

Job description

TITLE: Senior Advisor, Policy

Summary of role

Reporting to the Vice President, Regulatory Affairs, Policy, and Corporate Events of the Canadian Nuclear Association (CNA), the Senior Advisor, Policy will: conduct policy and regulatory research; analyze federal and provincial policies, regulations and legislation; work with external experts and stakeholders on projects and programs; and, provide recommendations on various policy and regulatory issues.

The Senior Advisor, Policy 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 program requirements. The individual in this role: proposes and conducts policy research; works with consultants on the formulation of policy and regulatory advice; presents options and recommendations; and, anticipates emerging issues, trends and problems that may affect the nuclear sector and CNA's members. The position also requires the ability to produce briefing materials for the CNA management including the Vice President, Regulatory Affairs, Policy, and Corporate Events, the President/CEO, and various committees and councils. The position also requires the ability to prepare regulatory hearing and Parliamentary Committee materials, and may act as a CNA spokesperson for policy reforms and initiatives.

Duties and Scope of work

- Perform and coordinate policy reviews and analysis.
- Formulate 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 CNA councils.
- Anticipate and identify emerging issues, trends and problems that affect the policies and programs of CNA members and stakeholders.
- Accountable for providing and reporting on metrics to measure success of outcomes.
- Work 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.
- Prepare and issue reports, summaries, briefing notes required for the Vice President, Regulatory Affairs, Policy, Corporate Events, and CEO/President and key leadership, along with information for updates to members on key government policy or regulatory initiatives.
- Concisely explain government legislative and policy considerations and relevant technical details of complex issues to the CNA management, 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 comment on policy proposals and implementation impacts.
- Collaborate with other industry associations in the development and alignment of positions on legislative, regulatory and policy issues.
- Review/compile background information, or data, on specified regulatory issues and write, edit, review regulatory updates, position papers, correspondence and submissions on new regulatory developments.
- 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, stakeholders to involve and development of 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.
- Assist in the completion and coordination of other major projects as required.

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

Decision Making/Independence of Action

- Trusted to make and implement consistently sound decisions, considering multiple variables, and conflicting priorities and interests. Situations may be vague and evaluative judgment will be required.
- Finds data and information beyond the usual sources, and probes to obtain a full understanding of “what and why” of challenges.
- Analyzes multiple variables to model “what-if” scenarios. Utilizes a lessons-learned approach to support decision making.
- Makes decisions that contribute to the short-term (<1-2 years) success and growth of the organization to support membership interests.

Managing and Leading

- This position will have one direct report, which is shared with the Director, Regulatory Affairs.

- Working in collaboration 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; and, 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 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, or national travel between the CNA's client sites or stakeholders may be required. Some international travel may be required occasionally.

Typical Qualifications

- An undergraduate degree in business, law, public administration or political science or other relevant discipline is required.
- A minimum of seven (7) years relevant and progressive experience in a field related to public policy, regulatory affairs, public administration, or in politics as a policy advisor
- Minimum (7) years of experience working in a policy, regulatory 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 working with consultants on developing and executing on research projects.
- 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 nuclear energy sector including: utilities, the nuclear supply chain, Natural Resources Canada, CNSC.
- 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.

Competencies

- Strong writing, organization and ability to multi-task and prioritize competing projects.
- 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 senior leadership including members of Boards of Directors.
- Experience reviewing and analyzing regulations, legislation and government policies.
- Managing legislative/policy review projects.
- Detailed knowledge of government policy-making and legislative processes with the ability to interpret and explain regulations and legislation, and potential effects on a particular sector.
- Demonstrated experience in research and policy analysis.
- High degree of resourcefulness, flexibility, and adaptability.