

Leaders

INTERNATIONAL

Executive Search

VANCOUVER

EDMONTON

CALGARY

SASKATOON

WINNIPEG

TORONTO

OTTAWA

MONTREAL



Medicine Hat

Opportunity Profile
Chief of Staff, Mayor's Office



The City of Medicine Hat

www.medicinehat.ca

The City of Medicine Hat is a thriving city of approximately 65,000 residents located in the beautiful South Saskatchewan River Valley. Residents enjoy the beauty and peace of the coulees and rolling prairie which boasts many species of wildlife and is rightfully famous for its dramatic landscapes and extraordinary sunshine. The City has much to offer residents, visitors and businesses alike. We boast an excellent climate, a safe and healthy community, vibrant arts and entertainment, and ample recreation and leisure opportunities. Visit [Move to Medicine Hat](#) and [Tourism Medicine Hat](#) for more information on this beautiful community.

Medicine Hat is a community that encompasses a pride, spirit and values that are intrinsically tied to its history of enterprise and quality of life. The City strives to achieve Council's vision of being "a community of choice" where people come to live, work and play. Medicine Hat is built on energy, ingenuity, practicality and cooperation, with a City Council committed to securing Medicine Hat's future as a vibrant, sustainable and enduring community.

The Organization: City of Medicine Hat

A career with the City of Medicine Hat is rich in rewarding opportunities. Team members have a passion for public service and take pride in helping make Medicine Hat a strong, safe and healthy place to live and work. The organization and its employees strive to make a positive impact in the community and in everything we do, we are guided by our **vision**—"Medicine Hat is a community of choice"—and inspired by our **mission**: to deliver value through exceptional public service.

Our culture and our ways of working are shaped by the values we all share. They motivate us, connect us and give us a framework for our decisions and actions. The City of Medicine Hat is guided by the following **values**:

Respect - We are professional, generous, open-minded and cooperative

Integrity - We do the right thing, behave honestly and receive criticism graciously

Accountability - We take responsibility for our work, keep a big-picture perspective and turn ideas into action

Courage - We are curious and creative, open to feedback and have the confidence to voice our professional perspectives

Caring - We are committed to the success of others, we listen, and we strive to learn and improve



The Role: Chief of Staff, Mayor's Office

The City of Medicine Hat is seeking a skilled strategic communicator, political advisor and stakeholder relations professional as its new Chief of Staff, Mayor's Office. The Chief of Staff provides professional executive advice, corporate guidance and advocacy support to the Mayor and Council while establishing and maintaining effective working relationships and acting as a point of contact with the City Manager or designate(s), the community, stakeholders, and other orders of government all focused on making time, information, and decision processes more effective.

The Chief of Staff is responsible for issues management and organizing and prioritizing critical issues and information for the Mayor and Council to facilitate efficient decision-making. This role is also responsible for organizational advocacy efforts, government relations, community relations and the activities that support these objectives for the City of Medicine Hat and is intended to provide services that are complementary and in alignment with the City's Administration.

The Chief of Staff collaborates with the Mayor and City Manager or designate(s) to ensure coordination of efforts to address municipal priorities and issues. This position regularly anticipates and responds to a broad spectrum of matters requiring a comprehensive understanding of City functions. The position requires competence to perform duties with diplomacy, confidentiality, excellence, and independence in a highly proactive and responsive manner.

Organizational Relationships:

- Reports directly to the Mayor.
- Supervises one Public Relations Advisor.
- Maintains relationships with Council and City Manager, or designate(s), and Senior Leadership.
- Fosters and maintains relationships with other municipal governments, Councils, and provincial and federal governments, and community leaders in the business and social servicing sectors.

Key Responsibilities

Strategic and Tactical Advisor

- Acts as a strategist/tactical and political advisor and point of contact to the Mayor and Council.
 - Collaborates with the Mayor and Council, City Manager, or designate(s) to ensure advocacy and coordination of efforts to address municipal priorities and issues from a political perspective.
- Working in collaboration with the Mayor and City Manager or designate(s):
 - Organizes and prioritizes critical issues and required information for the Mayor and Council to facilitate efficient governance level decision making.



- Coordinates with the Mayor, rapid action and response on policy and program requests arising for the City.
- Maintains fluid communication between Mayor and Council and City Manager or designate(s) in the organization in response to requests, seeking opportunities to influence stakeholders, government officials and other contacts.
- Seeks relevant facts and information by conducting research and contacting various internal and external stakeholders, analyzes the information by identifying options and priorities, and provides verbal or written briefings to the Mayor.
- Actively plans, coordinates, and participates in strategic activities involving the Mayor and Council.
- Ensures Mayor and Council are appropriately briefed on pressing concerns and public events by tracking and anticipating community inputs relating to municipal and other levels of government priorities and activities. Coordinates and implements effective issues management processes for the Office of the Mayor and Council.
- Prioritizes, identifies and recommends to Mayor and Council, new and revised policies and strategies including communicating policy priorities to the appropriate internal or external entity.
- Prepares the Mayor and Council for important meetings and events.
- Executes communications, social media, marketing strategies in conjunction with Public Relations Advisor.
- Drafts, reviews, or edits briefing materials for the Mayor and Council.

Communication and Research Support

- Working in collaboration with the Mayor and City Manager or designate(s):
 - Acts as the liaison between Mayor and other stakeholders to ensure consistent communication and involvement or decision-making in a timely manner.
 - Coordinates and executes Council traditional and social media and related City communication strategies in collaboration with Public Relations Advisor and the City Manager or designate(s).
 - Works with City Manager or designate(s) and the Public Relations Advisor to provide social media and media relations content to Mayor and Council, including print literature, news media and website content.
 - Conducts research and stakeholder engagement on topics relating to Council and committee work.
 - Solicits opportunities to raise the City's profile and generate positive media opportunities.
 - Researches and composes confidential reports, briefing notes, and position papers, messages, general correspondence and responds to inquiries.
 - Plans and updates the Mayor and Council about community feedback, upcoming events, and ongoing files.



Political Support

- Develops and maintains a positive working relationship and network of contacts within the government, opposition, and civil service at the federal, provincial, and municipal levels, stewarding of all three levels of government to develop key City supporters in both government and opposition.
 - Develops a coordinated lobbying strategy, including appropriate systems to measure, track and report the status of the City's government relations initiatives and mandates.
 - Facilitates communication of the City's plans, achievements, needs, activities, concerns, and proposals to government officials and media.
 - Identifies opportunities for the City to participate in and influence the development of public policy, government initiatives and programs in areas central to the City's mandate and acts as a strategic political advisor to the Mayor and Council.
 - Proactively highlights the achievements of the City, Mayor and Council.
 - Proactively enhances the profile of the City with other levels of government.
 - Facilitates and coordinates City visits with and by public office holders.
 - Analyzes the impact of government policies and legislation on the City.
 - Ensures the Mayor and Council are aware of relevant government policies, initiatives, development of programs, announcements, and legislation in areas central to the City's mandate.
 - Ensures the Council members in government relations activities are aware of due process and expectations and ensures compliance with provincial and federal rules and regulations when necessary.
 - Ensures the Mayor and Council are aware of government initiatives and programs in areas central to the City's mandate.
- Develops and enacts a strategic approach to government relations; ensures this strategy is aligned with other municipal plans and stakeholders.

Administrative Support

- Works with other team members in the Mayor's Office to manage the Mayor's calendar, process and prioritize meeting requests, invitations, and outreach.
- Drafts letters, emails, reports, and other correspondence on behalf of the Mayor.
- Prepares Mayor for meetings with stakeholders and other levels of government.
- Supports the Mayor in meetings by taking notes, managing the Mayor's time and assuming responsibility for follow up and completion of action items.
- Creates and maintains systems and processes to streamline Mayor's Office operations.
- Maintains accurate confidential files and data records.



Qualifications

- Bachelor's degree in Public Relations, Political Science or related field from a recognized post-secondary institution.
- Five (5) years' experience in a similar role, including experience in government (municipal, provincial, federal).
- Graduate certificate in Government Relations considered an asset.
- Graduate degree, e.g., MBA, MPA considered an asset.
- Equivalent combination of management, approved education, and experience may be considered.

Knowledge, Skills and Abilities

- Excellent organizational and planning skills with the ability to recognize and attend to multiple priorities and deadlines. Project management experience an asset.
- Demonstrated political acumen and savviness.
- Knowledge of local government issues and municipal policies and practices.
- Ability to perceive, manage, understand, and reason with emotions while working with people across the corporation and community.
- Ability to maintain a professional bearing, exercising tact and diplomacy while providing solutions and dealing with difficult and sensitive situations.
- Works in a manner that maintains the reputation and integrity of the Office of the Mayor and Council and The City of Medicine Hat.
- Ability to accept responsibility, act independently, make and defend decisions; yet acknowledge higher authority, listen to other opinions, and modify.
- Familiarity with multiple effective communication platforms.
- Strategic thinker, data-driven and analytical in approach to solving problems.
- Strong attention to detail and accuracy is crucial.
- Excellent written, oral and presentation skills, including the ability to rapidly compose readable, understandable, and factual material for Mayor and Council and public consumption.
- Excellent research skills.
- Excellent interpersonal skills combined with a professional and approachable manner allowing the development and maintenance of positive working relationships with City Council, Administration, governments, volunteers, institutional and business leaders. Promote existing relationships with other levels of government or the ability to rapidly generate and maintain the same.
- Solid understanding of the corporate structure, the community and its history and values.

- Ability to interpret complex or ambiguous concepts and present findings, alternatives, and recommendations to multiple audiences in an understandable format.

Compensation

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

To Apply

This is an exciting opportunity to work in the Mayor's Office, supporting a newly elected, innovative City Council. Email a cover letter and tailored resume (PDF or Word) to [Heather Fookes](#) or [Allan Nelson](#) at calgary@leadersinternational.com indicating the job title in the subject line of the email.

Leaders International Executive Search specializes in the recruitment of Board of Directors, leadership succession and executive level positions. Our global network, Penrhyn International, is a world leader in the executive recruitment industry, with more than 47 offices in 25 countries on 5 continents.

www.LeadersInternational.com