

Manager, Government Affairs and Stakeholder Relations

(Full Time – Permanent)

*The GTAA is committed to Employment Equity and maintaining a diverse workforce.
We ensure that our recruitment practices are supportive of this commitment.*

MAKE A DIFFERENCE AND CONNECT THE WORLD – Toronto Pearson is Canada’s leading global hub airport. Help to drive our vision to become the best airport in the world. Together, we will demonstrate that our passengers are our passion, by showing respect, integrity and delivering innovative products and services.

Position Summary:

Under the general direction of the Director, Public Affairs and Stakeholder Relations, this position is responsible for building community trust and vocal champions for Toronto Pearson and its business objectives. This will be achieved through advocacy, government relations, public affairs program and campaign development and execution. The successful incumbent will be required to regularly engage with governments, key aviation industry stakeholders, and other relevant stakeholders on public affairs issues of strategic importance to the GTAA.

Key Accountabilities:

Influence and relationship building

- Develop and maintain strong and effective relationships with government officials (elected and non-elected) and key public affairs influencers (aviation industry groups, like-minded stakeholders, etc.) to enhance awareness, understanding and engagement in Toronto Pearson projects
- Develop strong working relationships with internal peers, particularly, others within Stakeholder Relations and Communications
- Represent company and Toronto Pearson community in government and meetings, industry consultations/initiatives/committees and working groups
- Engage and support Executive Team and members of the Board of Directors in stakeholder engagement activities

Policy analysis, monitoring and research

- Policy analysis to determine relevance to the GTAA
- Monitor government agendas and activities and identify risks, opportunities and issues relevant to the GTAA’s business goals and objectives
- Support reputation research to monitor effectiveness of programs and support annual planning and the development of personal and group goals

Execute Flawlessly: Development and execution of workplans, public affairs strategies and cross-functional campaigns

- Develop and execute coordinated public affairs strategies, issues management plans, and build coalitions of like-minded supporters
- Seek input and support of internal functional groups in the development of these plans, strategies and campaigns to ensure alignment with corporate goals
- Provide support and input for media, communication, noise management and community relations, as well as other departments as required
- Prepare briefing materials and discussion documents for Executive and Board on government and stakeholder issues
- Prepare materials for elected and non-elected officials
- Contribute the development of digital and other online tools to support public affairs activities
- Will be scheduled on the IMS on-call rotation to cover 365/24/7

Lead People

- Some accountability to oversee and direct the Government Relations Coordinator, supporting their professional development and provide coaching and mentoring

Project management, tracking and reporting

- Engage with external government relations firms to advance files; with some accountability to oversee and direct work and within the allocated budget
- Develop, monitor and maintain logs, database, records, chronicling issues, actions taken and results
- Track and report on corporate requirements under the various lobbyist registration regimes
- Establish work plans to meet monthly and quarterly goals, providing regular updating of progress
- Monitor costs and expenses monthly against annual plan

The salary for this management non-unionized position is competitive based on the successful candidate’s qualifications.

Qualifications:

- Post-Secondary degree in public affairs, government relations, communications or a similar field
- Minimum 5 years’ experience in government relations, in a government/political office, or equivalent experience
- Minimum 2 years’ experience in People Management directly or indirectly through cross-functional teams
- Industry experience in aviation, airline and transportation is considered an asset
- Must have a valid Ontario G Driver's License
- Must be able to obtain and retain a Transportation Security Clearance

Manager, Government Affairs and Stakeholder Relations

(Full Time – Permanent)

*The GTAA is committed to Employment Equity and maintaining a diverse workforce.
We ensure that our recruitment practices are supportive of this commitment.*

Knowledge, Skills and Abilities:

- Understand how government policy is developed and how decisions are made
- Demonstrated ability to influence, collaborate and negotiate cross functionally in a unionized environment, as well as with external stakeholders and government to achieve results
- Demonstrated ability in building strategy and to think strategically about complex and multi-faceted issues
- Excellent presentation, writing and project management skills
- Excellent communication skills to effectively reach a broad audience of internal and external customers, guests and other key stakeholders
- Strong and proactive interpersonal skills to develop and maintain relationships and manage conflict
- Ability to work with diplomacy and tact and provide good judgment
- Strong decision-making skills and the ability to influence
- Ability to work in a fast-paced ever-changing environment
- Ability to work additional hours (evenings and weekends)

Working Conditions:

- General office environment, with moderate travel outside the office throughout the GTA Region and some business travel.