

UW HEALTH JOB DESCRIPTION

Program Director Local Government Relations

Job Code: 311005	FLSA Status: Exempt	Mgt. Approval: J. Aulik	Date: October 2023
Department: System Administration		HR Approval: B. Haak	Date: October 2023

JOB SUMMARY

The Program Director of Local Government Relations is responsible for the strategic direction and leadership of operational, financial, and programmatic activities for local government relations. This includes establishing, meeting and continuously monitoring goals and objectives while maintaining alignment with the strategic goals and objectives for UW Health.

The Program Director, Local Government Relations leads UW Health on all local health and health system-related legislation, regulations, approvals, and concerns before all towns, villages, cities, counties, school districts, and other units of local government within UW Health's service area. The incumbent serves as the architect of UW Health's local government strategy, devising strategy by engaging internal and external stakeholders, analyzing policy and programs, applying knowledge of policy and politics, and driving alignment of priorities.

The Program Director leads implementation of UW Health's local government strategy by developing positive and effective relationships internally and externally with a wide variety of stakeholders. The Program Director possesses and develops expertise in an array of policy areas including health, social determinants of health, and real estate and facilities. The incumbent is the primary liaison of UW Health to all local governments and related entities as well as for colleagues engaging with local governments. The Program Director serves as a principal advisor to the CEO and senior leaders of UW Health regarding all local government matters.

MAJOR RESPONSIBILITIES

- Develops and maintains strong and positive relationships with local elected officials and staff.
- Engages in stakeholder and consortium development related to key issues.
- Stays abreast of important issues and agendas of key public bodies to proactively engage with elected officials, staff, and stakeholders.
- Represents the UW Health system at a wide variety of public meetings and stakeholder meetings.
- Devises legislation proposed by UW Health.
- Responds to questions from various parties related to local government matters.
- Engages with internal leaders on proposed legislation and regulations that may affect their area of operations.
- Advises on and initiates internal and external communications and media pertaining to local issues.
- Remains current of new trends and best practices in local government policy and practice.
- Maintains membership in professional organization(s) to develop knowledge and resources through networking, continuing education, and participation in national, regional, and/or local activities.
- Collaborates cross-functionally with community relations, state and federal government relations, population health, diversity equity and inclusion, facilities and support services, marketing and communications, and other key stakeholder departments.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in political science or related field. Four (4) years of relevant work experience may be required in lieu of the degree (in addition to the experience below).
	Preferred	Master's degree in political science, Public Policy, Public Administration, Public Health or related field. Law Degree.
Work Experience	Minimum	Five (5) years of experience with government relations. Experience building relationships with government officials and the legislative process.
	Preferred	Experience as elected official, government staff, or government lobbyist. Experience representing a large, complex organization. Experience with WI, IL local governments.
Licenses & Certifications	Minimum	
	Preferred	

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<p>Required Skills, Knowledge, and Abilities</p>	<ul style="list-style-type: none"> • Detailed knowledge of local governments and the legislative process • Demonstrated success in gaining approvals and passage of legislation • Expertise in developing and implementing policy • Demonstrated ability to develop and manage governmental communication and strategies in sensitive situations. • Ability to work nights and weekends, in person and hybrid, to attend public meetings and events • Ability to independently organize and prioritize multiple, simultaneous projects in high-pressure situations • Able to deliver compelling positions while listening and being responsive to other's needs. • Ability in being factual, objective, and grounded in presenting opinions and recommendations. • Ability to conduct self in a non-partisan manner in internal and external relationships. • Ability to identify and analyze organizational needs and develop innovative solutions that translate into effective legislative and regulatory relations. • Ability to succeed in a very complex environment where decision-making may be diffuse and ambiguous. • A high degree of competency dealing with a variety of individuals including physicians, senior leaders, government officials, consultants, government staff, citizens, and other stakeholders. • Excellent communication and interpersonal skills to include the ability to negotiate and resolve conflicts and build teams and quickly understand and summarize legislation and meetings • Demonstrated creativity and flexibility. • Ability to work collaboratively across UW Health entities and disciplines. Demonstrated commitment to patient- and family centered care. • Expertise in intergovernmental relations • Knowledge of equity and inclusion best practices and implementation • Knowledge of social determinants of health models and community health improvement
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PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

	Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#

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Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:	•		

Work/Environmental: Minimal noise level consistent with an office environment, hybrid home/office/community settings, expected to work evenings and weekends, expected to travel within UW Health's service region

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.