



EXECUTIVE DIRECTOR

Job Description

Organized and capable of working independently within established frameworks and budgets, in a dynamic and fast paced environment, reporting to senior officers in the Canadian Construction Association (CCA), a multi-faceted and multi-tasked national construction trade association.

A leader, team player and strategic thinker with good analytical skills, ability to develop and shape public policy, draft strategic, operational and communication plans, and leads their implementation.

Possesses advocacy skills with developed or developable access to political insiders - elected and non-elected - at the federal and where required provincial levels, and to national and regional stakeholder associations.

Preferably bilingual has good communication skills both written and oral, with demonstrated proficiency in the word processing environment.

Responsibilities

- Executive Director and Permanent Secretary to The Road & Infrastructure Program of Canada (TRIP/Canada);
- Permanent Secretary to CCA Road Builder & Heavy Construction Council; and
- Such other duties as may be assigned by the CCA President.

Detailed Description of Duties and Responsibilities:

A. Executive Director to TRIP/Canada Management Committee

Under the direction and approval of the TRIP/Canada Management Committee Chairman (“the Chairman”) and the TRIP/Canada Management Committee (“the Committee”):

- manages the daily general affairs and activities of TRIP/Canada including overseeing the strategic development, revision from time to time, and implementation of the TRIP/Canada Strategic, Operations, Action, Communications or any similar planning or activity related plan (collectively referred to as “the Plan”);
- provides strategic advice on future directions and activities of TRIP/Canada including development and implementation of Plans and all other TRIP/Canada activities;
- implements political lobby strategies designed to secure government policies providing for sustained funding for the national highways system and municipal infrastructure reinvestment, including building careful, selective, mutually respectful relationships with key ministers, MPs and bureaucrats in Ottawa, and where appropriate at the provincial level, writing and presenting briefs to House of Commons Committees and Political Caucus Committees;
- maintains a presence on the Transportation Association of Canada (TAC) Board of Directors to cultivate contacts available to federal and provincial ministers, their respective deputies and other key transportation stakeholders;

- implements strategies designed to raise the public profile and credibility of TRIP/Canada and the importance of sustained reinvestment in infrastructure;
- writes and prepares media background materials, contacts and makes all necessary arrangements for media conferences and implements media strategy whose objective it is to profile infrastructure attention by the media;
- reports to the Committee, the CCA Road Builder & Heavy Construction Council and the CCA Board of Directors upon the success or failure of any Plan implementation within such time frames as may be directed;
- reports on all TRIP/Canada activities occurring between the date of the preceding meeting and the date of the report at each meeting of the Committee, Road Builder and Heavy Construction Council and CCA Board of Directors;
- prepares all meeting Agenda, Minutes and necessary briefing material and ensures advance circulation, for all Committee meetings and any necessary follow-up;
- advises the Chairman on matters and issues requiring Committee attention;
- works closely with all member Roadbuilder and heavy construction associations;
- writes editorial copy for provincial associations, monthly newsletters and annual magazines;
- when directed by the Committee, writes and gives presentations to annual general meetings and to Boards of Directors of provincial and regional Roadbuilder and heavy construction associations;
- cultivates supportive relationships with national and regional organizations including but not limited to FCM, TAC, CAA, CTA, CPCA, TIAC, ACEC;
- liaises with North American organizations including but not limited to ARTBA, TRIP/USA;
- publishes a quarterly newsletter for distribution in accordance with adopted communications plan;
- conducts activities within budget or as otherwise directed by the Committee; and
- such other non-conflicting activities as may from time to time be directed, authorized or prescribed.

B. Permanent Secretary to the CCA Roadbuilders & Heavy Construction Council

Under the direction and approval of the CCA Road Builder & Heavy Construction Council Chairman:

- prepares in consultation with the Chairman, all meeting Agenda, Minutes and necessary briefing material and ensures advance circulation, for all meetings and any necessary follow-up of said meetings;
- liaises regularly with CCA member Roadbuilder and heavy construction associations and their chief operating officers and utilizes their strengths to assist in overall lobby efforts;
- represents sector and CCA on relevant Transportation Association of Canada (TAC) Board and committees;
- monitors and provides strategic advice on federal and provincial infrastructure programs and environmental legislation;
- writes when requested, speeches and presentations for the Council and the Chairman of the Board (CCA);
- such other non-conflicting activities as may from time to time be directed, authorized or prescribed.

Adopted May 28, 2000 at the CCA Roadbuilder & Heavy Construction Council meeting held in Regina, Saskatchewan.