

TECHNATION^{CA}

Connecting Technology, Government and Community for Canada's Future. A clear reflection of our role and mandate to our members and our nation.

JOB DESCRIPTION

Vice President / Senior Vice President of Government Relations and Policy

- Is the voice of Canada's information communications technology (ICT) industry, encompassing both traditional and emerging sectors, as well as key high-intensity ICT-user communities.
- Works to promote and enhance the significant contribution that innovation can make to Canada's economic prosperity.
- Critical priorities are advocacy-related to organizations of all types within the ICT sector and providing affiliation and networking opportunities for members and the community at large.
- Critical core values include member-driven focus, collaboration and teamwork, demonstrated by all employees.

Role Purpose:

- Lead Government Relations, Policy Development and Advocacy, and ICT Procurement Modernization efforts with Canada's Public Sector, with a focus on the Federal Government.

KEY DELIVERABLES & RESPONSIBILITIES:

Help members to do business with the federal Government:

- Play a leadership role with Federal Public Sector Business Committee (PSBC) – develop agenda / speakers / content for engaging public-private sector meetings meeting 10x annually, along with the PSBC Executive (quarterly);
- Oversee and provide guidance to the PSBC Working Groups, focused on member-driven priorities.
- Lead consultation meetings, committees and sub-committees with Shared Services Canada, Public Services and Procurement Canada and the Treasury Board Secretariat. Co-ordinate member participation thought leadership and supporting documentation, and white papers.
- Champion member procurement issues through effective strategy and written and verbal communications with Government.
- Maintain members only web site, and communications with members on procurement news, advice, and posting of Government and TECHNATION documentation.

Government Relations and Policy:

- Represent the Technology industry's interest on key federal and provincial policies, including data, privacy, cybersecurity, connected and automated vehicles, network and procurement policy.
- Appear in front of Parliamentary Committees and prepare written submissions to Governments on key policy impacting the technology industry.
- Develop strategy and tactics, in coordination with TECHNATION policy leaders and other Associations and think tanks, to influence federal Government on TECHNATION's priorities, which include the following:
 - Obtain meetings with key MPs, Ministers, officials and prepare briefing notes and any written "leave-behind" material.
 - Build relationships and TECHNATION profile with officials and MPs through ongoing communications (email, letters, meetings), as well as participation in Government Relations and Parliamentary events.

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- Obtain and prepare talking points/presentations for Parliamentary or consultation committees.
- Use social media and coordinate with TECHNATION's Communications Director on strategic public communications in relation to TECHNATION Government issues.
- Prepare materials for TECHNATION's Board on Government Relations activities, and participate in Board meetings, as needed.
- Develop and implement a cohesive governance process to ensure effective management of committee membership, policy recommendations and deliverables that reflects a collective TECHNATION voice.
- Maintain TECHNATION registration and reporting under the *Lobbyist Registration Act*.

Event Management:

- Plan, manage and coordinate with TECHNATION event staff, including quarterly Executive Briefings of interest to the public sector business community.
- Plan, manage, coordinate with TECHNATION event staff and CIO of the Government of Canada federal IT related events; and
- Plan and manage TECHNATION Parliament Hill Day(s).

Account Management and Other:

- Meet quarterly with primary contact of assigned member accounts to ensure member satisfaction and to help them maximize membership benefits.
- Provide regular, and end of year communications to members, obtain membership renewals and bill payment.
- Identify and close TECHNATION membership prospects.
- Participate in TECHNATION senior staff meetings, all staff meetings, accounts receivable meetings and bi-annual team planning sessions.
- Participate in and promote attendance at TECHNATION events by members and Government representatives, such as Board of Governors dinners, Ingenious Awards, etc.

Role Scope:

- Manage events and travel budget for Government Relations and Policy TECHNATION team.
- Decision making authority for all Business/ Government & Policy/ Advocacy decisions; but advises the President and CEO on major issues/ initiatives for go forward confirmation.
- Responsible for People and Performance Management of two direct reports.

KEY RELATIONSHIPS

Internal:

- Senior Leadership team, Membership Executive Directors, Member Account Primes

External:

- Member Companies
- Government
- Vendors and Suppliers

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QUALIFICATIONS:

- Bachelor or Masters degree as well as 15+ years of experience working in Government Relations or Sales, Policy and Advocacy with the Government of Canada or Provincial Governments.

KNOWLEDGE SKILLS & EXPERIENCE

- Sound knowledge of the federal landscape, proven experience helping the ICT sector navigate the Government of Canada and strategic relationships inside the Government of Canada that directly support the “business navigation” and “public policy advocacy” requirements of the role.
- **This position is located in Ottawa, Ontario.**
- **To apply, contact Jan Hall, Director, Human Resources, TECHNATION: jhall@technationcanada.ca by March 20, 2020**

