

JOB DESCRIPTION

GR Consultant (Toronto)

Based in Toronto, Counsel's new Consultant will be a critical member of our Ontario team within the broader national firm.

At Counsel, we offer each client a tailored approach to their unique government relations and communications needs. Our new GR Consultant will be expected to work closely with our leadership team to solve problems and deliver results for our clients in Ontario, at both the provincial and municipal levels.

Our new Consultant is a strategic thinker and relationship builder with a passion for public affairs. Applicants must be skilled in government relations, policy, and strategic communications. Past experience could include working in government, politics, agency, corporate or non-for-profit settings.

At a minimum, we require a bachelor's degree in political science or a related program. A master's in public policy, political management or equivalent is preferred.

As a member of the Counsel team, your work will range from client engagement, to strategic plan development, to research and monitoring, to direct government advocacy and planning client advocacy days.

Knowledge of the provincial legislative, policy and budgetary processes is essential. Familiarity with current provincial issues in a wide range of policy areas is a definite asset.

Excellent communications skills are a must, and candidates must have a proven ability to work independently, work well within a team, report regularly and meet key deliverables.

Our new Consultant will be encouraged to pursue business development and to influence the policy environment more broadly through thought leadership, expert analysis and insight.

Support for client work in other jurisdictions may be necessary from time-to-time.

Compensation will be commensurate with experience.

Duties Include:

- Research, policy, government relations strategy development and execution;
- Monitoring the Ontario political and policy environment and reporting updates to clients and leadership team on key developments, (e.g. government announcements, regulatory postings, legislation and legislative committees, speeches, staff changes, budgets, cabinet shuffles etc.);

- Research and preparation of proposals, pitches, briefs, letters and PowerPoint presentations for client files and business development;
- Setting, preparing for, and attending client meetings/conference calls;
- Project management with the ability to meet deadlines while juggling competing priorities;
- Stakeholder outreach and management;
- Working closely with Counsel's integrated public relations practice on campaigns geared towards achieving government relations objectives;
- Basic administration including setting of meetings, minute taking, tracking of hours and expenses, as well as ensuring regulatory compliance;
- On-time delivery of assignments and projects despite client delay, changes in direction, and revised budgets; and
- Other duties as assigned.

Qualifications include:

- Strong writer and editor with the ability to synthesize highly technical and sector specific information;
- Strong research and presentation skills with a strict attention to detail;
- A minimum of one university or college degree related to politics, policy and/or communications;
- Minimum of two years of relevant work experience in agency, government or politics;
- Genuine passion for politics, policy and the latest events that effect our clients;
- Understanding of the Ontario political landscape;
- Ability to quickly learn and understand key client information including business strategy, industry issues, political environment, products and services, key customers and competitors; and
- Creative, self-motivated and enjoys the opportunities and challenges of an entrepreneurial work environment.

Counsel Public Affairs welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

About Counsel Public Affairs

Counsel is a leading Canadian firm specializing in providing integrated government relations, public relations, communications and strategy services. With consultants in Ottawa, Toronto, Regina, Calgary, Vancouver and Victoria, the firm includes senior and highly sought-after consultants with decades of experience as former cabinet ministers, executives in business and the non-profit sectors, political advisors at the highest levels, master communicators and lawyers

– all of whom bring sophisticated strategic advice to clients. The team delivers solutions-driven results to a broad range of organizations in virtually every sector of the economy, including healthcare, energy, infrastructure, Indigenous affairs, agriculture and much more.