

**Job Title:**

Corporate Relations Manager

**Expected Salary:**

\$66,000-\$98,000

**Reporting Structure:**

Reports to the Vice President, Corporate Development

**Term:**

Full time, permanent

**Purpose of Job:**

Provides strategic support for enhancing external relations and aligning Genome BC's work with government priorities. Additionally, the role provides corporate planning, analysis and reporting for Genome BC initiatives and management.

**Description:**

The Corporate Relations Manager is a collaborative member of the Corporate Development team and works seamlessly across the organization. Reporting to the Vice President, Corporate Development, this role is one of the main cross-functional points of contact for: industry and provincial government representatives, as well as Genome BC Research & Innovation Managers (in both Health and Agri-food & Natural Resources groups), to ensure effective and timely communication; and data capture mechanisms and processes to support corporate performance evaluation and analysis. The Corporate Relations Manager provides support for strategic and business planning, as well as research and analysis for corporate reporting for internal and external audiences. In addition, the role informs annual corporate performance targets and facilitates the ongoing review and update of metrics in alignment with evolving impact assessment best practices.

**Duties & Responsibilities:**

- Interface with private sector and government staff through conferences, events, and meetings as appropriate.
- Support government relations, communication, and analysis through a variety of written materials and presentations for Genome BC's ongoing engagement.
- Develop and implement new data capture mechanisms and processes that are associated with corporate performance and research programs to position Genome BC's continued success.

- Support the planning and implementation of the corporate performance management strategy at Genome BC.
- Act as project manager for special projects, including the projects database upgrade, and third-party consultations (e.g. MNP Economic Impact Study).
- Prepare and deliver analyses, reports, and presentations on government updates and corporate performance for internal and external audiences.
- Lead and manage change through the support of various internal and external working groups and committees.
- Work collaboratively across the organization with other functional areas on strategic priorities.
- Collaborate and work with the Director, Research & Innovation Operations to ensure metrics and data associated with corporate performance are of high integrity and are readily available.
- Conduct custom research and analysis to respond to specific internal and external data requests.
- Ensure data analysis is aligned with corporate performance mechanisms, including how Genome BC articulates its impacts.
- Conduct periodic needs assessments in terms of improving data collection, analysis, and corporate performance reporting.
- As needed, liaise with external stakeholders to collaborate on research measurement and impact projects to ensure Genome BC's practices are relevant and strategic.
- Support the Vice President, Corporate Development with other strategic projects as required.

#### **Education and Experience:**

- Experience working in various capacities with the B.C. provincial government
- Demonstrated organizational skills
- Ability to multi-task and prioritize actions with a strong attention to detail
- Demonstrated understanding of program planning, evaluation, metrics collection and analysis
- Excellent communication, both verbal and written, with the ability to communicate to technical and non-technical audiences
- Strong problem solving and analytical skills
- Ability to work well independently as well as within a multidisciplinary team environment
- Demonstrated expertise in Microsoft Excel and Office Suite applications
- Experience with the B.C. life sciences research community and interest in information technology, data curation, and research outcomes is desirable

#### **Qualifications and Requirements:**

- Degree in Political Science, Business, Communications, or equivalent work experience; MBA considered an asset

- Excellent English language skills, both verbal and written; French considered an asset
- Familiarity with database systems, Adobe Acrobat, and proficiency using Microsoft Office (Word, Excel, Outlook, PowerPoint) and Salesforce
- Ability to work with minimal supervision and on competing priorities within tight deadlines
- Self-motivated and strong ability to communicate effectively

**How to apply:**

Applicants must include a current CV and cover letter indicating the anticipated start date and the names and contact information for at least two references. Please send the application in MS Word or PDF via email to [careers@genomebc.ca](mailto:careers@genomebc.ca)

**Application deadline: 5:00pm (PDT) on July 19, 2024 (or until the position is filled)**

We thank you for your interest in Genome BC. Only those candidates short listed for interviews will be contacted. No phone calls please.

**About Genome British Columbia:**

Genome British Columbia leads genomics innovation on Canada's West Coast and facilitates the integration of genomics into society. A recognized catalyst for government and industry, Genome BC invests in research, entrepreneurship, and commercialization in life sciences to address challenges in key sectors such as health, forestry, fisheries, aquaculture, agri-food, energy, mining, and environment. Genome BC partners with many national and international public and private funding organizations to drive BC's bioeconomy.

In addition to research, entrepreneurship, and commercialization programs, Genome BC is committed to fostering an understanding and appreciation of the life sciences among teachers, students, and the general public. [www.genomebc.ca](http://www.genomebc.ca)

*At Genome BC, we believe we are made stronger by our unique combination of culture, race, national or ethnic origin, religion, sex, gender identity, sexual orientation, marital or family status, physical or mental disability unrelated to job requirements, genetic information, or age. We are committed to advancing a culture that values diversity and inclusivity, including recruiting and developing a well-qualified and diverse workforce that embraces and encourages different perspectives.*

**Our Values:**

- **Integrity** is at the core of our decisions and actions
- **Empathy** is integral to our relationships
- **Commitments** are honoured with passion and purpose

- **Boldness** and agility motivate our pursuits
- **Curiosity** and wonder inspire us