



Job Description – Vice-President, Regulatory Affairs and Safety

Reporting to the President & CEO, the Vice-President, Regulatory Affairs and Safety will develop and support a strategic regulatory response and stakeholder relations compliance and safety program that advances the Canadian Propane Association (CPA) objectives and reputation.

The VP will be responsible for all regulatory response initiatives across Canada, with the support of regional staff. Key to this role is the ability to represent the CPA in various capacities thereby enabling our industry to identify and address gaps in the regulatory structure, highlight areas for review, as well as to advocate for changes effectively and thoughtfully while ensuring harmonized compliance frameworks.

Key Roles:

Federal Liaison – Attend meetings with Transport Canada, the National Codes and Standards Bodies, etc., to ensure that all regulatory and safety activities are consistent with the CPA policy agenda.

Provincial Liaison – Works collaboratively with the team of regional government relations directors and members to advance the CPA's provincial regulatory agenda through strong planning and coordinating of all code and standards activities. Supports the team in their dealings with Safety Authorities and key energy sector partners so that our interactions are strategic, coordinated and consistent.

Propane Training Institute – Directs the work of the technical support team to update training material and ensure compliance. Works with members and other stakeholders to address learning issues, instruction problems, or new educational needs regarding specific technical requirements.

President & CEO Support – Provides knowledge and interpretation regarding regulatory and compliance issues. Provides reports on activities and participates in annual planning, staff evaluation and budgeting. Attends Board meetings and Annual General Meetings. Has direct responsibility for the Regulatory Affairs and Safety budget.

Key Responsibilities:

- Lead the representation of CPA at all appropriate stakeholder meetings (e.g., policy forums as well as regulatory and industry groups).
- Monitor and influence the regulatory landscape to anticipate and handle emerging issues that may either present an opportunity or a risk for CPA members.
- Propose and develop strategies to ensure CPA objectives are enhanced, achieved and protected.
- Build and maintain a stakeholder mapping and engagement strategy at the federal and provincial level. Ensure that CPA members' regulatory and safety interests and positions are expressed and included in the decision-making of all appropriate stakeholders
- Develop and lead alignment with regional directors to create/ensure "ONE CPA VOICE" on positions to be taken by the CPA on relevant regulatory matters, including member driven initiatives.

- Develop and vet positions in close cooperation with the President & CEO and VP Government Relations and with members.
- Communicate with relevant internal stakeholders on emerging regulatory subjects and provide an on-going analysis of the potential opportunities or risks for members.
- Supervise the planning and coordination of provincial meetings/briefings with members and key stakeholders pre- and post-meeting strategy sessions and debriefs with participating executives.
- Contribute to the development of events and assist in the production of CPA's communication material
- Prepare and keep track of budget for the Regulatory Affairs and Safety Team.
- Supervise the production of all material required for Board Meetings and Annual General Meeting.

Qualifications

- Bachelor's degree in a relevant discipline (e.g., technical competencies, law degree, transport expert)
- Minimum 8 – 10 years of experience in legislative/regulatory affairs and standards
- Proven track-record in the regulatory sector is required
- Provincial experience in regulatory/standards work highly desirable
- Proven management capabilities supervising and leading a team
- Must possess technical and standards knowledge of the legislative and regulatory processes
- Excellent communications skills, both verbal and written, are essential
- Proven ability to work effectively in a fast paced, quality and goal-driven environment
- Petroleum and propane industry experience is an asset
- Regular travel required within Canada
- Bilingual

This position is based in the CPA Ottawa office. The CPA offers a comprehensive benefits package and a dynamic working environment. If interested, please submit your resume to info@propane.ca by March 22, 2019.