

## **Federal Government Relations Specialist**

The Heating Refrigeration and Air Conditioning Institute of Canada, L4W 5G9

Industry organizations are realizing the importance of helping the environment to ensure a better tomorrow and business success for members. We've been at the forefront of this movement for over 20 years now, taking this one step further and doing something about it.

If you're looking to put your government relations, policy, and regulatory skills to use in an organization that's committed to environmentally responsible leadership, we have the opportunity for you.

We're the [Heating, Refrigeration and Air Conditioning Institute of Canada \(HRAI\)](#) and, if you care about making life for Canadians better and more comfortable, you'll want to work with us. Founded in 1968, we advocate for a safe, competent, highly skilled and responsible industry, where indoor heating, refrigeration, and cooling systems are designed, installed, and serviced to the highest standard by qualified professionals.

We're a not-for-profit national trade association that represents member companies in the heating ventilation, air conditioning and refrigeration industry. Our members include wholesalers, manufacturers, contractors, and other professionals with an interest in the industry.

We're looking for a **Federal Government Relations Specialist** to join our growing team, and we hope this search ends with you.

### **About the Position**

Your goal in this position is to advise on regulatory aspects of HRAI's services to manufacturing members. You'll present members' interests to major standards and code developers, and other federal or provincial regulatory bodies.

To best represent our members, you'll need an appetite for learning about the HVAC industry and our role in environmental regulations. You'll help to harmonize regulations and standards among various governing bodies, regulators and legislators in Canada and the US on behalf of our manufacturing members (and those of our sister organization, the AHRI, in the United States).

Practically speaking, you will:

- Analyze technical issues affecting HRAI/AHRI manufacturing members by reviewing relevant proposed standards, codes, federal/provincial regulations
- Research and compose comment letters and position statements after consulting with members, the HRAI leadership, and the AHRI regulatory team
- Engage with members, and represent member interests before standard/code developing organizations, and federal and provincial regulatory agencies

- Coordinate with HRAI and AHRI teams on proposed standards and regulations to HRAI membership through presentations, bulletins, publications, articles, etc.
- Collaborate with other HRAI and AHRI staff to provide consultation on technical matters, and share insight, guidance, and information on technical issues for members and staff
- Review amendments, policies, and regulatory details related to the federal government legislations and environmental policies to provide expertise on regulatory strategy in support of HRAI and AHRI's advocacy program

You'll be a great fit for this role if you are:

- **An excellent communicator** – you always get your written and verbal messages across clearly and effectively for all audiences.
- **Organized** – you manage your time to handle competing priorities and maintain a high level of accuracy. You're detail-oriented, take accountability for your work, and never sacrifice quality.
- **Collaborative** – you have excellent interpersonal and relationship-building skills, and you enjoy working with internal and external teams to learn about their needs.
- **A Problem Solver** – you're analytical and can think critically to find creative solutions to complex problems, even if it means changing the course of action.

## Working with the HRAI

Our cohesive team believes in an open, honest, results-oriented business approach. Our team is learning oriented, open to change, focused on service and transparency, and enjoys the variety in the work that we do. We've cultivated a work environment where people feel valued and taken care of, and this philosophy extends to our members as well.

This is a full-time, permanent position (35 hours per week) working in our Mississauga office at the intersection of highway 401 and 427. With travel up to 20% of the time (mainly to Ottawa) or, if you're living in the Ottawa area, you'll work remotely from a home office. You'll work Monday to Friday, with flexibility in your hours.

This position offers \$75,000-\$85,000 per year, commensurate with experience, including RSP matching after two years, a comprehensive medical benefits package, paid vacation time, and access to an educational development fund.

## Qualifications

- Trade association, government agency, and/or comparable corporate experience
- Experience in government relations, dealing with provincial or federal policy regulation
- Bilingual in both French and English (written and verbal) is preferred but not mandatory

- Post-secondary degree or diploma in any relevant field, or technical field (e.g., engineering)
- Strong proficiency with Microsoft Office Suite (Outlook, Word, Excel, etc.)
- High level of comfort with verbal presentations and written communications
- HVACR knowledge or technical expertise would be a significant asset
- Graduate degree in public policy, government relations, economics, or law preferred but not required

## How to Apply

**\*Please note that we are only accepting online applications for this role. Please use the following link to apply: <https://pivotalhr.fitzii.com/apply/43403?s=c21> \***

Our online application will give you the option to apply to this role as a complete person – not just a resume. The application will assess your qualifications, personality traits and workplace preferences, and should take 10 to 15 minutes to complete. After submitting, you'll receive an email inviting you to log in and view your assessment results.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us using the “Help” button.

We will review applications, **with priority given to those who have completed the assessment** and look forward to hearing from you.

**Apply Link: <https://pivotalhr.fitzii.com/apply/43403?s=c21>**