



Canadian Bureau for  
International Education  
Bureau canadien de  
l'éducation internationale

## JOB POSTING

**POSITION TITLE:** Senior Advisor, Government Relations and Public Policy

**SUPERVISOR:** President and CEO

**LOCATION:** Ottawa (Hybrid)

### Major Purpose of the Role

Reporting to the President and CEO, the Senior Advisor, Government Relations and Public Policy will lead the efforts of the organization in the area of government relations and public policy to represent and advance the interests of the organization and its member institutions to federal and provincial/territorial governments and other key sector stakeholders.

### Key Responsibilities

- Developing and executing CBIE's overall government relations plan and advocacy strategy.
- Continually monitoring and assessing the federal and provincial/territorial political and policy environments related to CBIE's strategic priorities to ensure the organization's policy agenda has maximum impact.
- Building and maintaining a network of strategic relationships with the federal government, including Cabinet Ministers and their staff, Members of Parliament, key departmental staff, key provincial government contacts, and other relevant external stakeholders.
- Providing timely and thoughtful advice and recommendations to the President and CEO and CBIE Board of Directors on emerging political issues as well as identifying unique advocacy opportunities for CBIE and member institutions.
- Providing leadership on CBIE's efforts related to national and provincial advocacy campaigns, media opportunities, the annual Federal Budget process, key governmental consultative processes.
- Shaping targeted advocacy events, including leveraging CBIE's Annual Conference and regional meetings to advance strategic objectives.
- In close collaboration with the Senior Advisor to the President and CEO, supporting the drafting and dissemination of briefs and other policy-related assets to support CBIE's advocacy efforts, as well as contributing political guidance for deliverables such as memos, strategic updates, briefings, key messages on specific files, and other communications products.
- Building relationships with journalists who cover policy areas relevant to the international education sector.
- Supporting other key projects as identified by the President and CEO.

## **Knowledge, Experience and Skills**

- A combination of professional and lived experience and/or post-secondary education in politics, public administration, economics, political science, communications or a related discipline; equivalent advanced education or training may also be considered.
- Requires 7-10 years' experience designing and leading extensive advocacy and/or public relations activities on a national scale, and/or professional work experience in a political environment.
- Proven understanding of federal politics, the functions of government, interest groups and public decision-making in Canada, as well as an understanding of the interests of education institutions and interjurisdictional dimensions of policy in the education, immigration and labour market spaces.
- Requires a well-developed network of contacts in government, lobbying, and interest groups.
- Excellent writing, oral presentation, and organizational ability.
- Excellent interpersonal skills and judgment, with a high degree of initiative and versatility.
- Ability to exercise tact, discretion and judgment at all times.
- Strong ability to think critically and strategize within a political environment.
- Capacity to work in a self-directed manner and demonstrated ability to work well within a team setting.
- Proven project management skills, including the ability to effectively organize, process, and communicate information in a fast-moving work environment.
- Knowledge of the international education sector and the policy landscape surrounding Canadian education institutions is considered an asset.
- Demonstrated intercultural competence in working with a diversity of range of stakeholders.
- Able to manage multiple priorities and adapt in a quickly changing, fast paced environment.

## **Language Requirements**

- Bilingualism (English and French) is preferred.

CBIE offers a comprehensive benefits package which includes an attractive pension plan and group insurance program as well as remote/hybrid work arrangements. For general information on CBIE, visit our website at [cbie.ca](http://cbie.ca).

Please send your cv and letter of interest as soon as possible, quoting Competition 25-08 to [jobs@cbie.ca](mailto:jobs@cbie.ca) in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. We thank all candidates for their interest, but only short-listed candidates will be contacted.

*We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender diverse communities and/or people with intersectional identities.*

*We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.*