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| Job Title: | Manager, Government Relations | Job Level: | Manager |
| Division/Department: | Business Development, Government Relations | Job Band: | Exempt 5 |
| Supervisor Title: | Director, Government Relations | Supervisor Job #: | 1044 |

ORGANIZATIONAL DESCRIPTION

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

JOB OVERVIEW

BC Transit's Operations Division is responsible for the delivery of transit service throughout the Province outside of Metro Vancouver. The Regional Transit Systems department serves as the central liaison to our local government funding partners and manages the transit services delivered by contracted service providers.

The Manager of Government Relations serves as the central point of contact to external stakeholders and is responsible for the overall perception, influence and understanding of BC Transit's shared service performance for their assigned region of the province. A pivotal liaison role, the Government Relations Manager leverages their effective working relationships with internal departments, local and provincial government, transit operating companies, local business and community associations to monitor, understand, influence and disseminate partner satisfaction levels.

ACCOUNTABILITIES

- Leads the development and implementation of strategic stakeholder engagement including establishing positive and productive relationships with senior levels of municipal, regional, and provincial government as well as other key stakeholders including transit operating company management and local committee organizations.
- Acts as a representative of BC Transit, presenting information and viewpoints on high risk, highly political and sensitive issues to key stakeholders as appropriate, including senior government officials, elected officials, the public and business community.
- Supports the successful completion of BC Transit's shared services project deliverables through the effective coordination of cross-departmental efforts to align, where possible, with the expectations of external partners and stakeholders.
- Oversees stakeholder feedback to ensure the positive perception of BC Transit systems throughout the province and, where necessary, identifies and mitigates potential issues from escalation.
- Collaborates effectively with local government partners, elected officials and BC Transit staff to ensure the timely dissemination of accurate supporting information and documentation (such as local service and

capital plans, fares and operating agreements, budgets and formal reports) with regards to decision-making by council; communicates corporate policies to local partners.

- Monitors and communicates the overall performance of transit systems in their region(s), identifying local transit needs and business opportunities, aligning strategies with local government partners and securing the appropriate resources to be engaged to achieve established goals.
- Creates and develops comprehensive briefing materials on high risk, sensitive issues, providing relevant information for decision making to the CEO, Senior Management and key stakeholders.
- Plays a key role in a variety of committees, working groups and other related forums to address stakeholder relations priorities and issues including acting as a senior advisor or chairing committees, managing issues in public forums, sharing information with the public and assessing trends.
- Contributes as a member of the department management team in monitoring and anticipating/identifying program and reputational risks to BC Transit, its leadership, and local government partners; Provides expert advice including preparing reports and recommendations to facilitate positive outcomes.
- Stays current on local and regional political, economic, environmental, social, and cultural issues, opportunities and barriers that may effect public transit in the region, BC Transit strategic direction and/or operations.
- Other duties as required.

QUALIFICATIONS**EDUCATION**

- Post secondary diploma or degree in Political Science, Communications, Business or a related discipline

EXPERIENCE

- A minimum five (5) years progressive managerial experience in stakeholder and intergovernmental relations. An equivalent combination of education, training and experience may be considered.
- Proven experience in a multi stakeholder environment advancing programs and initiatives through superior relationship building and client management skills.
- Sound project management skills, business acumen an asset.
- A demonstrated knowledge of public transit operations, particularly key cost drivers, is preferable.

WILLINGESS STATEMENTS (if necessary)

- Must be willing to travel
- Must have driver's license in good standing