



Railway Association
of Canada

Association des chemins
de fer du Canada

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The Railway Association of Canada (RAC) is the national industry association representing more than 50 freight and passenger railway companies and approximately 60 associate member suppliers and partners. RAC's mission is to advocate on behalf of its members to ensure that the rail sector remains globally competitive, sustainable, and most importantly, safe.

The Railway Association of Canada (RAC) is looking to fill the position of **Manager Government Relations**

Location:	Headquarters - Ottawa
Start date:	Immediate
Compensation:	Commensurate with knowledge and experience; plus benefits package
Reporting to:	Senior Director, Policy and Public Affairs

Interested and qualified candidates are invited to submit their resume in confidence by July 24, 2019 to skazaka@railcan.ca with a covering letter describing their interest and suitability for the position.

The Railway Association of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank applicants for their interest, however, only those advancing in the process will be contacted.

THE RAILWAY ASSOCIATION OF CANADA
POSITION GUIDE

MANAGER, GOVERNMENT RELATIONS

PURPOSE/OBJECTIVE

The incumbent will manage the government relations activities for the RAC, including developing a campaign approach to political relations, working with the Director, Communications on the development of key messages, speaking notes and other written products and working with the Director, Outreach and Education on various advocacy events.

The incumbent will liaise with a network of contacts (internal and external) to proactively develop, coordinate and carry out advocacy plans that protect and advance the interests of the railway industry as well as achieve increased knowledge and communication between the RAC, government officials (elected and appointed) and other external stakeholders.

KEY ACCOUNTABILITIES

1. Monitor and analyze parliamentary, government and political party developments and identify issues of concern to RAC's members and facilitate member dialogue and input.
2. Assist efforts of members to influence federal government policies, programs, legislation and regulations that are of concern to the railway industry.
3. Develop and execute campaigns to educate and influence key stakeholders.
4. Maintain an on-going contact with an extensive network of federal government stakeholders (including Members of Parliament, ministers, and political staff), provincial officials, national business and shipper contacts and others to enhance their knowledge of the rail industry, to coordinate lobby efforts and identify relevant or common public policy issues. Maintain a comprehensive list of MPs, positions and contacts and be responsible for the RAC's lobby registration activities.
5. Organize meetings with Members of Parliament, ministers, key political staff and officials.
6. With the Director, Outreach and Education, plan and assist in the execution of rail lobby days (e.g. Rail Day on the Hill) in Ottawa and other major capitals as they are conducted from time to time; and the annual Rail-Government Interface (RGI) conference, as well as other meetings and events and workshops to advance our advocacy.
7. Assist in organizing and preparing for representations on behalf of RAC to the federal Rail Caucus, parliamentary committees, selected government officials and other stakeholders on specific issues to seek amendments to proposed or existing policies, legislation and regulations.
8. Establish and maintain a system to track stakeholder engagement.

STATUS AND SCOPE/AUTHORITY

This position reports directly to the Senior Director, Policy and Public Affairs of the RAC.

The incumbent will maintain broad contact at various levels within railway member companies and with other stakeholders (especially federal and provincial governments)

POSITION REQUIREMENTS

- University degree, preferably at master's level, with emphasis in political science, business or public policy administration, or economics;
- 3-5 years' experience as a political staff member, and/or in government relations or corporate communications;
- Strong research, analysis, monitoring and writing skills;
- Strong knowledge of government at the federal and provincial levels, including an in-depth understanding of parliamentary processes;
- An established network of contacts within Ottawa. A network of contacts provincially would be an asset;
- Ability to learn quickly and communicate the salient points of an argument in a consistent and convincing manner;
- Good knowledge of railway industry practices would be an asset;
- Experience within an industry association would be an asset;
- Fluency in English and French (written, verbal) is preferred.

WORKING CONDITIONS

- Headquarters: Ottawa
- Office environment
- Moderate travel required
- Manage multiple activities against timelines