

	Position: <b>Vice President, Policy, Competitiveness and Innovation</b>	Effective Date: <b>March, 2017</b>
	Reports To: <b>President and CEO – Business Council of Canada</b>	

**JOB SUMMARY:**

**Provides leadership on innovation and competitiveness issues through analysis and assessment of sectoral trends and their impact on the overall economy, as well as the effects of federal and provincial policies on key sectors. Assists with the writing of major documents and speeches for the Council. Other policy matters may be assigned, as required, from time to time.**

**MAJOR RESPONSIBILITIES:**

**1. Policy**

- Identifies research opportunities, monitors issues, and develops strategic advice, papers, advocacy and outreach strategies on microeconomic trends and their impact at the firm and sectoral level and on the overall functioning of the economy;
- Leads the Council's work on innovation policy, providing input into relevant government departments and agencies, and working with member companies on relevant issues;
- Provides direction in the monitoring and development of appropriate strategies to address labour market issues pertinent to the membership and manages the conduct of an annual survey of Council members on their skills and training needs and strategies;
- Drafts policy documents, as directed by the President and the Executive VP;
- Develops and executes creative and effective strategies, tactics and initiatives to promote the Council's policy agenda and objectives;
- Provides leadership in identifying and flagging emerging issues and appropriate strategies to respond to them;
- Collaborates with other members of the Policy team to ensure that all Council policy has the benefit of the broad perspectives of the full Team, can foster consensus among members and be compelling for external audiences;
- Contributes, along with other members of the Policy team, to the mentoring and development of Policy Associates.

## **2. Outreach and Advocacy**

- Develops and maintains a network of relationships with Members of Parliament, Senators, federal and provincial government officials, think tanks, NGO's, and academic consultants, and interacts with them to share ideas and gather information;
- Develops contacts and relationships with senior representatives of member companies, industry associations and other stakeholders; actively manages an HR network of member companies VPs of HR;
- Represents the Council in meetings with government officials, industry associations, think tanks, and other stakeholder groups;
- Represents the Council as a speaker or panel participant at conferences and stakeholder events, as appropriate;
- Represents the Council at Parliamentary Committee meetings.

## **3. Membership Engagement and Events**

- Contributes collaboratively with other members of the Business Council Team in providing quality and effective support to members;
- Advises and contributes to the development of themes, identification of speakers and panellists for Council Members' meetings; and
- Identifies innovative ways to engage members and potential members through Council events and initiatives (e.g. regional roundtables, consultations etc.).

### **ADDITIONAL RESPONSIBILITIES:**

Assists with the writing of major documents and speeches for the Council as required, in collaboration with the Senior VP, Policy and Communications.

### **MINIMUM QUALIFICATIONS:**

- University Degree at the masters level or above with an economics focus and experience working on economic and competitiveness strategies.
- Bilingualism is an asset.

## BEHAVIORAL

### Demonstrated ability to apply the following behavioral competencies on the job:

- **Strategic Thinking** – ability to advise and plan based on analysis of issues and trends, and how these link to the Council’s mission and mandate; to identify emerging issues and opportunities; and to develop well-informed advice and strategies sensitive to the needs of the diverse Council membership, reflective of the strategic directions of the Council and able to position it for success.
- **Team Work and Engagement** – ability to work collaboratively with others; build momentum to get things done by communicating clearly and consistently; following and leading across boundaries to engage broad based stakeholders and members in a shared agenda and strategy.

**Creativity and Innovation** - adapting traditional or devising new approaches, concepts, methods, and models to push the envelope.