

Director, Stakeholder Relations Office of the Premier

Role

Reporting to the Executive Director, External Relations, the Director of Stakeholder Relations is responsible for leading the Premier's Office stakeholder management strategy. The position requires the ability to strategically analyze the stakeholder landscape and effectively engage and execute within it. This position will work with, and coordinate across, the Premier's Office and Minister's Offices.

Key Responsibilities

Listed below are the core responsibilities for the role at this time. Changes within the Premier's Office or across government may alter the specific responsibilities listed in this description.

- Anticipate, identify and proactively manage relationships with Premier's Office key stakeholders
- Maintain and grow relationships, recognizing and capitalizing on emerging opportunities
- Work closely with the Premier's Office policy team to ensure a cross government approach to policies and issues effecting identified stakeholders
- Meet regularly with external stakeholders and attend events as required
- Regularly liaise Minister's Offices to manage issues related to their stakeholders
- Ensure that responses to stakeholders are consistent and coordinated across Minister's offices
- Responsible for the tracking, logging and curating of interactions with stakeholders in internal Customer Relationship Management (CRM) software
- Coordinate within the Premier's Office to ensure accurate data capture and maintenance and maintenance of the CRM
- Support the Premier at events and meetings as required
- Liaise with Premier's Office Communications, Issues Management and Operations staff
- Establish processes that ensure timely, coordinated responses to stakeholders

Skills and Qualifications

- Experience managing data through a CRM or a comparable system and asset
- Experience with the policy planning operations of government, including the legislative, Cabinet and government decision-making process
- Strong relationship management and interpersonal skills
- Tested negotiating and problem solving skills
- Ability to strategically manage and analyze issues in a rapidly changing environment
- Ability to anticipate and quickly absorb complex large scale issues and strategically manage them in an atmosphere of shifting relationships
- Ability to work effectively under intense time pressure
- Sound political acuity, judgement and discretion
- Excellent organizational skills and attention to detail

Application Process

You must apply by submitting your application as an attachment by email to po.jobs@ontario.ca.

To ensure accurate processing of your application, **the subject line of your email must be JOB ID PO-16-003.**

Please customize your application to the qualifications listed on this job description. Using concrete examples, you must show how you have demonstrated the requirements for the job. We rely on the information you provide us.

The deadline to apply for this position is **Monday, April 18, 2016.**

We thank you for your interest. Only those applicants selected for an interview will be contacted.