



## **JOB DESCRIPTION**

### **TITLE: DIRECTOR, CORPORATE RELATIONS**

#### **SCOPE:**

Forestry Innovation Investment (FII) is a Crown corporation whose mandate is to be a catalyst in promoting forest product and market development for the long-term benefit of the forest sector and the province as a whole.

The Director, Corporate Relations plays a key role in leading FII's corporate engagement with government, the Board of Directors, and key stakeholders. Reporting to the CEO and working closely with the executive and management teams, the incumbent leads and coordinates all strategic corporate governance and reporting that supports FII's ability to meet its performance outcomes and measures (internal and external) such as the Strategic Plan, Service Plan, Service Plan Annual Report, and the Minister's correspondence and communications needs. The incumbent also takes on a leadership role in overseeing FII's corporate performance management targets and results reporting and works with program Directors and the Executive to ensure alignment between FII's Performance Management Framework and the organization's overall reporting requirements.

Building on the incumbent's strong relationships within government and other industry sector partners, the incumbent is responsible for government liaison, supporting stakeholder relations and strategic planning. This includes taking the lead role in coordinating outgoing forest sector trade missions led by the Minister and/or other members of the executive council, and international events involving BC Government officials.

The Director is responsible for maintaining strong corporate governance practices within FII. Working closely with the Vice President & CFO and the CEO, the incumbent serves as Corporate Secretary to the Boards of FII Ltd. and its subsidiary companies, overseeing the administrative functioning of the Boards as well as managing other activities related to corporate governance for Directors and employees. The Director coordinates Board meetings and Board materials, drawing information from program staff and the Executive as appropriate.

The Director maintains close working relationships with program staff and FII's subsidiary companies, coordinating corporate reporting information flows and maintaining a solid understanding of program priorities and strategies. The Director works closely with the Manager, Corporate Communications, ensuring corporate priorities and program results are appropriately communicated with stakeholders.

#### **POSITION PURPOSE:**

Working closely with the executive and management teams, this position supports the company's mandate through developing effective partnerships with government and industry stakeholders and by creating and delivering corporate governance and reporting on behalf of the corporation, its Board and its subsidiary companies.

## KEY JOB RESPONSIBILITIES:

### GOVERNMENT & STAKEHOLDER RELATIONS AND CORPORATE REPORTING: (25%)

- Provides strategic advice and operational support to the CEO and Executive team on all governance, government relations, corporate relations, and corporate reporting and related communications;
- Develops and coordinates outgoing trade missions and international events for BC officials;
- Develops and maintains working relationships with elected officials, federal and provincial government departments, consulate and embassy staff, forest-sector firms, trade associations and others;
- Acts as primary liaison with the Provincial Government with respect to corporate communications and reporting;
- Working closely with the Manager, Corporate Communications, maintain close working relationships with GCPE and Ministry communications staff. Responds to requests for information and materials in a timely and effective manner;
- Coordinates communications and responses to various government departments on issues as they arise, including Crown Agencies Resource Office, Ministry of International Trade, Ministry of Forests, Lands and Natural Resource Operations, Inter-Governmental Relations Secretariat, Government Communications and Public Engagement, the Board Resourcing and Development Office, etc. or other relevant entities as necessary;
- Provides advice and support to the Management team as required;
- Develops and manages *ad hoc* projects as required.

### MANAGEMENT OF CONTRACTORS AND PROJECT TEAMS: (15%)

- Oversees the development of work plans and manages budget(s) and spending of contractor's retained by Corporate Relations;
- Directs the work of in-house project teams in delivering key corporate initiatives, including ministerial trade missions and the production of major corporate reports and publications;
- Manages multiple outside agencies and consultants as required.

### CORPORATE GOVERNANCE: (25%)

- Serves as Corporate Secretary providing coordination and support to the Boards of Directors for the parent company and its China and India subsidiaries;
- Creates and maintains the official records and minutes of the corporation;
- Serves as a focal point for communications with and between the Boards of Directors, senior management and the Company's shareholder;
- Ensures that Board members have the proper advice and resources for discharging their duties;
- Ensures that the records of the Boards' actions reflect the proper exercise of Board duties by collaborating, where required, with FII corporate legal counsel;
- In conjunction with corporate counsel, provides advice to the Boards and management on corporate governance issues, such as annual disclosure, re-election of directors, requirements of annual general meetings, and other issues related to Board governance and performance;
- Serves as FII's point of contact with Ministry staff in the preparation of the annual *Government's Letter of Expectations* for FII;
- Reports out on Company adherence to Corporate Governance Principles and Guidelines.

**CORPORATE AND GOVERNMENT REPORTING: (35%)**

- Responsible for the Company's Strategic Plan, Annual Service Plan, Service Plan Annual Report, and provides input to the annual Year-in-Review and Trend Analysis;
- Provides advice and support for the development and implementation of the company's communications and stakeholder engagement plan in conjunction with the Manager, Corporate Communications, the CEO and senior management;
- Provides advice, develops and maintains corporate records and corporate policy documentation;
- Works with senior management and program staff to integrate program planning and performance management with corporate objectives and strategies, including FII's subsidiaries in China and India.

**EDUCATION AND EXPERIENCE:**

- ☑ Master Degree in Public or Business Administration or equivalent combination of knowledge, work experience and education such as Undergraduate Degree in Commerce, Communications or Business Administration;
- ☑ At least 7 to 10 years' experience in International Trade and/or Business Development, Marketing, Communications, or Public Relations;
- ☑ 2 to 3 years' experience organizing international trade missions and outgoing visits of government officials, working with Canadian Consulates and Embassies and other international / foreign government officials;
- ☑ Demonstrated experience in negotiations and conflict resolution within the public sector dealing with elected officials, sometimes on contentious and politically sensitive issues;
- ☑ Demonstrated experience with issues management and communication practices within a provincial crown corporation or equivalent;
- ☑ Experience supervising others;
- ☑ Experience in developing corporate communication plans and strategies.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- ☑ Knowledge of government legislation, policies, practices and corporate governance management;
- ☑ Knowledge of the forest industry, sector, stakeholders and issues;
- ☑ Knowledge of performance management and evaluation;
- ☑ Demonstrated diplomacy in drawing upon the time and knowledge of stakeholders and fellow employees;
- ☑ Excellent communication skills, both written and oral;
- ☑ Flexibility and a positive approach to problem solving and conflict resolution;
- ☑ Strong research and analytical skills;
- ☑ Ability to direct and implement the development of written, oral and online communications linked to meeting business objectives and stakeholder requests;
- ☑ Ability to plan, prioritize and manage multiple complex projects;
- ☑ A self-starter with the ability to work independently without supervision, demonstrating excellent organizational and time management skills;
- ☑ Ability to work in a team environment and assess priorities within a fast-paced work setting;
- ☑ Strong computer skills in Microsoft Word, Excel, PowerPoint, Outlook, and MS Project;
- ☑ Requires ability to travel internationally as required.

## **CORE COMPETENCIES:**

### **ANALYTICAL THINKING**

Ability to comprehend a situation by breaking it down into components and identifying the underlying complex issues. Implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships to resolve problems in a sound, decisive manner.

### **BUILDING PARTNERSHIPS WITH STAKEHOLDERS**

The desire to work co-operatively with all stakeholders to meet mutual goals based on a relationship of respect, trust and success in delivering results, often within a climate of competing interests.

### **BUSINESS ACUMEN**

Ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the customer's and the organization's business needs.

### **DIPLOMACY**

Ability to employ tact to gain strategic advantage or to find mutually acceptable solutions to a common challenge. This includes the ability to conduct negotiations and affairs among and between individuals and organizations in a manner that creates gain without generating resentment or conflict.

### **IMPACT / INFLUENCE**

Ability to influence, persuade or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

### **INITIATIVE**

Identifying a problem, obstacle or opportunity and taking appropriate action.

### **PLANNING, ORGANIZING, COORDINATING**

Proactively planning, establishing priorities and allocating resources appropriately. It is expressed by developing and implementing increasingly complex plans and involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

### **PROBLEM SOLVING/JUDGMENT**

Ability to analyze problems systematically, organize information, identify key factors and underlying causes and generate solutions.

### **RESULTS ORIENTATION**

The concern for surpassing an established standard of excellence.

### **STRATEGIC ORIENTATION**

Ability to link long term vision and concepts to daily work and awareness of impacts on strategies or other business choices.