

JOB TITLE: Director, Government Relations West

Department: *Government Relations*

Updated: *March 2025*

Reports to: *Vice-President, Government and Stakeholder Relations*

Location: *Edmonton, AB*

POSITION PROFILE

The Director, Government Relations, West is a skilled government relations professional with a proven track record in developing government relations strategies and executing plans in support of public policy objectives. This individual works with colleagues to ensure an integrated Government relations, Communications and Stakeholder Relations approach and continuously builds relationships and liaises principally with parliamentarians and officials of the provinces of Alberta and Saskatchewan to advocate on issues of importance to the pharmaceutical industry as part of a federal and provincial/territorial government relations team. The Director, Government Relations, West is responsible for monitoring activities in the above-mentioned provinces health files and proactively contributes to the development of Industry positions and responds appropriately to the environment. They support various member-based teams and provide analysis and recommendations on existing and proposed legislative and regulatory actions.

RESPONSIBILITIES AND TASKS

- Develop and maintain relationships with parliamentarians and officials responsible for or who influence trade, finance, health, and innovation related files and issues to advocate on behalf of the innovative pharmaceutical industry.
- Organize, prepare and attend meetings with government officials, elected or not and prepare relevant briefing notes and meeting reports for IMC staff and members.
- Monitor government's legislative, regulatory, and administrative agendas and actions with regard to laws, regulations or policies that might affect IMC members businesses and develop appropriate strategies and actions plans when needed.
- Leading the management of appearances and submissions before relevant parliamentary committees.
- Manage communications and correspondence with government officials.
- Support the IMC communications teams.
- Support the IMC stakeholders' relations team.
- Develop and execute Operational Team strategies and action plans.
- Manage the West Operational Team, by preparing agendas, documents, meeting reports and maintaining a dashboard of activities for each team.
- Manage and the West Operational Team members (communications, requests, follow-ups, etc.)
- Ensuring alignment with other IMC colleagues and member-based teams to implement IMC's integrated government, communications, and stakeholder relations strategy.
- Liaising with IMC members and working with other health and professional organizations on government relations activities as they relate to pertinent issues.
- Collaborating with colleagues to monitor activities of Regulatory and Health Technology Assessment bodies (i.e. PMPRB, CADTH) and working proactively with IMC members to prepare industry positions and manage issues; and
- Other duties required with the direction of the Vice President, Government and Stakeholder Relations.



CONTACT

Internal:

- The Vice President, and other IMC employees.

External:

- Industry stakeholders, research consultants, private market stakeholders and IMC member representatives.

QUALIFICATIONS

Education:

- Undergraduate or master's degree in a relevant discipline.

Experience:

- 6 years plus experience in health and pharmaceutical policy or pharmaceutical market access.
- Direct experience working within the private drug reimbursement market and the pharmaceutical sector in Canada.
- Leading and facilitating teams on key projects and meeting deliverables with set timelines.
- Working with volunteer members as part of a committee structure.
- Managing research projects leading to publication and developing public exposure strategies.

Skills:

- Effective facilitation of a results-oriented team.
- Excellent planning and project management skills.
- Proven ability to manage a team of volunteers.
- Strong understanding of Canada's Private Drug Coverage Market and the pharmaceutical industry.
- High-level of diplomacy, tact, judgement and leadership abilities.
- Excellent verbal and written communication skills as part of working with a team including a keen sense of problem identification and solution development.
- Knowledge of Canadian healthcare systems and pharmaceutical regulatory bodies and agencies.
- Proven ability to navigate complex cross functional relationships to achieve results.
- Ability to make decisions in a timely manner in situations of ambiguity.
- Strong ability to present technical and/or complex information in a manner that is understandable by a wide variety of audiences.
- Knowledge of the pharmaceutical and healthcare industries and the related complex range of issues within the sector.
- Bilingualism (English and French) is an asset.