

*The Home Construction Regulatory Authority (HCRA) is a private not-for-profit corporation designated by the Government of Ontario, that is the regulatory authority responsible for licensing of Ontario's new home builders and vendors. HCRA fosters improved home quality and homebuyer confidence in the home building industry through modernized licensing standards, education and compliance, providing increased consumer protection through enhanced regulatory measures. To learn more about HCRA please visit [www.hcraontario.ca](http://www.hcraontario.ca).*

## **Senior Stakeholder Relations Specialist**

HCRA is seeking an analytical and strategic professional to fill the role of **Senior Stakeholder Relations Specialist**. You will be responsible for developing and implementing stakeholder relations strategies and initiatives to foster positive consumer, industry and public relations. Reporting to the Director, Communications & Stakeholder Relations, you will:

- Lead and identify stakeholder opportunities, external and internal communications, and provide support on issues management and media relations
- Lead the development of stakeholder management strategies and approaches through consultation with senior management and program managers, ensuring alignment with organizational direction and strategies.
- Develop stakeholder relations tools, templates and standards; conduct research to stay abreast of and recommend/implement the latest trends, techniques, tools and best practices in stakeholder engagement.
- Lead the development of plans and documents in support of stakeholder engagement events and facilitation processes, including session plans, stakeholder analysis, agendas, and presentations.
- Develop a range of products and programs, including webinars, eblasts, and article, to support consumer and public education and awareness; oversee the dissemination and outreach of consumer education.
- Determine appropriate methods and techniques to achieve identified stakeholder engagement outcomes, facilitate information gathering, and coordinate associated development and distribution of information.

Successful candidates will demonstrate the following:

- ✓ Completion of a university degree in Public Administration, Public Policy, Communication or a related field or a combination of education, training and experience deemed equivalent; Certificate in Public Relations or Media Communications is an asset.
- ✓ Proven experience being progressively responsible for stakeholder relations, communications or a related area; experience in a regulatory organization is an asset.
- ✓ Knowledge of existing legislative/regulatory and policy framework, (e.g. *New Home Construction Licensing Act, 2017* and related legislation/regulations).
- ✓ Extensive knowledge of stakeholder engagement theories, methodologies, best practices, and tools as well as change management approaches and strategies.
- ✓ Demonstrated analytical and strategic thinking skills, including ability to recognize broader implications of initiatives, analyze data and information, and develop solutions and recommendations for consideration.
- ✓ Wide-ranging experience in stakeholder management and public relations, to understand and align stakeholder expectations.

- ✓ Excellent interpersonal and communication skills, along with political acuity, with the ability to deliver strategic messages to key internal and external thought leaders.

**HOW TO APPLY:** To apply, please forward your resume and cover letter to HR Associates (our recruitment partner) at [ssrcs@hrassociates.ca](mailto:ssrcs@hrassociates.ca) by **May 6<sup>th</sup>, 2022**. We thank all applicants for their interest, however, only those selected for further consideration will be contacted. If you have questions, you can also contact Luciana Da Silva at 416-237-1500 x.266 or [luciana.dasilva@hrassociates.ca](mailto:luciana.dasilva@hrassociates.ca). For more information about HCRA or to view other career opportunities, please visit [www.hcraontario.ca](http://www.hcraontario.ca).

HCRA officer competitive compensation package including benefits and a defined contribution pension plan. A *Criminal Reference Check* will be required for the successful candidate.

We thank all external applicants for their interest, however, only those selected for further consideration will be contacted. Accommodation, if required, will be provided throughout the hiring process in accordance with the *Ontario Human Rights Code*.

HCRA IS AN INCLUSIVE EMPLOYER.

