

JOB POSTING – SENIOR ADVISOR, POLICY AND REGULATORY AFFAIRS

The Canadian Nuclear Association (CNA) is seeking a Senior Advisor, Policy and Regulatory Affairs to join our team on a two-year term basis.

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 seen and heard; 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 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.

ROLE SUMMARY

Reporting to the Director, Policy and Research 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 the implementation of 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 of Operations and President/CEO, and various committees, and may act as a spokesperson for policy reforms and initiatives.

Externally, the Senior Advisor, Policy and Regulatory Affairs represents and advocates on behalf of the CNA, interacting with members and industry leaders including CEO's, CNO's, key government contacts, and public interest groups.



WHAT YOU WILL DO:

The Senior Advisor, Policy and Regulatory Affairs supports the following two functions:

Policy:

- You will perform and coordinate policy reviews and analysis, along with providing options and recommendations for resolution of issues and problems.
- Propose and conduct policy research and develop projects for approval by the Board of Directors and/or governance committees/councils.
- We need you to anticipate and identify emerging issues, trends, and problems that affect the policies and programs of CNA members and stakeholders. You will be accountable for providing and reporting on metrics to measure success of outcomes.
- We have a small but mighty team and the role provides you with the opportunity to collaborate with the Vice President, Government Relations and International Affairs to proactively identify opportunities for the nuclear industry and mitigate potential policy and stakeholder risks. This means that there is a constant effort to identify new value offerings or to identify opportunities for the nuclear industry in terms of profile and/or policies.
- You will have to be passionate about writing, preparing and issuing reports, summaries, and briefing notes required for the Director, Policy and Research, Vice President Operations and CEO/President and key leadership along with information for updates to members on key government policy or regulatory initiatives. The reports/briefs will need to concisely explain government legislative and policy considerations and relevant technical details of complex issues to the Board of Directors and other stakeholders.
- We need you to develop and maintain constructive working relationships with external stakeholders. Meet, consult, negotiate and correspond with government officials, member organization representatives, and other stakeholders to explain and receive comment on policy proposals and implementation impacts.
- And of course, we need you to assist in the completion and coordination of other major projects as required. We need to react to our member's needs, as well as an ever-changing external culture of shifting priorities.

Regulatory Affairs:

- You will prepare materials in support of Canadian Nuclear Safety Commission (CNSC) Committee hearings and other presentations (e.g., written submissions, Qs and As, speaking notes, etc.).
- The role requires you to collaborate with other industry associations in the development and alignment of positions on legislative, regulatory and policy issues, and you will need to keep track of and collate all information on recent updates on federal and provincial regulatory affairs developments.
- We need you to review/compile background information, or data, on specified regulatory issues and write, edit, and review regulatory updates, position papers, correspondence, and submissions on new regulatory developments.

Other aspects of the role include the following:

- Identify, develop and maintain key strategic relationships with governments (elected officials and departmental officials) and key stakeholders, including indigenous peoples.
- Proactively facilitate and enhance strategic government contact that includes policy, legislative and regulatory support.
- Identify policy research needs, including key objectives, scope, costs, and stakeholders to involve and develop a research implementation plan.
- Complete research assignments as directed by the Director, Policy and Research including proactively proposing research topics based on the ongoing and future issues/trends of CNA members, with input from the current Director of Regulatory and Environmental Affairs.



WHAT WE ARE LOOKING FOR:

We operate in an industry that's heavily regulated. If you have significant experience in a regulatory agency, a regulated industry, or a membership association it will advance your onboarding process greatly. It would be important for us to know about your experience providing authoritative advice and guidance on sensitive, commercially confidential, and multi-stakeholder issues.

WHAT YOU WILL BRING:

The Senior Advisor, Policy and Regulatory Affairs will possess an undergraduate degree in business, law, public administration, political science, or another relevant discipline. You will have a minimum of seven (7) years relevant and progressive experience in a field related to statistics, public policy, public administration, or politics. Additionally, you will have seven (7) years of experience working in a policy, regulatory, and/or a legislative environment. Other requirements you will bring to the role include:

- Experience conducting independent research and providing analysis and advice on complex issues.
- Experience meeting, consulting, and corresponding with government officials and relevant stakeholders.
- Experience managing and leading collaborative working groups.
- Strong technical skills working with a variety of databases, online platforms such as Office 365 (Microsoft Word, Excel, and PowerPoint).
- Established relationships within the energy sector including: utilities, the nuclear supply chain, Natural Resources Canada, and familiarity with CNA Member organizations.

The following are considered 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

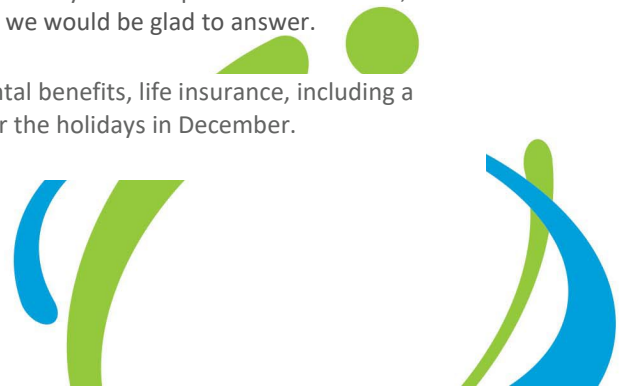
This position will be located in Ottawa, Ontario in our co-located office with the Canadian Electricity Association at 275 Slater St. However, we are open to discussing the option to work remotely within Canada. The office is working on a hybrid model and we're following public health guidelines. To ensure the health and safety of the Electricity Canada/CNA offices, there is a mandatory vaccine policy in effect.

There is a possibility of travelling with this role, so you will need to maintain a current and valid passport.

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.

We do offer a competitive compensation package including health/dental benefits, life insurance, including a matching RSP program, with vacation, and additional paid time off over the holidays in December.



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 mid June 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](#).

