

 Forestry Innovation Investment China	JOB DESCRIPTION	
	Position:	Manager, Policy and Government Relations
	Work Location:	Beijing
	Reports to:	Senior Director, Government Relations
	Incumbent:	VACANT

BACKGROUND/CONTEXT

Representing the Canadian forest industry in China, the Canada Wood Group (CWG) in partnership with FII China has been instrumental in the successful first phase of the strategy to introduce wood frame construction to the Chinese market and significantly increase the volume of lumber exported. CWG and FII China will be entering the next phase of their China Strategy to build on opportunities that will further increase the value of the wood exported.

Key to the success of CWG and FII China going forward will be their collective ability to collaborate and work in unison as the China Enterprise, to implement a strategic plan that aligns Canada’s forest industry objectives, targets, and strengths with Chinese government policy and commercial activity.

POSITION PURPOSE

Through business experience and working in close collaboration with the China Enterprise management team, the incumbent is responsible for maintaining and promoting expanded use of BC wood products in accordance with the strategic plan, pursuing opportunities, identifying barriers and recommending solutions.

The incumbent also coordinates all our policy work by leading information sharing, educational sessions, and policy discussions to articulate the benefits of using wood in construction sector and generate insightful advice for strategy development and external communications. The incumbent also facilitates cross communications and collaboration with the entire Government Relations (GR) team.

KEY RESPONSIBILITIES:

The incumbent assists in identifying and fostering good working relationships and strategic business partnerships with key government organizations, critical partners, stakeholders and client groups, ensuring open communication and collaboration between all China Enterprise departments and staff.

The incumbent will research and collect data to create models, charts, statistical graphs, presentations and reports and analyze the information and put it in the policy context of wood construction practices and opportunities, such as policies related to building energy efficiency, green building, prefabrication, etc.

The incumbent also assists in coordinating internal meetings, drafting minutes/program updates, handling monthly newsletters and collecting information for FII China interim reports. The incumbent supports the execution of projects as directed, providing logistic assistance to promotional events, gathering information for researches, establishing contacts, scheduling meetings with external stakeholders, monitoring and following up on action items, providing translation services, and other duties as assigned.

ESSENTIAL JOB RESPONSIBILITIES

POLICY ANALYSIS:

- Review and stay up to date on relevant policies and legislation in China and Canada. Identify key policies and regulations, share them with GR team on timely basis and translate them to English if necessary;
- Provide analytical support for policies, practices or procedures for wood in construction;
- Identify and coordinate relevant research that is associated with the performance of building materials such as wood and others. Analyze and distill research findings to inform colleagues, legislators, regulatory agencies, think-tank institutions, architects, designers, and other stakeholders;
- Provide advice and input to inform the strategy and program development in removing barriers to the growth of wood in construction in China from the perspective of the merits of wood performance and comparison with other non-wood materials' environmental performance;
- Write reports that best communicate findings of climate-related data to support wood in construction through a variety of models, statistical graphs, presentations, charts and written communication materials.

GOVERNMENT RELATIONS:

- Monitor Chinese government political and economic policy direction at all levels, especially with respect to CE's priority regions. Report and give recommendations to the Senior Director, regarding the implications of Chinese government policy as it applies to the China Enterprise business strategy;
- Maintain current government relationships, identifying government organizations/institutions and decision makers in the targeted regions;
- Manage closely GR Team's communications and interactions with stakeholders in line with CE's overall strategy and update GR Team on any changes to stakeholders on timely basis;
- Keep track of the work dynamics of head office, stay current on the industry's development trend in Canada and share key information with the team;
- Maintain the relationship with Canadian embassy and consulates, design relevant activities, and take appropriate measures to improve the cooperation with the embassy and consulates;
- Attends meetings, creates meeting reports and provides interpretation when needed;
- Actively participate in and managing the on-going cooperation programs with government institutions in the targeted regions; acts as the day-to-day contact for the China Enterprise in continuing to foster strong working relationships with government stakeholders in those regions in order to achieve CE's strategic objectives;
- Update current government maps, highlighting relevant linkages among organizations and strategies for relationship building as they apply to specific initiatives;
- Leverage and capitalize on the impact/results of the completed demonstration projects, working with the relevant government agencies and state-owned developers for large-scale wood frame commercialization projects;
- Draft MOUs, cooperation proposals and other official correspondence to be exchanged with government contacts in CE's targeted regions, for potential approval or adoption by the Senior Director;
- Contribute to the planning for major events coinciding with project launches, government missions to China and their integration with the Communications strategy;

- Supports and follows up internally and externally with the China and Vancouver offices for outbound government/SOEs missions/visits.
- Perform work of translation and interpretation as required, assist the team to review and edit relevant documents in English;
- Other projects as directed.

EDUCATION AND EXPERIENCE

- Bachelor’s degree or equivalent combination of knowledge, work experience and education in areas of Communications, Marketing, Public Relations or Public Administration. A Master’s degree would be an asset.
- Minimum 3 years’ relevant experience;
- Experience interacting with and developing relationships at multiple levels in government, state-owned enterprises and private corporations;
- Experience in policy development or implementation and analysis;
- Previous experience in developing and delivering presentations that may include statistical analyses that supports climate change policies and investment decisions would be an asset.
- Familiarity with China’s construction market and developing trends in different regions would be an asset;
- Experience working for a foreign owned organization would be an asset.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

- Excellent language skills in English, both written and oral at professional level;
- Excellent interpersonal and communication skills, displaying tact, diplomacy, leadership and professionalism;
- Problem solving skills and flexibility;
- Ability to meet deadlines and to pay constant attention to detail;
- Strong word processing and computer skills;
- Shorthand or ability to take minutes would be an asset;
- Ability to prioritize own workload and take initiative;
- Ability to contribute as a valuable team member;
- Ability to work with and maintain confidential information or information of a sensitive nature;
- Ability and willingness to travel extensively in China and occasionally to Canada.

CORE COMPETENCIES:

Business Acumen	➤ Understands the business implications of decisions and the ability to strive to improve organizational performance. Requires an awareness of business issues, processes and outcomes as they impact the client decision-making and the organization's business needs
Building Partnerships	➤ 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.
Effective Communications	➤ Communicates well while possessing active-listening skills, being able to facilitate interactive discussion and maintain positive interpersonal relations
Impact and Influence	➤ Ability to influence, persuade or convince others to adopt a specific course of action. Involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results

Initiative	➤ Identifying a problem, obstacle or opportunity and taking timely and appropriate action
Innovation	➤ Striving to improve performance through new or creative solutions
Personal Conduct	➤ Conducts self and work with uncompromising integrity and loyalty appropriate to the position
Problem Solving	➤ Ability to analyze and define a problem, evaluate alternatives, find a solution, understand how and when to make a choice
Results Focus	➤ Knows what outcomes are required and focuses self and those being managed on delivering the results
Teamwork Skills	➤ Works well as a member of a multicultural, inter-disciplinary team as well as being able to develop a high-performance business unit team
Time Management	➤ Ability to manage competing priorities effectively, to be resourceful and to use time as a resource to make up or extend