corporate Leadership Team.

Communication and Reporting

- Provide timely updates and regular legislative analysis on emerging public policy issues, including funding opportunities.
- Provide public policy analysis and recommendations to advance City priorities and identify advocacy needs and opportunities.

Customer Service

- Champion excellence in customer service standards and delivery with key external partners and stakeholder groups.
- Maintain an active network with other governments' officials, associations and community agencies.

Teamwork & Cooperation

- Work well within diverse groups to achieve common goals and objectives to improve efficiency
- Participate and support project initiatives as required.
- Demonstrate corporate values at all times.
- Collaborates in support of sponsorship and grant initiatives.
- Participate as a member of cross-functional teams.

SELECTION CRITERIA:

- Post-secondary degree or Diploma in Political Science, Public Administration, Business or suitable equivalent.
- Formal post graduate training in public administration, public policy or other professional designation is an asset.
- 3-5 years government relations preferably in the public sector.
- Proven experience in government relations, public policy development, strategy.
- Well-developed interpersonal skills with ability to foster trust, cooperation and collaboration.
- Time management, organizational, analytical, research and presentation skills.

- Excellent ability to manage significant issues which attract political/media/community attention through sound issues management techniques and ability to manage diverse relationships.
- Knowledge of legislation and awareness of current social, economic and sound political acumen is an asset.
- Ability to collaborate with various levels of staff and political leaders.
- Computer proficiency in Microsoft Office/software.
- Flexibility to work irregular hours, including evenings, weekends and holidays.
- Must have a valid G class licence and access to reliable transportation.

***Various tests and/or exams may be administered as part of the selection criteria.*

Job status: Permanent
Job Type: Management and Administration

Applications must be received by: January 26, 2022

Alternate formats will be provided upon request.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #104469 by January 26, 2022** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

In accordance with the City of Brampton's Vaccination Administrative Directive, new employees are required to disclose their vaccination status and provide proof of full vaccination* before their start date. Employees who are unvaccinated or do not disclose their vaccination status will be required to:

- a) complete the City of Brampton's mandatory learning regarding COVID-19 vaccination; and
- b) take regular COVID-19 tests prior to attending the workplace. Employees must demonstrate a negative COVID-19 test result in order to attend the workplace.

The City of Brampton strongly encourages candidates to be fully vaccinated prior to your start date. New employees who are not fully vaccinated may request accommodation based on medical (disability), religious, or other protected grounds. Employees with an approved accommodation will only be required to adhere to item b) above.

* Fully vaccinated means the two-week anniversary after receiving a vaccination series approved by Health Canada or the World Health Organization. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification.

The City of Brampton continues to follow COVID-19 workplace control measures including physical distancing, masking, hygiene, personal protective equipment (e.g. medical masks, eye protection), and capacity limits to create a healthy and safe environment for both employees and the public.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874-2150 with

your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.

(for iCIMS remember to insert diversity logo image from file library)