

Job Title: Stakeholder Relations and Project Development Specialist

Department: Stakeholder Relations and Project Development

Reports to: Manager, Stakeholder Relations

Summary

BCIB is the new provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Manager, Stakeholder Relations, the objectives of the Stakeholder Relations and Project Development Specialist role include supporting the establishment and growth of strategic partnerships with key community, equity, government, and industry stakeholders to help BCIB:

- Maximize career opportunities for all available skilled, experienced and underrepresented workers on CBA projects.
- Ensure that individuals, equity-seeking workers, communities, and businesses have full and fair opportunity to participate in the benefits of CBA projects.
- Optimize access for any contractor to bid on and perform work on CBA projects.

Strategic partnerships are essential to delivering the objectives of the CBA in the most efficient and effective way. The Stakeholder Relations and Project Development Specialist will support and lead the development of partnerships with communities, industry, other Crown agencies and stakeholders to support delivery of the CBA's recruitment, apprenticeship, and training requirements. The Specialist will work with project owner teams to support project development and pre-procurement work before new projects are announced. The role will also support government relations efforts and provincial stakeholder engagement initiatives.

The Specialist will interface with most of BCIB's business teams, including Operations, Communications, Indigenous Relations and Workforce Planning and Placement.

Essential Duties & Responsibilities

- Support and lead the implementation of strategies to establish and grow relationships with partner organizations and equity-seeking groups, as well as strategies to establish and implement municipal partnerships.
- Track and report stakeholder engagements across the organization.
- Work with BCIB departments to ensure outreach and engagement work aligns with the integrated strategy and approach.
- Correspond and develop working relationships with a variety of internal and external stakeholders.
- Support and/or lead the development of presentations and information sessions for stakeholders including the contractor community, equity groups, unions, and government organizations.
- Work with project owners to support project development and integrate the CBA into procurement and project procurement and delivery planning.
- Support and/or lead the development of stakeholder relations tools, materials, and collateral.

Desired Skills & Qualifications

- Excellent written, verbal and presentation skills.
- An ability to write in plain language for a variety of audiences.
- Experience crafting a variety of communications materials such as briefing notes, question & answer documents, key messages, corporate reporting and content for web and digital media.
- Ability to establish effective, professional, collaborative working relationships with staff at all levels of the organization.
- Ability to manage your own workload, including setting priorities, responding to changing priorities, and meeting multiple demanding deadlines.
- Ability to work with limited supervision and as a member of a team.
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook.
- Excellent planning, time management and organizational skills.
- Ability to apply an issues and problem-solving lens to sensitive and nuanced relationships, new developments, and emerging information considered an asset.

Education & Experience

- Bachelor's degree or a diploma in Communications or Public Relations, or an appropriate combination of education and experience.
- Experience in the public service sector is considered an asset.
- Experience working with marginalized populations and/or targeted equity groups an asset.

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to jobs@bcib.ca