

Director of Legislative Affairs

Position summary

The Director of Legislative Affairs is responsible for the development and implementation of a strategic legislative plan for the Ontario PC Leader and Caucus. This involves: managing Question Period, facilitating Private Members' Bills and other legislative material, developing and executing a committee strategy, and contributing to the Leader's messaging agenda.

Major duties and responsibilities

Responsible for the day-to-day operation of the Legislative Affairs department.

This involves:

- Provide strategic legislative advice to the Leader and Caucus on issues, items on the legislative agenda, parliamentary protocol, etc.
- Prepare Private Members' Bills, House committee products, House statements, motions, tributes, etc.
- Develop and execute a plan with regards to House committees
- Approve all legislative materials before the Leader's review.
- Contribute to the development of the Question Period strategy and the strategic messaging calendar.
- Liaise with Caucus Members and their staff on legislative affairs.
- Manage legislative staff.

Education

- Related University degree

Experience

- 5 – 7 years of legislative experience (an equivalent combination of education and experience may be considered)
- Experience managing a team required
- Experience working in a minority government an asset
- Legal experience would be an asset

Skills

- Familiarity with parliamentary rules and protocol, points of order, and committee procedures
- Strong research, strategic planning and organization skills
- Ability to execute plans in accordance with complex rules and regulations
- Proficient communication skills
- Strong negotiation skills and public relations
- Consistently demonstrates diplomacy and discretion while working with other offices

Details

Posted on: November 1, 2011

Nature of position: Short Term Contract

Salary: Commensurate with experience

Contact

Human Resources

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