



## **Appointment Opportunity**

**Position Title:                    Advocacy & Public Affairs Advisor**

### **General description:**

The Canadian Association of Professional Employees (CAPE) is seeking a seasoned professional to fill the role of Advocacy & Public Affairs Advisor to be part of CAPE's Communications Unit.

The Advisor will lead CAPE's advocacy and government relations portfolio, developing strategy, identifying policy objectives as well as key advocacy and lobbying opportunities. The Advisor will also keep CAPE members abreast of relevant and useful developments in the labour policy landscape.

This is an exciting opportunity to be part of a team that promotes a healthy and safe workplace for federal public servants in the professional category, and to support CAPE's efforts to negotiate and secure collective agreements that offer better conditions and benefits for its members.

CAPE is the third largest labour union in the federal public service, representing over 17,000 economists, policy analysts, researchers, statisticians, translators, interpreters and terminologists, and others.

**Fluency in English and French, spoken and written is essential. Non-bilingual candidates will be automatically disqualified.**

### **Main responsibilities:**

Under the general direction of the Director of Communications, the Advocacy & Public Affairs Advisor will generally be responsible for (but not exclusively):

- Providing support developing and promoting CAPE's official positions in various areas and help develop CAPE's capacity to engage with and influence the Canadian federal government departments employing CAPE's members as well as Treasury Board and other governmental, political and labour stakeholders;
- Providing support to develop and deliver public policy advocacy and related government relations initiatives in collaboration with all CAPE stakeholders;
- Maintaining and nurturing effective contacts and coordinate policy advocacy efforts and initiatives with other unions;

- Coordinating the development and delivery of public opinion research and environmental scanning to inform the development of policy advocacy, government relations and communications options, strategies, plans and campaigns and their results measurement frameworks;
- Briefing, communicating and explaining to CAPE members, labour and workplace related developments, news and policies likely to impact them, working closely with the communications team;
- Researching, writing and reviewing draft documents in English and/or in French, provided by staff and elected officials before they are finalized and communicated to member.

## **Main Requirements**

### **Education:**

- University undergraduate degree in communications, public affairs, government relations, political or social sciences or any labour union related discipline.
- A graduate degree is preferred.
- Any equivalent combination of education and experience acceptable to management will be considered.

### **Experience:**

- Preferred, ten years' experience of relevant and similar work with NGOs, interest groups, government agencies or unions;
- Experience providing advice to senior management, leading in research, strategy, planning, opportunities development and campaign development and implementation;
- Experience conducting stakeholder landscape analyses, devising stakeholder engagement plans, and managing policy advocacy and government relations communications activities and products;
- Experience conducting impact assessments and reporting results;
- Experience campaigning the Canadian government and political parties to advance social and/or labour issues;
- Track record of success advancing an organization's policy positions;
- Track record of success designing and managing campaigns.

### **Abilities & knowledge:**

- Demonstrated knowledge of the theories, principles, practices and methodologies of strategic policy advocacy, government relations, public affairs, and strategic communications.
- Solid grasp of government relations in the Canadian context, campaign design and planning, public opinion research and environmental scanning;
- Solid grasp of Canada's political landscape;
- Understanding of issues management in the context of labour relations, labour management, organizational human resources management and

- government relations;
- Ability to develop content for and manage the production – from start to finish, of news articles and summaries, hard copy and internet/electronic publications, policy and issue briefs or reports, Op-eds, official letters and questionnaires;
  - Ability to make strategic use of social media and digital communications for campaigns;
  - Ability to coach and prepare CAPE spokespersons and representatives ahead of meetings with government and political stakeholders to advance policy.
  - Knowledge of the policy advocacy and communications community of the unions representing employees in the federal government and in the broader union network across Canada;
  - Knowledge of the policy advocacy communications community promoting change to the policies of the Federal Government affecting the working conditions, pay, and benefits of union members;
  - Knowledge of union principles and values;
  - Knowledge of the mandates of different organizations of the federal public service, including the specific responsibilities of the Treasury Board Secretariat, the Public Service Commission, Public Services and Procurement Canada, the Federal Public Sector Labour Relations and Employment Board, the National Joint Council, bargaining agents, and the departments and agencies employing CAPE members, as well as knowledge of union protocol.

**Key competencies:**

- Excellent communicator with strong presentation skills.
- Ability to think strategically, as well as supervise or carry out research, analyze political context and events, and advance effective advocacy strategies.
- Ability to write for different audiences and different products.
- Strong organizational, project management, and critical thinking skills;
- Work experience in the human rights and/or labour space an asset;
- Strong interpersonal skills, ease to work as part of a team and ability to manage lateral and horizontal relationships with respect, tact and diplomacy;
- Proactive, entrepreneurial and creative;
- Agile and adaptable, able to work in a fast-paced environment, to pivot at the last minute and to deliver results under tight deadlines;

**Operational requirements:**

The operations of CAPE require the candidate to be willing and able to provide their services outside of the normal working day (during evenings and weekends) as required to meet deadlines or to represent CAPE.

**Conditions of employment**

Conditions of employment for this position are defined by the employees' collective agreement. The salary ranges from \$93,744 to \$115,698 and comes with a bilingual bonus of \$1,000 per year, as well as various employee benefits.

**To apply:**

In their application package, candidates should make sure to show how their knowledge, abilities and experience would enable them to excel in this position. The package must include a cover letter and a resume, as well as salary expectations.

The application package must be sent to [ktheriault @ acep-cape.ca](mailto:ktheriault@acep-cape.ca) by no later than Friday May 31, at noon Eastern time. Please indicate "**Advocacy & Public Affairs Advisor Position**" in the subject line.

Only short-listed candidates will be contacted.