



Position:	Manager, Public Affairs		
Location:	Ottawa	Status	Full-time
Reports to:	Executive Vice-President		

Reporting to the Executive Vice President, the Manager, Public Affairs will support the U15 team by monitoring major trends, advising the EVP, CEO and Board, and developing and executing communications and public affairs affecting U15 institutions and the Canadian research ecosystem. This will include being a key driver of the development of U15 policy documents including the annual pre budget submission. The Manager will interact with and support the U15 board and all committees. The ideal candidate will have significant experience with the Canadian research and science policy and programming landscape. They will also be a strong writer and communicator, able to take complex issues and translate them to concepts and positions that are easily understandable to non-specialists.

Key responsibilities and activities:

- Supports the CEO and team in developing U15 engagement and communications strategy and managing its implementation. This includes helping develop the narrative and key messages for the organization.
- Advises the team on communications aspects of advocacy positions.
- Supports the EVP in convening tables of Government Relations Officers and Senior Communications Officers from across U15 institutions.
- Develops and implements a strategy for outreach to key advocacy targets.
- Monitors activities in government including committees, legislative process, etc.
- Advises and works as part of the key team developing U15’s policy and advocacy positions.

Skills and Knowledge

- A strong understanding of communications, including communications principles and trends, advocacy, and digital communications.
- A strong understanding of public affairs, including the federal government.
- Demonstrated excellent oral and written communications skills with attention to detail, clarity and tone in all communications in English is essential and in French is an asset;
- Strong interpersonal skills;
- An understanding of and respect for the culture of research-intensive universities;
- Close familiarity with the Canadian federal research support system for universities is an asset;
- Knowledge and appreciation of the mission and the operation of the U15;
- Demonstrated record of success in project management or coordination with a demonstrated ability to respect priorities, problem solve and respect deadlines;

- Demonstrated experience in research as relevant to producing briefing materials and other background documents;
- Ability to thrive as part of a small office team by working independently and collaboratively;
- Familiarity with commonly used digital tools and other office software (such as for handling text, data, images, Office 365 including SharePoint).

Education

- Advanced education or equivalent with relevant experience in communications, political science, public affairs, or related fields.

Physical Demands

- Full-time position, with face-and-face and virtual presence in the Directorate Headquarters, which is located in Ottawa.
- Travel within Canada is sometimes required to attend U15 meetings and related events.
- Extended periods of time at the computer or on the telephone, requiring sitting for long periods.

Salary

- Salary will be commensurate with qualifications and experience. We offer a competitive benefits package and pension plan.

How to apply:

Applicants should submit a resume and cover letter, indicating Policy Advisor/Senior Policy Advisor in the subject line to: director@u15.ca.

We thank all applicants for their interest, however only those selected for an interview will be contacted.