

JOB PROFILE

POSITION TITLE: **Manager, Government Relations**
REPORTS TO: **Senior Vice President, Government Relations**
LOCATION: **Ottawa**

We are Food, Health & Consumer Products of Canada (FHCP)

Food, Health & Consumer Products of Canada (FHCP) is the largest voice of the Canadian food, health, and consumer products industry. Our association represents small, independent, and privately-owned companies, as well as large multinationals, who manufacture and distribute in Canada. Our work is grounded in advocacy: making sure that our members have every opportunity to continue in their vital role of ensuring Canadians can access the essential products they need at a price they can afford.

POSITION SUMMARY:

Reporting to the Senior Vice President Government Relations, the Manager of Government Relations is an integral member of the Public Affairs Team with the key responsibility of helping grow FHCP's presence and influence in Ottawa. You have a keen interest in public policy, advocacy and communications. The Manager must excel in written communications, understand how government works, how public policy decisions are made and influenced, and perform tasks in a fast-paced environment to support FHCP's engagement with Parliamentarians, political advisors, senior officials and key industry stakeholders.

Responsibility Highlights

- Assist in the implementation of FHCP's federal and provincial advocacy plans
- Identify key decisionmakers and secure meetings with government and elected officials
- Proactively gather information, monitor, analyze and report on legislative, program and policy initiatives and key parliamentary committee proceedings that may affect the food, health and consumer products industry
- Draft industry positions in a wide range of advocacy materials such as ministerial letters, pre-budget submissions, MP meeting requests, leave behinds, remarks for committee appearances, etc.
- Draft and disseminate FHCP's monthly newsletter to Parliamentarians and bi-weekly Public Affairs Report to members
- Provide political analysis to support FHCP's advocacy plans in Ottawa and key provinces

- Organize Lobby Days including securing meetings, drafting briefing materials, communicating with members, and providing logistical support
- Demonstrate a keen interest in learning about our industry and how key public policy issues impact members
- Provide the team with timely insights on government public policy and emerging developments
- Support the GR Team in preparing for government meetings and the Senior Vice President in preparing for monthly presentations to members and speaking roles at conferences
- Develop collaborative working relationships with various internal FHCP departments
- Build positive external relationships with government and political contacts, and other key stakeholders
- Perform administrative and associated duties to support the GR Team and Ottawa Office as required

Knowledge/Skills/Experience

- Understanding of how government works and how Canadian public policy is made and influenced
- 5 years' progressive experience in politics, public affairs, government relations, public policy in a political office, national industry association or consulting firm
- University degree in political science, journalism, public administration, political management, communications, public relations or a related field – an advanced degree is an asset
- Excellent written and verbal communication skills with attention to detail and the ability to draft, receive input and finalize newsletters
- Extremely organized with solid track record in following up on tasks and advancing files in a fast-paced office
- Project management skills and ability to handle competing priorities and deliver on time
- Personable with critical people skills required to proactively collaborate, engage and build consensus
- Track record of engagement with MPs, Senators and political staff
- Keen interest in growing your skills
- Office, administrative and logistical experience
- Bilingualism is an asset

Critical Competencies

- Knowledge of the government legislative, regulatory and public policy process
- Excellent writing skills with the ability to write newsletters tailored for member companies and Parliamentarians, and manage publication timelines

- Exceptional organizational and project management skills
- Self starter who can work in a fast-paced environment and eager to grow their skills
- Diplomacy, discretion, high emotional intelligence, and relationship-building skills
- Comfort interacting and discussing industry's views in both formal meetings and social settings
- Hybrid work environment based in Ottawa, with ability to travel and attend evening/early morning networking events and meetings
- Ability to lobby in accordance with requirements outlined in the *Lobbying Act* and *Lobbyist Code of Conduct*

What's in it for you

- Competitive salary and benefits
- Generous paid vacation time starting at 3 weeks annually
- Hybrid work model
- Comprehensive group benefits plan, including health/dental, life insurance, LTD, and company-matched RRSP
- Paid Sick/Personal Days
- Professional development opportunities
- Incentive Bonus and lots more

Food, Health & Consumer Products of Canada (FHCP) is committed to creating an equitable and inclusive work environment where all forms of diversity are welcome, valued, and respected. At FHCP, we believe Equity, Diversity, and Inclusion (EDI) is crucial, aligns with our core values of Service, Transparency, Accountability, and Respect, drives high performance and growth, and positively influences all aspects of our operations.

We welcome applications from all qualified candidates. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disability Act (AODA). Should you require accommodation at any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. We thank all interested applicants; however, only those selected for interview will be contacted. Interested applicants are encouraged to send their resumes to careers@fhcp.ca.