

## **Manager, Environmental Stewardship**

Founded in 1891, the Canadian Electricity Association (CEA) is the national forum and voice of the evolving electricity business in Canada. The Association contributes to the regional, national and international success of its members through the delivery of quality value-added services. CEA offers members a broad range of innovative programs and services in addition to delivering a coherent and convincing industry viewpoint to federal government decision makers on critical policy and regulatory issues.

The electricity industry must invest an estimated \$350 billion in infrastructure over the next twenty years in order to maintain system reliability and supply Canadians with safe, affordable power. In this context, CEA works closely with Canadian and US governments to shape legislation and policy in a variety of areas critical to the electricity industry such as climate change, environmental science and stewardship, sustainability, smart grid, trade, taxation, and security and infrastructure protection. CEA develops and advances positions related to these and other areas. Its effectiveness as an advocacy organization is contingent on solid research, analysis, communication and engagement.

To learn more about the Canadian Electricity Association please visit [www.electricity.ca](http://www.electricity.ca)

## **THE POSITION**

CEA is currently seeking applications for the position of MANAGER, ENVIRONMENTAL STEWARDSHIP, reporting to the Director of Generation, Sustainability & Aboriginal Affairs. Based in Ottawa, Ontario, this is a full-time, permanent position requiring at least 5-10 years of relevant work experience in government, industry or the environmental non-governmental sector.

This position requires a significant amount of environmental research, policy development/analysis, committee management, stakeholder interaction/collaboration, and advocacy with the federal government.

## **KEY RESPONSIBILITIES**

### Issues Management & Analysis

- Work closely with CEA members and the Director to manage the following issues:
  - Canadian Environmental Assessment Act (CEAA)
  - Fisheries Act (FA)
  - Species at Risk Act (SARA)
  - Migratory Birds Convention Act (MBCA)
  - Aboriginal Relations

- Maintain up to date knowledge of existing and proposed legislation, regulations, policies and proposals pertaining to environmental stewardship and Aboriginal engagement and potential implications for the sector.
- Develop thought leadership publications, submissions to government, external presentations, speaking notes, and speeches.
- Work with Public Affairs staff to coordinate external meetings with government officials/stakeholders and participate in these meetings, as required.
- Identify and develop external partnership opportunities with environmental non-governmental organizations.
- Track provincial, regional and international stewardship policies and guidance.
- Review and analyze relevant external stakeholder publications/submissions and provide summary/analytical reports to CEA members and the Director, as needed.
- Respond to information requests from CEA members and external stakeholders (e.g. consultants, government, academics, and non-governmental organizations).

#### Committee Management

- Organize committee conference calls, webinars, and face-to-face meetings.
- Develop meetings minutes and upload documents to the CEA SharePoint site.
- Maintain accurate member distribution lists, including in Contact Management.
- Provide on-going support for updating CEA Council briefing books, website content, and related materials.
- Ensure content and editorial accuracy of documents before final publication/submission/or sharing with members and other external stakeholders.
- Assist with other related-task group activity when requested by the Director.

#### **SKILLS AND QUALIFICATIONS**

- A Bachelor or Master's level degree in Public Policy, Legal Studies, Environmental Science or Environmental Studies.
- Minimum of five to ten (5-10) years of work experience of direct relevance in government, industry or ENGO sector.
- Demonstrated experience in policy development and analysis.
- Strong knowledge of Canadian environmental policy.
- Ability to present and communicate analytical findings to a wide variance of audiences.
- Ability to manage multiple projects and tasks to completion in a fast-paced environment.
- Self starter, able to work independently and with a team.
- Strategic thinker
- Attention to detail
- Good organizational skills
- Willingness to travel, on occasion.
- MS-Office, particularly Excel, PowerPoint, and Word
- Excellent written and verbal communication skills in English – capabilities in French an asset

**START DATE:**

June, 2017

Interested candidates should forward their resume in confidence to [resumes@hr-ondemand.ca](mailto:resumes@hr-ondemand.ca)

We thank all candidates who apply. However, only those selected for an interview will be contacted. CEA is an equal opportunity employer.

*We are committed to maintaining inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted in relation to this or any other job opportunity or testing, please advise a representative in a timely manner of the accommodation measures which are required in order to enable you to be assessed in a fair and equitable manner. All information received relating to accommodation measures will remain confidential. Please note that we will not automatically consult accommodation requests from prior selection processes.*