

Position Description

Date: ____/____/____

Position: Head of Government Relations

Reporting to: EGM

Position overview: Head of Government Relations is responsible for developing and executing government affairs strategies to advance the interests of the organization at local, state, and federal levels. This position involves monitoring legislative and regulatory developments, building relationships with key government officials, departments and advocating for policies that align with the organization's goals and objectives.

Role Targets:

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| <ul style="list-style-type: none">▪ Administration – 10% of role<ul style="list-style-type: none">- Non client related meetings- Learning and development (include Lifeworks)- Administration tasks eg workflow max |
| <ul style="list-style-type: none">▪ Business development – 80% of role<ul style="list-style-type: none">- Client related meetings, emails and phone calls- Arrange meetings 4 per month with government stakeholders (based on 1 FTE)- Maintaining sales pipeline |
| <ul style="list-style-type: none">▪ Client delivery – 10% of role |

Key Contacts:

Internal

- Executive General Managers
- Marketing Manager
- Sport4All National and State Managers
- Senior and Principal Consultants

External

- Federal Government Ministers and advisors
- State Government Ministers and Advisors
- Strategic partnership stakeholders
- Government relations advisors as required

EGM Signature: _____

Employee's Signature: _____

Position Description



Government Strategy

- Develop and implement a comprehensive government relations strategy that aligns with the organization's mission and objectives.
- Monitor legislative and regulatory initiatives that may impact the organization and proactively advocate for policies that support its interests.
- Analyse proposed legislation and regulations to assess their potential impact on the organization, providing recommendations and guidance to senior leadership.
- Communication of Government strategy internally throughout GSA.

Relationship Building

- Cultivate relationships with government officials, agencies, and relevant stakeholders to promote the organization's goals and values.
- Collaborate with industry associations, advocacy groups, and other organizations to build coalitions that advance shared policy objectives.

Reporting and Communication

- Develop and implement effective communication strategies to convey the organization's positions and priorities to government officials and the public.
- Provide regular reports to senior leadership and the board of directors on government affairs activities, progress, and outcomes.

Political Engagement

- Oversee the organization's political engagement activities, including campaign contributions, PAC management, and grassroots advocacy efforts.

- Manage and respond to emerging issues, crises, and government inquiries that affect the organization.

Business Development

- Identify opportunities for business development aligned to the Government Strategy and contribute to the growth of the consulting practice including but not limited to grant identification, internal ideation workshops, and government stakeholder connections.
- Development of proposals and grant submissions in collaboration with internal stakeholders.
- Leverage your network and expertise to expand the company's client base.
- Follow up with relevant stakeholders on next steps post meetings and proposal/grant submissions.
- Work with GSA Marketing Manager to develop government-specific external communications.