

## CITY OF HAMILTON

**CITY MANAGER'S OFFICE**  
**(LOCATION – CITY HALL, 71 MAIN STREET WEST)**

**SENIOR ADVISOR, GOVERNMENT RELATIONS**

**SUMMARY OF DUTIES**

Reporting to the Director, Government Relations and Strategy, the Senior Advisor, Government Relations will be instrumental in fostering strong relationships across all levels of government. This position will help drive meaningful change by providing policy analysis, preparing and coordinating briefing notes and reports, and offering strategic advice. The Senior Advisor will also support the City Manager, liaise with the Mayor's Office, and support Mayor and Council requests on behalf of the City Manager's Office. The position requires the ability to manage high-priority, sensitive and confidential issues while building lasting partnerships with government official and stakeholders, ensuring that decisions align with the City's strategic goals.

**GENERAL DUTIES**

Prepare or coordinate the preparation of briefing notes for the purpose of briefing senior staff, the City Manager and/or the Mayor on significant policy and government relations matters.

Prepare corporate reports, briefing documents and correspondence for City Manager, Director, City Council and Committees ensuring effective briefing, strategic advice, options and recommendations.

Perform public relations activities, presentations and participate in external meetings on behalf of the division as required.

Work in collaboration with the Director, to develop, manage and oversee implementation of the Government Relations Strategy for the City of Hamilton.

Build relationships with key stakeholders in the community and within the other levels of government (municipal, provincial and federal).

Support the development and implementation of policies, strategies and programs assigned to the Government Relations portfolio and where necessary, complete joint applications for funding or other resources.

Coordinate initiatives/projects and manage programs and proposals as delegated and/or directed by the Director or City Manager.

Prepare policy materials including research, engagement, drafting, report writing, and coordinating approvals at the request of the Director or City Manager.

Oversee and/or assist in cross-departmental issues at the direction of the Director or City Manager such as governance, organizational development, and policy-related projects.

Routinely deals with general managers, directors and managers, and other municipal staff. Often interacts with elected officials, other external agencies and members of the public. Expected to use communication and relationship-building skills to obtain business-related information and associated context.

Works independently on general tasks, using divisional, departmental and general corporate policies and standards as references and guidance. Uses excellent communication and relationship-building skills to coordinate projects and requests, including the protection of confidential information and using professional discretion.

## **Job Description #: 7554**

Prepares government relations materials to prepare the organization for key conferences such as the Rural Ontario Municipalities Association, Federation of Canadian Municipalities, and Association of Municipalities of Ontario conferences.

Assists in government relations tasks such as letter writing, planning delegation visits and lobby opportunities, invitations, and announcements, as needed.

Requires the ability to make decisions based on direction from the Director and City Manager as well as standard corporate policy and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

### **QUALIFICATIONS**

1. A university degree in Political Science, Communications, Business or Public Administration a related field, or an equivalent combination of education and relevant work experience.
2. Project management certification (e.g., PMP) is an asset.
3. Demonstrated ability to coordinate initiatives, manage projects and processes and under tight timelines.
4. Experience in managing relationships with senior government officials, stakeholders, and community groups.
5. Proven ability to contribute meaningfully to the strategic and business planning processes of a senior leadership team.
6. Highly developed research, report writing, verbal communications and interpersonal skills including the ability to independently prepare reports and complex correspondence.
7. Must possess excellent interpersonal skills and demonstrated tact and professionalism.
8. Ability to exercise appropriate judgement and discretion while dealing with confidential and/or potentially controversial information.
9. Political acuity and experience with interacting with government partners, community members, and City Council.
10. Proven experience in conflict resolution and negotiation with senior-level stakeholders.
11. In-depth understanding of municipal, provincial, and federal government policy frameworks and decision-making processes.
12. Ability to work independently, taking initiative.
13. Proficient in a computerized Windows based environment with a working knowledge of Microsoft Office 365 Solution Suite.

