

JOB PROFILE

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**POSITION TITLE:**     **Manager, Policy and Government Relations**

**REPORTS TO:**         **Director of Policy and Government Relations**

**SUPERVISES:**        **N/A**

**LOCATION:**            **Toronto, ON**

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**POSITION SUMMARY:**

The Manager of Policy and Government Relations will be responsible for supporting the Director of Policy and Government Relations in leading the development and execution of strategies to influence federal and provincial public policy and government decisions that align with the mission of the Canadian Centre for Caregiving Excellence (CCCE). Reporting to the Director of Policy and Government Relations, this role requires a blend of strategic thinking, political acumen, and relationship-building skills.

**RESPONSIBILITIES:**Policy Analysis and Advocacy:

- Support the Director in monitoring legislative and regulatory developments relevant to the caregiving field, with emphasis on the federal and provincial governments, particularly Ontario, and Alberta.
- Contribute to the development and communication of policy positions, recommendations, and advocacy strategies to internal and external stakeholders, based on rigorous analysis and sector best practices.
- Assist in representing CCCE in relevant sector associations, coalitions, and fora to advance shared policy objectives.
- Draft briefing and advocacy materials, including budget submissions, briefing notes and other relevant materials.

Government Relations:

- Support the Director in cultivating and maintaining positive relationships with elected representatives, candidates, key government officials, policymakers, regulatory agencies, and relevant stakeholders, with particular emphasis on Ontario and Alberta.
- Assist in serving as a point of contact for government inquiries, requests for information, and engagement opportunities.
- Coordinate meetings, briefings, and other interactions between the Centre and government officials to discuss policy priorities, address concerns, and build mutual understanding.
- Support the strategic leveraging of relationships with elected officials, government staff, and others as opportunities allow to support the CCCE's policy agenda and objectives.

Stakeholder Engagement and Communication:

- Collaborate with internal teams to align policy and government relations activities with broader

**CCCE objectives.**

- Assist in responding to inquiries from external stakeholders, including government agencies, sector partners, advocacy groups, and the public, regarding the CCCE's positions on policy matters.
- Identify opportunities to engage with and support community organizations, advocacy groups, and other stakeholders to build strategic alliances and enhance the CCCE's reputation and influence.

**Qualifications:**

- Bachelor's degree in political science, public policy, or a related field.
- Minimum 5 years of experience in policy space, government relations, public affairs, lobbying, or related fields, preferably in caregiving, disability, aging, and health sectors.
- Deep understanding of federal and provincial legislative and regulatory processes, political landscape, and key stakeholders relevant to the Centre for Caregiving Excellence's operations and objectives.
- Proven ability to develop and execute successful advocacy strategies to achieve policy objectives and influence decision-makers at all levels of government.
- Ability to engage collaboratively with Government, Opposition, and other political parties as needed
- Excellent written and oral communications abilities.
- Negotiation and interpersonal skills, with the ability to build consensus, navigate complex relationships, and effectively represent CCCE's interests to diverse audiences.
- Strong analytical skills and attention to detail, with the ability to synthesize complex information, identify trends and implications, and formulate actionable recommendations.
- Ability to work independently, manage multiple priorities, and thrive in a mission-driven environment.
- Commitment to integrity, professionalism, and ethical conduct in all aspects of government relations and policy advocacy.
- The ability to communicate in French and/or ASL/LSQ is considered an asset.
- Ability to travel as required.

**About the Canadian Centre for Caregiving Excellence**

The Canadian Centre for Caregiving Excellence (CCCE) is an initiative of the Azrieli Foundation to support and empower family caregivers and care providers across Canada. We bring together stakeholders from across the country, translate knowledge to practice, scale what works and fill gaps through innovation. We are guided by four focus areas: support networks and knowledge sharing; education and leadership development; advocacy and policy development; and inclusion and underserved communities. Our expertise and insight, drawn from lived experiences, help us campaign for better systems and lasting change. We work closely with our partners and grantees towards shared goals and better experiences for all those who provide care.

### **How to Apply:**

We invite all interested applicants to send a cover letter and resume to [info@canadiancaregiving.org](mailto:info@canadiancaregiving.org) by March 15, 2024.

### **Commitment to Inclusive Workplaces & Recruitment:**

The Canadian Centre for Caregiving Excellence is committed to diversity in our workplace and in our recruitment processes. We encourage applications from members of all racialized groups, gender identities and sexual orientations, Indigenous persons, persons with disabilities, and family status.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

### **Not sure you meet the job posting requirements or want to learn more?**

Research shows that women and racialized candidates often only apply to positions when they feel 100% qualified. If you're interested in this role but don't see yourself fully reflected in the requirements of this job posting, **we still encourage you to apply** or reach out to learn more!

### **Vaccination Requirement:**

Vaccination remains the most effective tool to reduce the risk of COVID-19. CCCE is committed to ensuring the health and safety of our employees in the workplace, and therefore we require proof of vaccination for all our employees unless a valid accommodation under legislation exists.