

Job Posting – Senior Advisor, Policy and Research

Summary of Role

Reporting to the Vice President, Operations of the Canadian Nuclear Association (CNA), the Senior Advisor, Policy and Research will conduct policy and program research, analyze policy, regulations and provide recommendations on policy issues, responding to inquiries and supporting implementing policy decisions.

The Senior Advisor, Policy and Research will liaise with internal CNA staff, senior officials within our membership, the Board of Directors, government officials, and other external in the execution of policy/program requirements. The individual in this role proposes and conducts policy research, works with consultants on the formulation of policy advice, presents options and recommendations, and anticipates emerging issues, trends, and problems that may affect the policies/programs of the CNA. The position also requires the ability to produce briefing materials for the Vice President Operations and President/CEO, and various committees, and may act as a spokesperson for policy reforms and initiatives.

Organizational Purpose

The Canadian Nuclear Association (CNA) is a non-profit organization established in 1960 to represent the nuclear industry in Canada and promote the development and growth of nuclear technologies for peaceful purposes. The CNA provides a voice for the nuclear industry in Canada. The primary goal of the association is to earn and sustain a high degree of credibility among key industry stakeholders, Canadians broadly and industry leaders to enable the advancement and growth of the industry.

The CNA's purpose is to lead and focus dialogue with, and among, key stakeholders concerning Canada's nuclear future. Our role is also to be a voice of the industry and to demonstrate member value including drawing upon Members to achieve goals.

The CNA offers a range of services: membership engagement; regulatory affairs; policy development; government relations; and communications, to advance member-relevant interests in the political and public spheres and, programs, members, and external communications to support the association's objectives. Effectively formulating and genuinely communicating the CNA's positions in ways that further dialogue on the relevance and importance of the industry's contribution to Canada are essential to achieving the CNA's vision.

The CNA office is located on unceded territory of the Algonquin Anishinaabe Nation. We extend our respect to all First Nations, Inuit, and Métis peoples for their valuable contributions past and present.

What You Will Do:

As the successful candidate you will:

- Perform and coordinate policy reviews and analysis. Formulate policy advice, options, and recommendations to resolve issues and problems.
- Propose and conduct policy research and develop projects for approval by the Board of Directors and/or governance committees/councils.
- Anticipate and identify emerging issues, trends, and problems that affect the members or stakeholders of the Canadian Nuclear Association. Concisely explain policy considerations and relevant technical details/issues to the Board and other stakeholders.
- Prepare and issue reports, summaries, and briefing notes required for the Vice President, CEO/President, and key leadership. Provide information on key government policy initiatives to CNA members.
- Develop and maintain constructive working relationships with external stakeholders. Meet, consult, negotiate, and correspond with government officials, member organizations representatives, and other stakeholders to explain and receive comments on policy proposals and implementation impacts.
- Identify policy research needs, including key objectives, scope, costs, stakeholders to involve, and development of a research implementation plan.
- Complete research assignments as Directed by the Vice President, Operations, and proactively propose research topics based on ongoing and future issues/trends of CNA members.

What We Are Looking For:

Your educational background consists of a university degree in business, law, public administration, political science, or a related field. You will have a minimum of seven (7) years of relevant and progressive experience in a field related to statistics, public policy, public administration, or politics as a policy advisor. Additionally, you will have a minimum of seven (7) years of experience working within a policy and/or legislative environment. You will have knowledge of executive and management development strategies, models, and operations, along with experience in managing and leading collaborative workgroups. Previously, you will have conducted independent research and provided analysis and advice on complex issues. To expedite the onboarding process, you are experienced in meeting, consulting, and corresponding with government officials and relevant stakeholders. You will have established relationships within the energy sector including: utilities, the nuclear supply chain, Natural Resources Canada, and familiarity with CNA Member organizations.

Qualifications:

- Effective written, organizational, and multi-tasking skills and the ability to prioritize competing projects

- Proven ability to lead people and be accountable for all aspects of talent management (e.g., assessing the required skills, hiring, motivating, retaining, promoting career growth)
- Solid understanding of national and international affairs and the latest trends in nuclear and clean energy
- Previous success in applying mature functional and technical knowledge to provide guidance on policy issues
- The ability to gather, evaluate, and utilize technical information to make recommendations to the CEO, senior management team, and/or members
- Proven ability to prepare briefing materials and/or briefing materials of the Board of Directors
- Experience in managing legislative/policy projects and implementing policy decisions
- Detailed knowledge of government policy-making and legislative processes with the ability to interpret and explain legislation
- Strong technical skills when working with a variety of databases and online platforms such as Office 365 (Microsoft Word, Excel, and PowerPoint)

We Consider the Following to be Assets:

- Prior experience working for a trade association
- Knowledge of the nuclear industry, past, present, and future
- Ability to speak, read and write in both official languages

Location:

Our preference is for the candidate to be located in Ottawa or Toronto; however, we are open to discussing the option to work remotely. Our office is shared with Electricity Canada at 275 Slater St. The office is temporarily on reduced access due to COVID-19 and we're following public health guidelines in preparation for returning to the office. Our team is working mostly from home until such time when the office officially reopens. To ensure the health and safety of the Electricity Canada/CNA offices, there is a mandatory vaccine policy in effect.

To Apply:

If this opportunity intrigues you and relates to your experience, then we want to hear from you. Please take the time to tell us about yourself in a cover letter – we want to hear your story – your background, your accomplishments, and why this role is a good fit for you, and your career at this time. If you have questions in advance, please reach out and we'll set up a call as you may have questions that we would be glad to answer.

The CNA is committed to providing an inclusive and barrier-free recruitment process and work environment. We are an equal opportunity employer, and we are seeking qualified applications from employment equity groups including but not limited to Indigenous peoples, women, people of colour,

people with disabilities, and members of LGBTQ+ communities such as queer, transgender, non-binary, and gender-variant individuals.

You must be legally allowed to work in Canada in order to be eligible for this position. Please note that all applications will be acknowledged. Those selected for an interview will be contacted directly. The posting will remain active on our website until our search process is complete. We anticipate the first/ round of interviews to begin the first week of April 2022.

Please contact us in confidence and provide notice in advance if you require accommodations at any stage of the recruitment process. All requests for accommodation will be considered in a fair and objective manner that will ensure applicants are treated with respect and dignity. Please submit your cover letter and résumé using our [online portal](#). For any questions or to request an accommodation, please [contact us](#).