

Job description

TITLE: Junior Advisor, Policy and Regulatory Affairs

Summary of role

Reporting to both the Senior Advisory, Policy, and the Director, Regulatory Affairs at the Canadian Nuclear Association (CNA), the Analyst of Policy and Regulatory Affairs will: support the conduct of policy and regulatory research; help analyze federal and provincial policies, regulations and legislation; analyze external research reports; work with external experts and stakeholders on projects related to policy and regulatory issues; and, provide support in preparation of policy and regulatory meetings.

The Analyst of Policy and Regulatory Affairs 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 and regulatory matters. The individual in this role will: support and conduct policy research; work with consultants on the formulation of policy and regulatory advice; and, support the development of options and recommendations. The position requires the ability to draft briefing materials for the CNA management. The position also requires the ability to draft materials that will support the senior management for regulatory hearings and Parliamentary Committees. The position will also require the assistance in the organization of meetings and workshops related to policy and regulatory matters.

Duties and Scope of work

Policy

- Support the policy reviews and analyses for the CNA.
- Help formulate policy advice, options and recommendations for resolution of issues and problems.
- Assist with the development of CNA's policy research.
- Help prepare reports, summaries, briefing notes required for the CNA management, along with information for updates to members on key government policy or regulatory initiatives.
- Identify policy research needs, including key objectives, scope, costs, stakeholders to involve and development of a research implementation plan.
- Develop and maintain constructive working relationships with external stakeholders.
- Assist in the completion and coordination of other major projects as required.

Regulatory Affairs

- Assist with the 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.).
- Provide support to CNA management in the development and alignment of positions on legislative, regulatory and policy issues.
- Keep track of and collate all information on recent updates on federal and provincial regulatory affairs developments, that are related to CNSC and non-CNSC issues.
- Review/compile background information, or data, on specified regulatory issues.

Problem Solving

- Consistently analyzes and resolves complex issues, synthesizes multiple sources of potentially conflicting information to dissect problems.

Managing and Leading

- This position does not have any direct reports.
- Working with most CNA employees on shared responsibilities.

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 hybrid, with a minimum of 2 days per week expected in the CNA office in Ottawa, and the other time working in a home office environment.
- May be expected to travel outside the Ottawa area occasionally to attend meetings, events or conferences within Canada.
- During travel, working conditions will be restricted to safe and comfortable offices and/or tradeshow/conference venues.

Typical Qualifications

- An undergraduate degree in law, public administration, political science, international affairs, or other relevant discipline is required.
- A minimum of three (3) years relevant experience in a field related to public policy, public administration, or politics as a policy advisor or analyst.
- Minimum three (3) years of experience working in a policy, regulatory and/or legislative environment involving research projects and/or policy analysis.
- Experience conducting independent research and providing analysis and advice.
- Experience participating in collaborative working groups.
- Strong technical skills working with a variety of databases, online platforms such as Office 365 (Microsoft Word, Excel and PowerPoint).

The following are considered assets:

- Knowledge of the nuclear industry.
- Ability to speak, read and write in both official languages.

Competencies

- Strong writing, organization and ability to multi-task and prioritize competing projects.
- Basic understanding of the current national and international affairs in nuclear energy.
- Ability to gather and evaluate technical information.
- Ability to decipher and speak to research reports.
- Ability to review and analyze regulations, legislation and government policies.
- Basic knowledge of government policy-making and legislative processes.
- Demonstrated experience in research and policy analysis.
- High degree of resourcefulness, flexibility, and adaptability.
- Ability to work in a high-paced, dynamic, and complex environment.