

Head of Corporate Affairs & Government Relations

Job Description Document

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**For Arxena Inc**

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# The Opportunity

# An excellent opportunity to work with one of the industry leaders & fastest growing conglomerates in environment infrastructure space

# You will work very closely with business heads to drive organization exponential growth in the coming 3-5 years

# An opportunity to head entire corporate affairs function, working closely with the leadership and have a strategic impact

# Client Overview

### Our client is a leading player in India's environmental infrastructure sector, providing sustainable solutions that contribute to a high-quality natural environment for all Indians.

### With over five decades of experience, our client has a proven track record of innovation in the waste management industry. Beginning with the textile industry, the company has diversified into environmental and industrial infrastructure, becoming a leading private sector company in the field of waste management infrastructure building and operations in India, with international experience and partnerships.

### Currently, our client is India's leading company in hazardous waste management, operating multiple plants across more than 10 locations, with additional plants under development. These plants are built on the concept of "Circular Economy", where waste is converted into alternate fuel resources, reducing the consumption of virgin fossil fuels by specific industries.

### Our client has a clear vision of "Excellence in Sustainable Environment Infrastructure and Eco Solutions", and follows the principles of "Reuse, Recover and Recycle". They have expansion plans in waste management, waste water recycling, and other utility businesses for the industrial sector, as well as providing world-class medical and hotel facilities.

# Role Overview

### A leadership role in Corporate Affairs at regional Office at Mumbai, Maharashtra. A Strategic Partner to the Top Management in driving the business by being responsible for overseeing the development and execution of corporate communications strategies, managing relationships with key stakeholders, and enhancing the reputation and brand of the company. The Head of Corporate Affairs will work closely with senior executives to identify opportunities to promote the company's interests and support business objectives.

### Designation: Head of Corporate Affairs

### Location : Mumbai + Hyderabad

### Reports To : MD/ CEO

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### Key Responsibilities

* Develop and implement government relationships strategies to enhance and drive business goals of the group
* Manage relationships with key stakeholders, government officials, politicians, and community leaders
* Develop and execute a comprehensive government relations strategy to engage with local, state, and national policymakers and advocate for policies that support the company's interests.
* Build and maintain relationships with industry associations and trade groups to stay informed about industry trends and issues and advocate for the company's interests.
* Develop and execute a government relations strategy that addresses the company's impact on society and the environment.
* Work closely with senior executives to identify opportunities to promote the company's interests and support business objectives
* Oversee the production of high-quality communications materials, including press releases, speeches, presentations, and other collateral
* Develop and implement internal communications strategies to keep employees informed and engaged
* Build and maintain a strong network of contacts in the industry and community
* Monitor and analyze political, economic, and social trends that could impact the company's operations
* Collaborate with other departments, including legal, marketing, and human resources, to ensure that all communications are aligned with company goals and values
* Manage the budget for the Corporate Affairs department and ensure that resources are used efficiently and effectively

### Requirements

* At least 10 years of experience in government relations with a track record of success in building corporate goals alongside with government bodies
* Excellent written and verbal communication skills, with the ability to communicate complex ideas clearly and persuasively
* Strong leadership skills, with the ability to manage a team and work collaboratively with other departments
* Demonstrated ability to develop and implement successful communications strategies that support business objectives
* Experience managing relationships with key stakeholders, including media, government officials, investors, and community leaders
* Ability to work effectively in a fast-paced environment and manage multiple priorities simultaneously
* Strong analytical skills, with the ability to analyze data and identify trends that could impact the company's operations
* Knowledge of current political, economic, and social trends and their potential impact on the company
* Excellent interpersonal skills, with the ability to build and maintain strong relationships with internal and external stakeholders.