



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Senior Regulatory Affairs and Communications Specialist
Status:	Regular Full-Time
Work Area:	Major Projects - Industrial
Posting Date:	June 27, 2024
Closing Date:	July 12, 2024

GENERAL SUMMARY

Under the general direction of the Director, Major Projects, Industrial (MPI), and with technical support from the Director of Communications (or designate), the Senior Regulatory Affairs and Communications Specialist develops, coordinates, and implements regulatory affairs and communication efforts on behalf of the MPI team. This role is integral to the District's relationship building with other levels of government, and First Nations, with a primary focus on the regulatory landscape of major industrial projects under the Major Projects – Industrial team's portfolio.

Key Duties and Responsibilities:

- Contributes to the success of our team and creation of our thriving community by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Formulates, represents, and advances the MPI regulatory strategy, acting as a subject matter expert at regulatory proceedings and industry stakeholder engagements to achieve organizational goals.
- Proactively conducts and consolidates detailed jurisdictional research and stakeholder engagement on emerging policy issues and regulatory framework requirements to maintain regulatory compliance and identify opportunities, mitigate risks for advancement.
- Builds and fosters external stakeholder relationships to influence positive policy and regulatory outcomes.
- Coordinates District issues management work in relation to MPI.
- Provides intergovernmental relations advice to senior management relating to strategic objectives.
- Deploys industry best practices to lead MPI media relations efforts, in consultation with the District's media relations team.
- Utilizing communication principles, works closely with the Director, Major Projects, Industrial (MPI) to develop and execute strategic communications plans to meet stated goals and objectives for a variety of projects and initiatives.
- Ensures alignment of information and messaging for the public, media, and other levels of government, and its related agencies.
- Supports the Director of Major Projects, Industrial and Director of Communications in advising senior leaders and Council on issues management and media interview preparation.
- Prepares communications materials for meetings with senior government officials, including briefing notes, speaking notes, and presentations for the Mayor's Office and staff spokespeople.
- Creates various communications materials including web, digital, print, and social media content.
- Monitors social media for community conversations and guides District messaging.
- Evaluates effectiveness of communication campaigns and provides updates to senior management.

Knowledge, Skills and Abilities:

- Expert knowledge of intergovernmental relations, including campaign development, best practices related to regulatory issues implementation, and monitoring, particularly with government agencies.
- Expertise in identifying and implementing best practices for engaging with government agencies at all levels to influence regulatory decision-making processes.
- In-depth knowledge and understanding of the Squamish community is an asset.



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- Excellent research and writing abilities to analyze policies and plans from federal, provincial, and other regulatory bodies affecting the District of Squamish.
- Excellent communication and interpersonal skills to build relationships with representatives from various levels of governments.
- Excellent organizational skills, the ability to perform multiple duties simultaneously with deadlines and the ability to exercise judgment and work independently.
- Possesses strong skills in working with graphics, photos and Microsoft suite of products to create content; working knowledge of Content Management Systems and Adobe InDesign is considered an asset.
- Proven strategic social media skills and experience in managing online conversations.
- Proven demonstration of critical thinking when faced with a communications issue or opportunity.
- Meticulous attention to detail especially when proofreading.
- Proven ability to write creatively for media and community, and to convey technical concepts in a digestible, easy-to-comprehend format.
- Flexibility for 'emergency on call' outside of office hours if required.

Required Training, Education and Experience:

- 5+ years of experience in regulatory affairs, communications or related field.
- Completion of a post-secondary degree in Public Policy/Administration, Business Administration or Communications. Graduate degree in a related field
- 2+ years of experience in executing traditional and digital strategic communications campaigns
- 2+ years of experience developing or executing government relations strategies or equivalent
- The following experience is considered an asset:
 - Experience working within a municipal government
 - Experience in issues management

OR

- An equivalent combination of education, training, and experience

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00 a.m. to 5:00 p.m, fortnight schedule.

Salary: \$47.63 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

Please note: While this position is Regular Full-Time, it is currently funded for a duration of approximately two years.

Direct Your Application (Quoting Competition #) To: #24-88

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.