

DEPARTMENT:	Mayor's Office	STATUS:	Temporary Full-Time (up to 6 months)
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$115,307 – \$127,105 annually (2024 rates) + comprehensive benefits package

Are you passionate about building and fostering impactful partnerships and driving strategic outcomes? Do you thrive in dynamic environments where your initiatives can shape the future of a community? We are looking for a dynamic professional to fill in for a short-term leave of absence and lead our intergovernmental relations efforts. If you have a knack for innovative strategy and a desire to make a meaningful impact, this role is for you.

Key Responsibilities:

- **Program Oversight and Coordination:** Provide management oversight for two third-party-funded programs, including distributing microgrants and collaborating with the grant administrators on project criteria and selection.
- **Grant Coordination:** Manage provincial and federal grant applications, writing grants on behalf of the City for various projects and sponsorship revenue, and oversight of reporting requirements.
- **Strategic Advising:** Advise Council and senior City staff on local, regional, national, and global issues and policies, identifying opportunities to leverage the City's expertise and achievements.
- **Relationship Building:** Support the Mayor and Council in strengthening relationships with all levels of government, providing timely information and confidential briefings for important meetings and events.
- **Collaborative Objectives:** Work with other government levels to achieve mutual objectives, identify shared issues, exchange information, and advance key funding agreements.
- **Report Preparation:** Prepare intergovernmental-focused reports for Council and the Senior Management Team.
- **Representation & Advocacy:** Participate in committees, working groups, conferences, and forums to represent the City on intergovernmental issues and priorities.
- **Internal Communication:** Foster understanding of intergovernmental issues, processes, and strategic partnerships across the organization.
- **Community Engagement:** Plan, organize, and oversee community relations and outreach programs, events, and initiatives with residents, businesses, associations, and other community groups.
- **Revenue Development:** Identify and pursue revenue opportunities through partnerships, securing sources such as sponsorships and grants for infrastructure projects and special events.
- **Strategic Corporate Initiatives:** Provide strategic advice on corporate initiatives, developing guiding principles, identifying deliverables, and creating business cases and implementation plans.
- **Additional Duties:** Perform other related duties and responsibilities as assigned.

If you have the following qualifications, we would like to hear from you:

- Completion of a post-secondary degree from a recognized post-secondary institution related to public administration, public policy, or related discipline.
- Considerable public sector government experience where programs and initiatives were advanced through exceptional relationships.
- Experience developing and implementing strategic stakeholder and intergovernmental relations plans, fundraising and sponsorship management, community development and project management, and supervising staff.
- An equivalent combination of relevant training, education and experience may be accepted.
- Excellent written and verbal communication skills, as well as strong influencing and negotiating abilities.
- Ability to establish and strengthen business relationships with a variety of internal and external stakeholders groups and partners both in the course of day-to-day business and in exceptional situations that may be controversial, stressful and highly dynamic.
- Excellent interpersonal skills and patience to deal tactfully with staff, elected officials, and the public.
- Ability to manage a complex workload with multiple initiatives and minimal supervision.
- Desire to take initiative and responsibility for individual contribution to team projects.
- Ability to work independently, meet deadlines, and produce quality deliverables.
- Professional and enthusiastic attitude with strong business acumen and political astuteness.
- Strong research, analytical, reporting, and presentation skills.
- General familiarity with the use of social media.
- Ability to exercise sound judgement, confidentiality, and discretion.
- Ability to work well in a team environment under tight deadlines and constant change.

- Sound knowledge of the processes involved with federal and provincial grant applications.
- Experience in contract administration and the development of scope of work for various projects/initiatives.
- Sound knowledge of budget development and management.
- Ability to supervise staff.
- Ability to successfully pass and maintain a satisfactory Police Information Check.
- Experience in the public sector will be an asset.

We offer hybrid remote work options, a compressed day off program, and a fun and rewarding culture. A public transit subsidy is available to reduce the cost of your commute, as well as access to secured bike parking and subsidized recreational facility programs city-wide. At the City Hall building, there is access to an employee fitness centre and full service cafeteria.

Join us and be at the forefront of driving policy and fostering strategic relationships that make a real difference in our community. Apply today to become an integral part of our team!

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by July 17, 2024.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*