

## Job Posting

### **TITLE: Director, Policy and Research**

**Reporting to the Vice President Operations of the Canadian Nuclear Association (CNA), the Director, Policy and Research will lead policy and program research, analyze policy, and regulations provide recommendations on policy issues, respond to inquiries and support implementing policy decisions.**

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

#### **Duties and Scope of work**

##### **Policy (50%):**

- **Coordinate, support and participate in policy research, reviews and analysis.**
- **Oversee the formulation of policy advice, 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.**
- **Anticipate and identify emerging issues, trends and problems that affect the policies and programs of Canadian Nuclear Association members or stakeholders.**

- Regularly monitor relevant federal legislations, regulations and policies that may affect the nuclear sector, including participating in working committees.
- Accountable for providing and reporting on metrics to measure the success of outcomes.
- Work with the Vice President, Government Relations and International Affairs to proactively identify opportunities
- Oversee the planning, preparing and issuing of reports, summaries, and briefing notes required for the Vice President and CEO/President and key leadership, along with information for updates to members on key government policy initiatives.
- Concisely explain policy considerations and relevant technical details of complex issues to the Board of Directors and other stakeholders.
- 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 comments on policy proposals and implementation impacts.
- Assist in the completion and coordination of other major projects as required.

#### Research (30%):

- Formulate, 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, stakeholders to involve and development of a research implementation plan.

- **Lead research assignments as directed by the Vice President, Operations including proactively proposing research topics based on the ongoing and future issues/trends of CNA members.**

#### **People Leadership (20%):**

- **Lead the small Policy and Research team by providing strategic and operational support and direction, assisting with complex problem-solving, and ensuring staff have the necessary resources to succeed.**
- **Develop, mentor, and retain high-quality, motivated and engaged employees with a strong alignment to the vision and mission of the association and ensure they can produce results consistently.**

#### **Problem Solving**

- **Steps beyond the boundary of readily available solutions; looks deeper into issues and applies analytical and creative thinking; provides trusted evaluative judgment gleaned from professional expertise and substantial operational experience to avoid and/or address challenges encountered. Coaches and mentors more junior staff in problem-solving methodologies.**
- **Consistently analyzes and resolves complex issues, and synthesizes multiple sources of potentially conflicting information to dissect problems.**

#### **Decision-Making/Independence of Action**

- **Analyzes multiple variables to model “what-if” scenarios. Utilizes a lessons-learned approach to support decision-making.**
- **Makes sound decisions and recommendations requiring detailed analysis, interpretation and creative thinking, considering a lot of intangible factors and/or ambiguity. Anticipates obstacles and thinks ahead to provide innovative solutions**

- **Makes decisions that contribute from the short to the mid-term (<1-3 years) success and growth of the organization to support policy interests, and reflect our membership needs.**

### **Managing and Leading**

- **One direct report (Senior Advisor level), and one shared direct report (Junior level); these two direct reports' time working with the Director of Policy and Research may vary in the future as the organization of the CNA potentially evolves with possible employee changes in 2024.**
- **The CNA also promotes university summer student hires**
- **Working collaboratively with CNA employees on shared responsibilities, and coaches and mentors others for their development.**

### **Physical Effort**

- **This position requires low-intensity physical effort.**
- **In a standard office position, it will require a great deal of sitting in an ergonomic position, with freedom to move at will.**

### **Mental Effort**

- **This position requires a strong degree of mental effort to concentrate on strategic issues, planning and execution; resolve challenging operational and specialist issues related to delivering a comprehensive government relations program to support the strategy of the organization.**
- **Works both independently as a subject matter expert, as well as collaboratively with all large and small members of the CNA.**

### **Working Conditions**

- **Work is in a comfortable office or home office environment. The current office arrangement requires two days per week in the CNA office. This may change in the future.**

- **Expected to travel outside the Ottawa/Toronto area on a regular basis to attend meetings with other member companies, attend events or conferences, or regulatory meetings.**
- **During travel, working conditions will be restricted to safe and comfortable offices and/or tradeshow/conference venues.**
- **Some local, provincial, national or international travel between the CNA's client sites or stakeholders may be required.**

### **Typical Qualifications**

- **An undergraduate degree in business, law, public administration or political science or other relevant discipline is required.**
- **A minimum of ten (10+) years relevant and progressive experience in a field related to statistics, public policy, public administration or politics as a policy advisor**
- **Minimum (10+) years of experience working in a policy and/or legislative environment.**
- **Knowledge of executive and management development strategies, models and operation.**
- **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 direct reports and with 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:

- Experience using Asana Project Management and/or Sharepoint
- 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.

## Competencies

- Strong writing skills
- Exceptional organizational skills and proven ability to multi-task and prioritize competing projects while meeting deadlines.
- Experience in project planning and management.
- Experience leading people, and accountable for all aspects of talent management from assessing skills required, hiring, motivating and retaining, and responsible for career growth.
- Solid understanding of national and international affairs and latest trends in nuclear, and clean energy.
- Ability to apply mature functional and technical knowledge to provide guidance on policy issues
- Ability to gather and evaluate technical information and make actionable recommendations to the CEO, senior management team, and/or members.
- Ability to decipher and speak to research and study pieces.
- Considerable experience preparing briefing materials and/or briefing members of the Board of Directors.
- Experience 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.
- Demonstrated experience in research and policy analysis.
- High degree of resourcefulness, flexibility, and adaptability.

### **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 unique 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 to [HR@cna.ca](mailto:HR@cna.ca) 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 1st round of interviews to begin in early to mid-September 2023.

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](#).